

LAUC Executive Board Meeting Minutes

Monday, November 14, 2022

10:00 AM – 12:00 PM

Attendees: Mary-Michelle Moore, UCSB (President); Danielle Kane, UCI (President Elect & R&PD); Rachel Green, UCLA (Past President); Marlayna Christensen, UCSD (Secretary); Dean Rowan, UCB (Parliamentarian); Jesse Silva, UCB (Chair); Lisa Spagnolo, UCD (substitute for Chair); Stacy Brinkman, UCI (Chair); David Cappoli, UCLA (Chair); Jim Dooley, UCM (Chair); Rachel Starry, UCR (Chair); Xi Chen, UCSD (Chair); Edith Escobedo, UCSF (substitute for Chair); Chizu Morihara, UCSB (Chair); Martha Stuit, UCSC (Chair); Sylvia Page, UCLA (Communication Chair, Co-Webmaster); Xaviera Flores, UCLA (Diversity); Cynthia Johnson, UCI (DOC); Allegra Swift, UCSD (SLASIAC); Lisa Spagnolo, UCB (SCLG)

Absent: Michelle Polchow, UCD (Chair); Anneliese Taylor, UCSF (Chair); Sarah Buck Kachaluba, UCSD (CPG); Reid Otsuji, UCSD (Co-Webmaster); Catherine Busselen, UCSB (SLFB)

Guests: Caitlin Hunter (UCLA); Katherine Kapsidelis (UCLA)

Called to order by M. Moore at 10:02 am

1. Roll Call (M. Christensen)
2. Secretary's Report (M. Christensen)
October 10, 2022 minutes are approved.
3. Old/Continuing Business
 - A. Task Force on Academic Status Update
 - i. Draft Charge
Draft of the charge was shared with the Executive Board for feedback. No additional comments on the draft.

Crystal Goldman (SD) has agreed to chair the committee. Committee's official start date will be listed as September 12, 2022. It is expected to be a multi-year endeavor.
 - ii. Task Force on Academic Status Box Folder
M. Moore created the folder.
 - iii. Examples of Local Procedures
Division chairs are invited to submit examples of local procedures. Submitted documents will be added to the Academic Status folder in Box.
4. Committee Reports
 - A. Committee on Research & Professional Development (D. Kane)
After some issues with campus representatives, the committee has been set and the charge updated. Initial meetings were held where we went over the charge, calendar, and goals for this year.

Proposals are due to the chair on November 28. Evaluators will be assigned and initial discussion meeting is set for December 15.

- B. Committee on Professional Governance (S. Buck-Kachaluba – absent; report submitted prior)
CPG met for the first time on Wednesday, October 19 and the next meeting will be Wednesday, November 16.

Only half of the representatives were present at the first meeting because of various planned and unplanned absences. Those present evaluated this year's Special Charge and began to talk about how it could be approached. In November's meeting the committee will further discuss this and begin coming up with a timetable and workflow.

The central thrust of this year's charge is to make the UC Libraries' Governance Structure more transparent by creating a guide for LAUC members/librarians to this structure. The UCLAS organizational chart (see attached) is a good starting point as it points to key actors in the governance system. A key issue to unpack is the "shared governance" model at the core of LAUC-CoUL (Council of University Librarians – comprised of all the ULs in the UC System). Some sub-questions/issues include:

- 1) How do represented vs. non-represented librarians fit into this system? What are the roles, rights and responsibilities of each group in UC Libraries' governance?
- 2) How does the Academic Review Process for those in the Librarian Series fit into this? Is there a grievance procedure when non-represented librarians decide that represented librarians are denied merit (no-action) or extra points or a lack of reasonable recognition of their work?

- C. Committee on Diversity, Equity, and Inclusion (X. Flores)

X. Flores will be sending an email to committee chairs about developing a survey to get an idea of the biggest DEI concerns on each of the campuses in term of academic status. They will also discuss how the collected data can be useful in other areas.

She will also communicate with the committee to determine the best ways to communicate, do the work, and get a December meeting scheduled.

- D. Nominating (R. Green)

The call for volunteers was successful, with two members expressing interest. Would love to have someone from a northern campus join, but anyone, other than from LA can volunteer.

- E. Communications Committee (S. Page)

Reid Otsuji (UCSD) has been appointed Co-Webmaster. We are still seeking another News and Social Media Coordinator to join Lia Friedman (UCSD) with these tasks. The role entails gathering and adding news and social media posts about LAUC members and LAUC activities with the intention to help LAUC members across campuses to connect. Contact S. Page or L. Friedman for more information and volunteer.

The committee will meet next week and begin discussing projects from the charge, including implementing updates to the website, reviewing the Meet Our Members process, and other projects.

5. Reports from Committee Representatives

- A. SLASIAC - Systemwide Library and Scholarly Information Advisory Committee (A. Swift)
November 2, 2022 hybrid meeting

- 1) difficult to hear speakers at times but the items receiving the most interest and discussion were the UC OSC DEI WG's resources in campus testing and input phase, OER task force, and the federal research data open access mandates/guidance.
- 2) UCM VPDUE Sarah Frey spoke to the OER task force's charge and work. SLASIAC members are invited to share feedback. No mention of work being done on campuses and libraries.
- 3) Research data and publications discussion is happening across CKGs and OSC an important topic.

- a) SLASIAC agenda discussed federal public access and open science activities with an overview of federal activities and how these activities intersect with UC's open access and open science work. Prereads: [University of California hails White House guidance accelerating public access to federally funded research](#), [White House press release: OSTP Issues Guidance to Make Federally Funded Research Freely Available Without Delay](#), [NIH Policy for Data Management and Sharing](#)
 - b) UC resources for open data sharing - overview of UC services and resources to meet funder requirements. SLASIAC members expressed much concern over who is responsible for data retention and the complexities of preservation.
- 4) Next meeting scheduled for November 30 with agenda pending.
- B. UCOLASC - University Committee on Library and Scholarly Communication (M. Moore)
Meeting to be held November 30. M. Moore has not yet seen the agenda and will contact chair if not received by the end of the week.
- C. SCLG – Shared Content Leadership Group (L. Spagnolo)
Official minutes from SCLG meetings should be posted on [SCLG page](#), but have not been updated since the July meetings. Lisa will look into the process for posting to this page.
- Since the last update, SCLG met on October 14th and 28th. Key topics include a presentation from the STAR Team representatives on approaches to incorporating DEI impact in transformative resource reviews. CDL members presented progress on licensing negotiations. Discussions continued regarding the augmentation fund and CDL's working with JSC. Roger Smith also shared that the recruitment for the CDL Acquisition Unit Head at UCSD is progressing.
- Please contact L. Spagnolo if you have any questions or issues to raise with SCLG.
- D. SLFB – Shared Library Facilities Board (C. Busselen - absent)
No report.
- E. DOC – Direction and Oversight Committee (C. Johnson)
October 4, 2022, meeting
- 1) Continued discussion about emergency contacts for Zoom/online meetings in case of medical emergencies. The main topic of this discussion: how to keep an emergency contact list up-to-date.
 - 2) Continued the discussion about Digital Reference with ultimate agreement that no campus would be forced to be part of a shared service. Discussion about next steps going back to the Digital Reference Shared Service Team
 - 3) UC ETAS and Lending Task Force Draft Charge reviewed:
 - a) Purpose: developing and documenting the requirements, procedures, policies for UC Library campuses (or an individual campus) to activate HathiTrust's Emergency Temporary Access Service (ETAS)

October 18, 2022, meeting

- 1) Continued discussion about emergency contacts for Zoom/online meetings in case of medical emergencies.
 - a) Note that DOC is thinking broadly about all systemwide meetings and how information about contacting home campuses can be shared/maintained if a medical emergency occurs online. Do certain individuals on each campus have access via UC Path or internal documentation, to employee's emergency contact information? How can a document with contacts be made available to all UC libraries? Are people comfortable with having a document like this (note that it would provide contact information to someone at the home library who would look up and contact emergency contact). Also, discussion of how useful this actually is in an emergency situation.

- 2) Systemwide Statistics Charge and Membership: DOC asked to approve or confirm nominees to this new team
- 3) UCLA Campus Update
 - a) Todd Grappone provided the following updates:
 - i) UCLA announced its intention to become a Hispanic Serving Institution (HSI).
 - ii) UCLA acquired the Marymount Catholic University campus.
 - iii) Arts library is under renovation and looking to be open again in a month.
 - iv) Seismic retrofitting the Powell Library will hopefully begin this fall.

F. CoUL (M. Moore)

Last meeting was over a month ago. At the meeting, the Chairs and Chair Elect of LAUC and CoUL agreed to start having meetings. No follow-up messages about those meetings has been sent yet.

CoUL also suggested a speaker for a future LAUC Forum.

ACTION: M. Moore will contact CoUL chair re: joint meetings and follow-up on speaker suggestion.

8. New Business (M. Moore / M. Stuit)

A. Assembly

UC Santa Cruz will be the host of the 2023 LAUC Assembly. This assembly will be in a hybrid format. The date for the assembly has not yet been decided. Currently, the dates being considered lean towards early April in order to avoid conflict with professional conferences occurring in March.

M. Stuit called for volunteers interested in helping with planning the assembly to contact her the end of November.

ACTION: M. Moore will share invitation on LAUC-Statewide list; Division chairs: encourage members to participate.

Want to help us plan the LAUC Spring Assembly 2023? This hybrid meeting will be held at UC Santa Cruz on [TBD] and also on Zoom for LAUC divisional chairs and delegates. We are looking for Exec Board members to join us in planning. Please let Spring Assembly Planning Committee Chair Martha Stuit (mstuit@ucsc.edu) know if you are interested by the end of November.

9. Round Robin: Highlights and issues from the campuses

A. UCB (J. Silva)

LAUC-B's Fall assembly will be held on Dec 1 and will focus on the library's strategic plan.

Our UL asked us to investigate morale issues amongst the librarians. After a long conversation at our executive committee, we drafted a letter to him listing a number of reasons for morale issues. We will discuss further in December.

B. UCD (L. Spagnolo for M. Polchow)

UL Mackenzie Smith announced retirement June 2023 and Exec Board sent letter to Provost as reminder of LAUC-D's advisory role.

Over two years ago, UL requested changes in professional review process, and COVID resulted in creation but inactive Librarian Review Task Force, so this group will open opportunity to also follow-up on delegated authority for performance evaluation and decision making.

Jason Sarmento was recruited as the Head of Archival Processing. There are currently three open positions: Diversity Resident (formerly title Fellow) which will be based in Metadata Creation; Clinical Education and Research Librarian; and Associate University Librarian for Research and Learning.

Roberto Delgadillo passed at the end of October. Memorial page:

<https://library.ucdavis.edu/news/remembering-librarian-roberto-c-delgadillo/>

C. UCI (S. Brinkman)

LAUC-I held its hybrid fall membership meeting on October 25. We discussed our representation as non-voting members on 11 Academic Senate councils and boards, and decided to advocate to keep representation on all of them. A letter was sent to the Academic Senate Executive Director, and our UL Lorelei Tanji wrote an additional letter of support. We are currently waiting for a response from Academic Senate.

We are currently recruiting for a Research Librarian for Digital Humanities, and welcomed a new Curator for Southeast Asian Archives this week.

D. UCLA (D. Cappoli)

Current Recruitments:

- 1) [Business Research Librarian](#)
- 2) [Clinical and Research Support Librarian in Sciences User Engagement](#)
- 3) [Curator of Rare Books and Global Print Culture](#)
- 4) [Humanities and Social Sciences Librarian](#)
- 5) [Medical Education Librarian in Sciences User Engagement](#)

Presented on PI status for UCLA Librarians to UCLA's Committee on Library and Scholarly Communications. Faculty on the committee were curious as to why PI status was not automatically granted to UCLA Librarians. Arguments were presented both in favor and against automatic PI status and in the end LAUC-LA noted that it would reach out to UCSF, the only campus to automatically grant PI status to librarians, for further information, as well as work with the UL.

Presenting to UCLA's Committee on Academic Freedom with Marty Brennan on how to bring a resolution to academic freedom disputes between a Librarian and their Review Initiator.

Fall membership meeting (virtual) scheduled for December 1.

Mentoring and Orientation Committee working towards reestablishing one-on-one meetings between the UL and new Librarians.

E. UCM (J. Dooley)

Completed review of merit review procedures.

F. UCR (R. Starry)

Held first division membership meeting on October 25, 2022 where we discussed updating the format of our LAUC-R sessions with candidates during on-campus librarian-series interviews

Library strategic planning launching soon: all-staff retreat with ACRL consultants on December 12.

G. UCSD (X. Chen)

UCSD Library entered the stage of implementing strategic plans. The Senior Leadership Team (SLT) invited programs and committees to propose initiatives so that administration can coordinate and allocate resources at a high level. LAUC-SD had an open discussion on 10/24. Based on the response we heard during the discussion, we sent out the survey and asked members to vote on initiatives. The final initiative we settled on is to "Identify and document the evolution of Librarian positions in the past 10-15 years: specifically, look at the positions that have been re-hired (as Librarian positions), lost, never replaced; converted to staff; etc. Collect and create a corpus of all Librarian series current job descriptions to identify skills/expertise gaps and help craft new Librarian job descriptions."

Currently, SLT is reviewing all initiatives and has shared all submissions with all library staff and asked people to comment and pick their top choices. The work will start in late November.

Regardless if it will become an initiative, LAUC-SD will work on this task, as an initiative or a LAUC SD project.

H. UCSF (E. Escobedo for A. Taylor)

The UCSF Library at the Parnassus campus (main library location) is [undergoing several renovations](https://www.library.ucsf.edu/news/ucsf-kalmanovitz-library-renovations-update/) (https://www.library.ucsf.edu/news/ucsf-kalmanovitz-library-renovations-update/).

There's a waterproofing project that has the entire building wrapped in white plastic, renovation to the bottom floor to transform stacks to house archival collections, and several transformations to the main floor which will result in a new Access Services desk and gender-inclusive restrooms.

The Library acquired [51 graphic medicine books](https://www.library.ucsf.edu/news/ucsf-library-acquires-fifty-one-graphic-novel-medicine-collection/) (https://www.library.ucsf.edu/news/ucsf-library-acquires-fifty-one-graphic-novel-medicine-collection/) with the support of a grant from the Network of National Library of Medicine (NNLM).

Archives & Special Collections [received an NNLM Data Engagement Award](https://www.library.ucsf.edu/news/ucsf-archives-receives-nnlm-data-engagement-award-for-data-journalism-course-in-a-box-the-covid-tracking-project-archives/) (https://www.library.ucsf.edu/news/ucsf-archives-receives-nnlm-data-engagement-award-for-data-journalism-course-in-a-box-the-covid-tracking-project-archives/) for a new project, Data Journalism Course in a Box: The COVID Tracking Project Archives.

The Industry Documents Library [added three new collections to the Opioid Industry Documents Archives](https://www.library.ucsf.edu/news/new-collections-highlights-the-role-of-pharmacies-in-the-opioid-epidemic/) (https://www.library.ucsf.edu/news/new-collections-highlights-the-role-of-pharmacies-in-the-opioid-epidemic/) from Florida, Ohio, and San Francisco.

For Open Access Week, the Library and Academic Senate hosted a panel event [celebrating 10 years of the UCSF Senate Open Access Policy](https://www.library.ucsf.edu/news/celebrating-10-years-of-the-ucsf-open-access-policy-panel-presentation-and-reception/) (https://www.library.ucsf.edu/news/celebrating-10-years-of-the-ucsf-open-access-policy-panel-presentation-and-reception/).

I. UCSB (C. Morihara)

Special Research Collections received a grant for the [Santa Barbara Community Archiving project](#)—to preserve and celebrate the Latinx community of Santa Barbara.

HR landscape—We are currently hiring for HR staff, since we lost our HR team this past year. There are discussions of how we need to change how we recruit and retain librarians (and staff).

3 open recruitments—Director of Special Research Collections (SRC), Assistant Director of Resource Acquisition and Discovery Services (ReADS), Open Access Collection Strategist

J. UCSC (M. Stuit)

We have several librarian searches coming up. Currently open are the positions of [University Archivist](#) and [Processing Archivist](#). There will be informational webinars about the positions on Wednesday, 11/16, 5-6 p.m. ([registration](#)) and Tuesday, 11/29, noon-1 p.m. Pacific ([registration](#)).

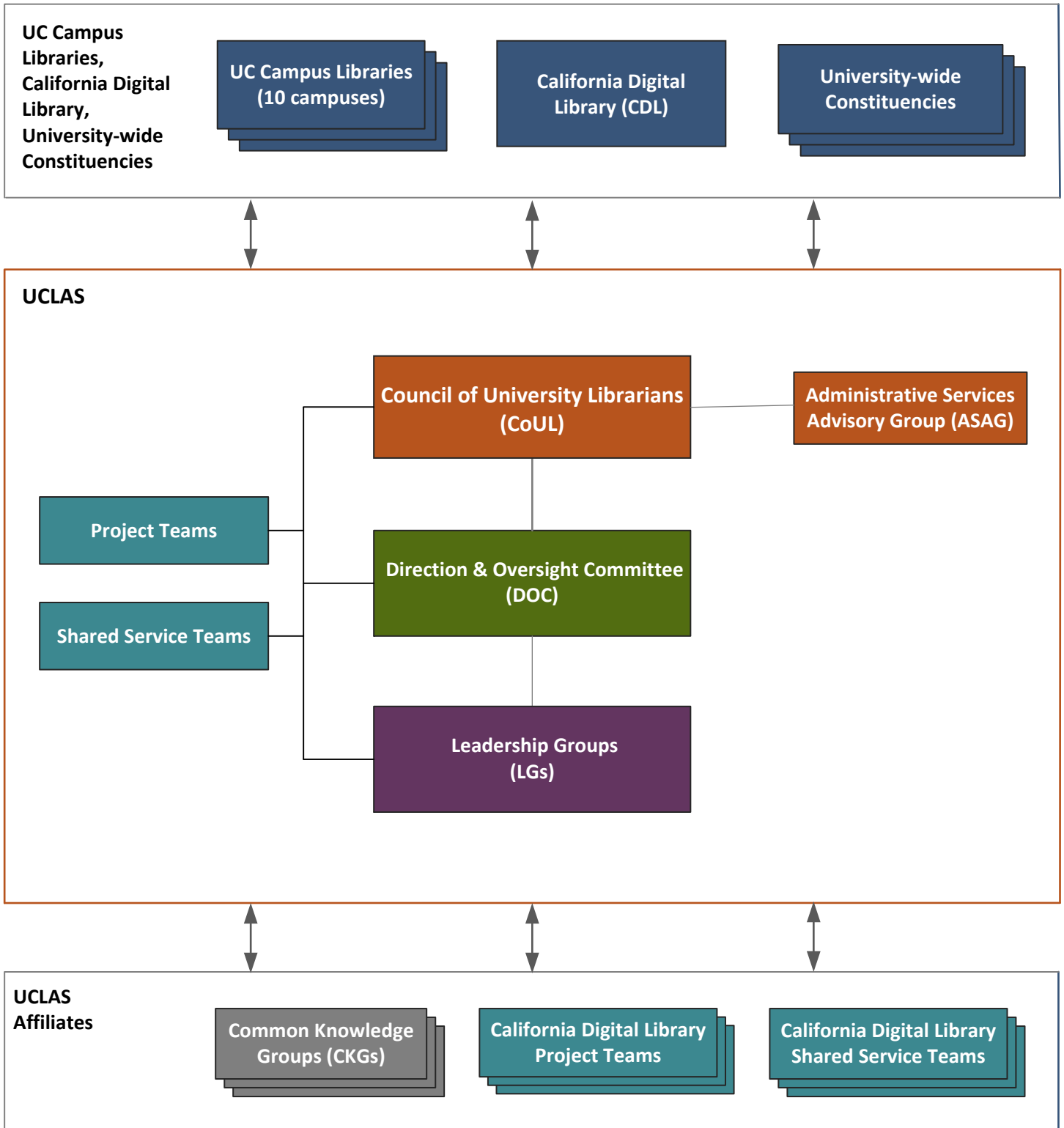
LAUC-SC Exec Board is continuing to consider our recommendation for local R&PD allocations that are left over from the previous year.

Our fall membership meeting and CAPA workshop for those undergoing reviews is scheduled for Tuesday, November 29.

LAUC-SC Exec Board is discussing our local R&PD committee composition because there is a discrepancy between bylaws, our website, and practice.

Adjourned at 11:15am

UNIVERSITY OF CALIFORNIA LIBRARIES ADVISORY STRUCTURE



UNIVERSITY OF CALIFORNIA LIBRARIES ADVISORY STRUCTURE

Council of University Librarians (CoUL)

CoUL = 10 Campus ULs + CDL AVP/ED + CoUL Planning Lead - Provides collaborative leadership, vision, and strategic planning that enables the UC Libraries to develop innovative services, strategies, and technological systems.

Administrative Services Advisory Group (ASAG)

ASAG = 10 Campuses - Advises CoUL on matters related to human resources, business, and space planning.

Direction & Oversight Committee (DOC)

DOC = 10 Campuses + CDL + CoUL Planning Lead + Past CoUL Chair + LAUC Rep - Carries out priorities, policies and projects established by CoUL. Membership is at the AUL/DUL/senior staff level.

Leadership Groups (LG)

LG = Membership determined case-by-case - Charged to provide systemwide guidance, coordination, communication, and decision-making related to defined area of operations. Current LGs include Shared Content Leadership Group, Digital Preservation Leadership Group, and SILS Leadership Group.

California Digital Library (CDL)

CDL - Partners with UC Libraries in developing and maintaining shared services and collections; unit within the UC Office of the President.

Project Teams

Project Teams = 1+ Campus(es) and/or CDL - Performs one-time projects with specific outcomes and end dates; may be charged by and report to CoUL, DOC, LG or CDL.

Shared Service Teams

Shared Service Teams = 1+ Campus(es) and/or CDL - Delivers a shared service for the UC Libraries on an ongoing basis; may be charged by and report to CoUL, DOC, LG or CDL.

UCLAS Affiliates

UCLAS Affiliates – Autonomous and/or self-organized groups that communicate with and/or provide services to UC Libraries.

Common Knowledge Groups (CKG)

CKGs = 2+ Campuses and/or CDL - Self-organized standing groups of experts or pioneers in areas of interest to the UC Libraries.

University-wide Constituencies

University-wide Constituencies - Includes all components of UC Libraries Systemwide Planning & Consultative Structure.