

**LAUC Executive Board Meeting Minutes
Monday, May 8, 2023
10:00 AM – 12:00 PM**

Attendees: Mary-Michelle Moore, UCSB (President); Rachel Green, UCLA (Past President); Marlayna Christensen, UCSD (Secretary); Dean Rowan, UCB (Parliamentarian); Amy Roberts (Parliamentarian); Michelle Polchow, UCD (Chair); Stacy Brinkman, UCI (Chair); Renee Romero, UCLA (Vice-Chair); Jim Dooley, UCM (Chair); Rachel Starry, UCR (Chair); Xi Chen, UCSD (Chair); Anneliese Taylor, UCSF (Chair); Chizu Morihara, UCSB (Chair); Martha Stuit, UCSC (Chair); Sylvia Page, UCLA (Co-Webmaster, Communication); Reid Otsuji, UCSD (Co-Webmaster); Sarah Buck Kachaluba, UCSD (CPG); Xaviera Flores, UCLA (Diversity); Allegra Swift, UCSD (SLASIAC); Catherine Busselen, UCSB (SLFB)

Absent: Danielle Kane, UCI (President Elect & R&PD); Jesse Silva, UCB (Chair); David Cappoli (UCLA) ; Lisa Spagnolo, UCD (SCLG); Cynthia Johnson, UCI (DOC);

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

1. Called to order by M. Moore at 10:08 am
2. Roll Call (M. Christensen)
3. Secretary's Report (M. Christensen)
 - A. April 17, 2023 minutes are approved.
4. Old/Continuing Business
 - A. Task Force on Academic Status Update (M. Moore)
 - i. A [new section](#) has been added to the website.
 - B. SLASIAC and DOC Representatives Needed
 - i. Mary-Michelle is accepting applications from those interested in serving in either of these roles. Names will be submitted to UCOP by mid-June.
5. Committee Reports
 - A. Committee on Research & Professional Development (D. Kane)
 - i. Spring Grants have been added to the Grants Table. Thank you, Sylvia and Reid.
 - ii. Small update for the Grants Table of several reports and corrections.
 - iii. Next update for the Grants Table will be when we get this year's and last year's annual and final reports.
 - iv. Danielle will send a reminder to the list in mid-May that annual and final reports are due in June. She will also be asking anyone who has every received a grant to review the grants table and send me any missing reports.
 - v. The committee has compiled a Data Review covering 1998-2023. Contact Danielle with any questions. See Appendix A, following minutes.
<https://ucla.box.com/s/z5pltwk7rny5pzzr045uog52uk6kr3qpg>

- B. Committee on Professional Governance (S. Buck-Kachaluba)
 - i. Matt Connor, Vice-Chair, filled in for Sarah for the Q&A portion of the CPG presentation during the Assembly.
 - ii. Goal is to complete the Governance Guide by the end of June and to spend the rest of the summer gathering information about Academic Review Procedures from each division.
- C. Committee on Diversity, Equity, and Inclusion (X. Flores)
 - i. No update.
- D. Nominating (R. Green)
 - i. We now have two candidates for secretary and one candidate for president.
 - ii. Nominations are still being accepted.
- E. Communications Committee (S. Page)
 - i. Added Task Force for Academic Status section to the website.
 - ii. FivePaths' standard invoice has been received and needs to be modified to include more recent proposal.
 - iii. Updating LAUC directory.

ACTION: Division chairs, please send any changes in librarian staffing to the Webmasters.

6. Reports from Committee Representatives

- A. SLASIAC - Systemwide Library and Scholarly Information Advisory Committee (A. Swift)
 - i. No update.
- B. UCOLASC - University Committee on Library and Scholarly Communication (M. Moore)
 - i. No updates. Next meeting is May 31.
- C. SCLG – Shared Content Leadership Group (L. Spagnolo)
 - i. No report. Returning to work from leave soon. Next meeting is May 12.
- D. SLFB – Shared Library Facilities Board (C. Busselen)
 - i. RLF Operations Funding Phase 1 Final Report, submitted to Provost Newman and Vice Provost Haynes on April 28, 2023. The Report is still an internal document and not able to be made publicly available.
 - ii. Susan Swarts, NRLF Director, announced that she will be leaving UC Berkeley. Her last day will be May 17, 2023. Until a full succession plan has been established, NRLF inquiries can be directed to Tim Converse.
- E. DOC – Direction and Oversight Committee (C. Johnson)
 - i. May 2, 2023 meeting
 - a. Discussed the revised Charge for the Digital Preservation Leadership Group. The new charge has more focus on the DPLG developing a vision for the UCs regarding digital preservation. This wasn't clearly articulated in the original charge. Next steps include the subcommittee who worked on revising the Charge meeting again to review and address comments from DOC.
 - ii. April 18, 2023 meeting

- a. The bulk of the meeting was spent in breakout sessions. One subgroup focused on shared services with the long-term goal of better understanding, in our current environment, what is a “shared service?” Another group focused on beginning to define expectations for DOC liaisons with the goal of clear expectations and consistency. And a third group focused on DOC’s discretionary funding. Groups will provide updates in May, focusing on the charges they are creating for themselves around these questions.

F. CoUL (M. Moore)

- i. No updates.

7. New Business (M. Moore)

A. Comment period opened on April 24 with proposed changes to the APM (Section 210) regarding DEI Status. Section 210.4 pertains specifically to librarians.

- i. Comments can be submitted to UCOP through July 31. Some campuses are compiling responses locally and may have different submission deadlines. Some campuses still have not received the notice about the comment period.
- ii. [Draft email to LAUC Membership from the board](#)
 - a. Some campuses have yet to receive the announcement. Some campuses have local contacts for sending comments and compiling comments. Other campuses are directed to the UCOP contact.
 - b. Mary-Michelle drafted a message to send to all LAUC members to inform them of the proposed changes and the comment period. She also compiled a list (as available) of contact points on each campus where comments on the changes can be sent.
 - c. Comments can be sent directly to UCOP or a local Academic Senate representative, depending on campus instructions in the memo. Mary-Michelle proposed creating a form to gather anonymous comments, compiling the comments, and sending them to UCOP from LAUC Statewide. Divisions can also create their own form if preferred.
 - d. In the June and July Executive Board we will start drafting the letter to UCOP from LAUC.

ACTION: Mary-Michelle will send a letter to the membership regarding the changes and the opportunity to comment.

ACTION: Mary-Michelle will also prepare a form to collect anonymous comments.

B. LAUC’s role in suggesting changes to the APM and the wider review process

- i. LAUC was bypassed in getting an opportunity to give feedback on something that directly affects librarians and our review process. Do we need to be more familiar with Academic Senate or legal procedures to reinforce LAUC's advisory role?
- ii. LAUC bylaws instruct us that we shall " advise the Office of the President, the campus administration, and the library administration on professional standards, rights, privileges, and obligations of members of the librarian series of the University." (Section 3)
- iii. It was proposed to draft a document detailing the concerns that LAUC has with how this APM's proposed changes were handled, including a timeline of events. The concern is not with the proposed changes, but with the path taken to develop the changes.
- iv. Communicate with APO (<https://www.ucop.edu/academic-personnel-programs/staff/index.html>), (Kelly Anders?)

ACTION: Mary-Michelle will contact the APO contact (Kelly Anders) for more information about the process and ideas of how to provide feedback.

8. Round Robin: Highlights and issues from the campuses

A. UCB (J. Silva)

- i. The local peer review committee (CAPA) shared with our Executive Committee a letter sent by our Academic Personnel Office clarifying that non-represented librarians can continue earning salary increases off-scale after they reach the top of the pay scale. This was not widely shared and many unrepresented librarians were unaware. Our local HR office will send the letter to all UCB librarians.
- ii. Held the Spring Assembly on May 4, which entailed 30 minutes of announcements and updates from various local committees and the welcoming of 6 new librarians hired since December 2022:
 - a. Misha Coleman, Stem Librarian, Engineering and Physical Sciences Division
 - b. Jessica Tai, Processing Archivist for Institutional Records and Faculty Papers, Bancroft
 - c. Hannah Tashjian, Head of Preservation, Collections Services Division
 - d. Cyrana Dowell, Research Services Archivist, Environmental Design Archives
 - e. Nadia Winters, Business Resource Librarian, Social Sciences Division
 - f. Michelle McKenzie, Social and Cultural Studies Librarian, Social Sciences Division.
- iii. They have a full slate of candidates for our election.

B. UCD (M. Polchow)

- i. Welcome new librarians:
 - a. Amalia Cicek, Researcher Services Librarian-Science, Technology, Engineering, and Math (STEM)
 - b. Refugio Acker-Ramirez, Research Law Librarian, Mabie Law Library.
- ii. Ezekiel McGee, Diversity Resident in the Content Support Services Department emphasis on metadata.
- iii. June retirements:
 - a. Dan Goldstein, Librarian, Researcher Services
 - b. Elisabeth McKechnie, Senior Research Law Librarian. Mabie Law Library
- iv. Recruitment for UL expects to have candidates selected and on campus by the end of May.
- v. The new Associate University Librarian for Research and Learning is Nicole Capdarest-Arest. She was the CAPA chair, so Vice-Chair, Kristin Brandt, Research Law Librarian, Mabie Law Library transitioned into that position.
- vi. Proposed APM 210 revision notice was sent by Vice Provost-Academic Affairs to non-represented librarians, so it was not communicated to the full target audience.

C. UCI (S. Brinkman)

- i. Welcome Digital Humanities Librarian April Urban (start: July 10, 2023).
- ii. Current recruitments currently at the interview stage:
 - a. Biological Sciences
 - b. Health Sciences.
- iii. Recent or upcoming departures:
 - a. Curator for Southeast Asian Archives
 - b. Nursing and Health Sciences (retirement in June).

- iv. Spring meeting will be held May 16 in a hybrid format. Will discuss the changes to APM 210 at this meeting.

D. UCLA (R. Romero for D. Cappoli)

- i. Spring Membership Meeting was held April 25 (60 individuals attended, including 25-30 in-person) with two Librarian of the Year recipients:
 - a. Courtney Hoffner, Website Managing Editor and Content Design Librarian, for her work on the library's website redesign
 - b. Sangeeta Pal, Access Services Librarian for the Law Library for her work on the Systemwide ILS (SILS) project.
- ii. Spreading Heirloom Knowledge: An Introduction to the Clark Library Seed Sharing Program was held on April 27 with about 20 in attendance. The event focused on the William Andrews Clark Memorial Library's heirloom seed library, a library outreach initiative, and was followed by an activity where attendees selected seeds from the library (a six-drawer card catalog) to plant and take home.
- iii. Will be drafting a process for unfunded and funded grants for the UL to review as we try to make progress towards automatic PI status.
- iv. The Committee on Research and Professional Development has put out the call proposals for presentations at UCLA's 2023 Library Research Forum. This year's forum will be held virtually on Friday, June 16.
- v. A survey of research activity by UCLA Librarians resulted in 23 responses by 11 individuals. We are discussing what the next steps will be.
- vi. Two positions posted for applications:
 - a. [Ralph J. Bunche Center for African American Studies - Digital Archivist](#) (Deadline: May 23)
 - b. [Director of Sciences User Engagement](#) (Deadline: May 10)

E. UCM (J. Dooley)

- i. No updates.

F. UCR (R. Starry)

- i. LAUC-R is planning a special membership meeting in June to discuss our division committee structure. Given the small division size, there have been expressions of interest in reducing the number of committees we have by combining extant committees.
- ii. Event open to all LAUC members on May 18, 2pm Pacific, hosted by LAUC-R DEIA committee: "Another Half of a Eulogy: Incorporating Anti-Racist Frameworks into LibGuides," a webinar featuring jaime ding, the principal organizer of the LibGuides Open Review Discussion Sessions (LORDS) project started within the California State University Libraries which facilitated conversations about the politics of citations in LibGuides, including professionalization, inclusion, and transparency.
- iii. Open librarian searches:
 - a. [Assessment Librarian](#)
 - b. [STEM Teaching Librarian](#)
 - c. [Metadata Librarian](#)
 - d. [Instructional Design Librarian](#)
 - e. [Director of Research Services](#)

- G. UCSD (X. Chen)
 - i. LAUC-SD welcomed its new member Zemirah Nogow, Life and Health Science Collection Strategist.
 - ii. Several positions are currently inviting applications:
 - a. Engineering Librarian
 - b. Music/Media Liaison Librarian
 - c. Head of Music/Media Metadata Librarian.
 - iii. LAUC-SD had its spring social on May 2 which was a big success.
 - iv. Library staff and librarians finished their 2nd session of the EDI In Action training series.
 - v. Next LAUC-SD membership meeting is on May 8. We will talk about APM changes and share the slate of the local and state-wide LAUC election.

- H. UCSF (A. Taylor)
 - i. Currently recruiting:
 - a. [University Records Archivist](#)
 - b. [Digital Health Humanities Interdisciplinary Symposium](#) June 23
 - c. [Text Analysis Workshops for Digital Health Humanities](#) in May and June
 - d. [Industry Documents Workshops for Public Health](#) in May

- I. UCSB (C. Morihara)
 - i. Spring Membership meeting will take place May 23.
 - ii. Library's Strategic plan is in the implementation phase where we recently had 3 brainstorming workshops for the library to participate.
 - iii. UCSB has a number of positions open and in progress:
 - a. Director of Collection Strategies (on site visits concluded)
 - b. Assistant Director of ReADS (reviewing applications)
 - c. East Asian Studies Librarian (zoom interviews in progress)

- J. UCSC (M. Stuit)
 - i. Spring membership meeting will be May 25.
 - ii. Currently filling positions for:
 - a. Open Educational Resources (OER) Librarian
 - b. Social Sciences Librarian
 - c. Digital Scholarship Librarian.

Adjourned at 11:16 am