

Librarians Association of the University of California
Executive Board Transition Meeting
25 August 2005, 10am –3pm
1111 Franklin Building
Room 5320

Present: Terry Huwe, (Outgoing President, B), Jennifer Reiswig (Incoming President, SD), Linda Kennedy (Outgoing Past President, D), Ann Jensen (SLASIAC Representative, B), Lily Castillo-Speed (Incoming Chair, B), Chris Tarr (Outgoing Chair, B), Karleen Darr (Incoming Chair, D), Bob Heyer-Gray (Outgoing Chair, D), Kay Collins (Incoming Chair, I), Manuel Urrizola (Outgoing Chair, I), Deborah Costa (Incoming Chair, LA), Janet Carter (Outgoing Chair, LA), Emily, Lin (Incoming Chair, M), Jim Dooley (Outgoing Chair, M), Kenneth Furuta (Incoming Chair, R), Michael Yonezawa (Outgoing Chair, R) Peter Brueggeman (Incoming Chair, SD), Mary Linn Bergstrom (Outgoing Chair, SD), Anneliese Taylor (Incoming Chair, SF), Lisa Mix (Outgoing Chair, SF), Gary Colmenar (Incoming Chair, SB), Lucia Orlando (Incoming Chair, SC), Ken Lyons (Outgoing Chair, SC), Paul Weiss (Parliamentarian, SD), Ilan Eyman (Web Manager, B), Jane Rosario (Incoming Secretary, B)

Absent: Lise Snyder (Incoming President, LA), Donald Barclay (Outgoing Secretary, M), Patrick Dawson, SOPAG Representative (SB)

1. Call to Order, Welcome, Introductions, Announcements

Outgoing President Huwe called the meeting to order at 10:00 a.m. He congratulated LAUC on a great year, and outlined that we would spend the morning reviewing ongoing projects and sharing advice to the incoming members. All attendees introduced themselves. Huwe noted that Outgoing Secretary Donald Barclay was absent due to the fact that the UC Merced Library will open in two weeks. Incoming President Lise Snyder is absent due to jury duty.

2. Agenda Review

No changes to the agenda.

3. Secretary's Report – D. Barclay (given by T. Huwe)

a. Approve minutes: LAUC Board Meeting of June 3, 2005

The Board accepted the minutes as delivered.

b. Roster

Patrick Dawson (SB) is beginning his second year as the representative to the Systemwide Operations and Planning Advisory Group (SOPAG). Board members relayed other corrections and additions to the Incoming Secretary.

Action Item: Huwe will keep the Executive Board reflector at UCB this year and be the local list manager. The new roster will take effect September 1, 2005.

c. Spring Assembly minutes

The draft June 2, 2005 minutes have been distributed and will be posted to the LAUC web site.

Action Item: Incoming President Reiswig will facilitate a vote by email to approve them.

4. Old Business – T. Huwe

a. **Outgoing President's Report**

Huwe's final report will be available on the LAUC Web site (<http://www.ucop.edu/lauc/>).

b. **2005/2006 Budget Report**

Huwe assumes that the budget will not be cut again. In his tenure, he targeted traveling expenses; standing committees need to have a good reason to have in-person meetings at LAUC's expense. Conference calls are a good alternative. It takes much less time and money to hold a conference call than to arrange for travel.

c. **2005-2006 Nominations Committee Update**

The new committee (Lisa Mix and Patrick Dawson) will get started right away. Past President Kennedy noted that she has names of potential candidates that she will forward to the committee from people approached in the past who promised to participate "in the future." UCLA and UCSD cannot be tapped for candidates this year, but UCB and UCI can.

Action Item: Board members should send the names of any prospective candidates to Mix and Dawson in confidence.

d. **LAUC Representative Appointments Update**

Huwe sent recommendations to fill the LAUC Representatives positions for Systemwide Library and Scholarly Information Advisory Committee (SLASIAC), Heads of Technical Services (HOTS), Library Privacy Liaisons (LPL), and Resource Sharing Committee (RSC) to Karen Butter, Convenor of the ULG. Butter will forward the letter to Sarah Pritchard (UL, UCSB), the new Convenor. To date ULG has appointed the following: Lisa Mix (UCSF) – Representative to RSC and Tony Harvell (UCSD) – Representative to HOTS. No representative has yet been appointed for SLASIAC or LPL. Huwe advised the incoming members to start early when looking to fill Statewide appointments. Kennedy remarked that the appointment rate was very good this year.

e. **SLASIAC Report (A. Jensen)**

SLASIAC has not met since last March, but it received a recent communication from M.R.C. Greenwood, University of California Provost and Senior Vice President for Academic Affairs, charging SLASIAC to not only keep up its good work, but also to manage UC's digital scholarly information assets. Greenwood meant digital assets in the broadest sense and making it the highest priority, and sees SLASIAC as an important part of this endeavor. Greenwood also wants SLASIAC to work with not-yet-formed UC Information Technology Guidance Council. Jensen shared only the gist of the letter, as SLASIAC has not formally moved on it yet. Huwe remarked that SLASIAC is a great environment to be deeply engaged with, and increasingly crucial as a forum for LAUC to offer advice.

f. **LAUC Committee Activity Since Spring Assembly**

i. **Instructional Roles Ad Hoc**

Chair Kari Lucas (UCSD) held a meeting and gained another member after the Spring Assembly at UCSB. The committee has designed some strategy to look at the instructional role of librarians. The committee will produce a report before the Fall Assembly.

Action Item: Reiswig to invite Lucas to the Fall Assembly to discuss the report.

ii. E-Journal Email Discussion

Huwe took a “straw vote” at the Spring Assembly regarding going forward with a LAUC e-journal. The consensus was that the e-journal was a good idea, but that there might be saturation in the market. The Board discussed several ideas:

- ◊ Exploring the establishment of LAUC as an Organized Research Unit (ORU) that can be recognized as an official entity
- ◊ recasting the idea as a repository rather than an e-journal. Content might be the LAUC Research Committee archives and products of LAUC grants
- ◊ partnering with an existing journal. The UCLA Graduate School of Education and Information Studies just started a new e-journal, InterActions (<http://repositories.cdlib.org/gseis/interactions/>).

Action Item: Put on agenda for Fall Assembly.

Action Item: Craft a specific charge.

Action Item: J. Reiswig will discuss with Dan Greenstein of CDL whether LAUC is an ORU.

iii. Position Paper Task Force: Wrap up

Chair Heidi Hutchinson (UCR) will contact the LAUC Web Manger about the changes the LAUC Executive Board approved.

g. Diversity Committee Supplemental Report

The Diversity Committee Supplemental Report recommends coordination among the campuses, and that campus committees include members outside of LAUC. Some campus bylaws state that LAUC committee membership must be limited to LAUC members. Many thought it was worth including staff on the local diversity committees. Suggestions included

- ◊ asking the University Librarians to set up library-wide diversity committees on each campus that includes staff, librarians, and the LAUC chair
- ◊ if there is an existing library-wide diversity committee, encourage LAUC chair or member to be on the committee.

Action Item: J. Reiswig will discuss with the new Diversity Committee Chair.

h. Committee on Professional Governance

Discussion centered on CPG's report, “Relations Between LAUC Divisions and Campus Academic Senates.” The question was raised: do LAUC members serve as ex-officio members on the Committee on Libraries? It varies from campus to campus and UL to UL. This is an issue that merits further monitoring and dialog.

Action Item: CPG's report should be kept on record to keep future LAUC Boards apprised of any potential opportunities to partner with the Academic Senate.

i. Library Plans and Policies White Paper

The LPP White paper laid out arguments for and against having a standing LPP committee vs. having an ad-hoc committee.

Action Item: At the appropriate time, LAUC may decide how to use ad hoc committees, using the analysis proved by LPP.

Action Item: Reiswig will consult the Board regarding whether to bring this report to the Fall Assembly for additional discussion by delegates.

j. Committee on Committees, Rules and Jurisdictions

Chair Paul Weiss reported that the committee has been meeting and was planning another conference call on August 30, 2005. Weiss is optimistic that the committee will meet the Sept. 15th deadline to produce a new draft.

5. Tips from Outgoing Executive Board Members

Members praised Outgoing President Huwe and Board members for their organization, and found his labeling of documents sent in email very useful. Tips included:

- √ Deal with things as they come in. Deal with communications as soon as possible. List things that take more consideration and give them a deadline. Talk to people face to face.
- √ Work out if it is permissible for vice-chair to forward LAUC email messages when chair is out.
- √ Color-code email (example: message from LAUC Division in yellow and LAUC Statewide in blue)
- √ Be aware of the conflicts in local and statewide calendars
- √ Maintain LAUC Executive Board calendar. Note LAUC and local division activities and tasks with deadlines – have a running list of deadlines. Note major library conferences.
- √ Division Chairs should work in tandem with their Vice-Chairs.
- √ Work with your incoming chair and lean on your outgoing chair.
- √ Communicate with your UL. Depending on your relationship with your UL, you might
 - ◇ set up standing meetings,
 - ◇ submit an agenda ahead of time,
 - ◇ invite the UL to every Executive Board meeting.
 - ◇ take your Vice-Chair or another LAUC member to individual meetings with the UL
- √ Always run appointments by ULs and AULs
- √ Divisional representatives on committees must communicate to their members.
- √ LAUC needs representation on committees from all campuses.
- √ LAUC should develop “Tips for Committee Chairs.”
- √ Division Chair should invite committee members to meetings.
- √ Make sure communication happens.

Action Item: Reiswig will resend Kennedy/Huwe email detailing how to label email.

Action Item: Weiss will recommend that this is part of LAUC’s standing rules.

Noon: LUNCH (in meeting room)

The meeting reconvened at 1:05 p.m.

6. Incoming President: Introduction of Goals and Issues for 2005/2006--J. Reiswig

President Reiswig praised immediate Past President Terry Huwe and Past President Linda Kennedy (2003-2004) for their leadership and tremendous work.

Goals for the upcoming year include:

- ◇ CCRJ's work to revise the bylaws: LAUC may want to expand its role beyond its stated role as an advisory body to become more of an advocate/resource for librarians, including professional development and publishing. LAUC should move forward on approving the bylaws early this year.
- ◇ Looking Forward—Librarian VII: LAUC should explore defining this new step through a dialog with the ULs.
- ◇ Looking Back—LAUC Archives: We need to take a look at the state of the LAUC Archives and make sure our deposits are there and accessible. If LAUC goes forward with an expanded mandate, the archives will be a valuable asset.
- ◇ Reiswig will rely on the members to feed issues forward, and these may take priority over the above-stated goals. The LAUC Executive Board is here to hear the will of the members.

7. New Division Chairs Orientation – J. Reiswig

a. Welcome & Review of LAUC Mission

The new Chairs were welcomed. LAUC's mission, while it is to be advisory, does not mean that the Board cannot discuss other things and explore other roles.

b. LAUC Executive Board Procedures

1) Sturgis as parliamentary authority

Reiswig thanked Paul Weiss for his more than two years as LAUC Parliamentarian. Dean Rowan (UCB) will replace Weiss in this role. Weiss will stay on as chair CCRJ Chair and will advise Rowan as needed.

2) Implementation of "consent agendas" and "action minutes"

LAUC will continue action minutes. "Consent agendas" are formed to deal with a large number of routine matters; the routine issues are grouped together and agreed to as a block early in the agenda. LAUC can put everything on a consent agenda, and then the members can identify what they want to take off the consent agenda and discuss in depth. Consent agendas are good for functions such as accepting reports.

3) Election Calendar (D. Barclay; given by J. Rosario)

The Nominating Committee has already been appointed (listed on the Election Calendar as being appointed at the Fall Assembly).

Action Item: Make sure this is disseminated to Divisional Boards.

c. Scheduling 2005/06 Executive Board Meetings/Conference Calls.

Reiswig encourages conference calls as a way to keep expenses down.

Action Item: Reiswig will write up conference call procedures after discussion with UCOP Budget Analyst Nancy Soe.

Tentative dates for conference call:

October 3 (Monday) – 10:00 a.m. - 11:30 a.m. or

October 4 (Tuesday) - 10:00 a.m. - 11:30 a.m.

Action Item: Reiswig will check with Snyder and Rowan to see which date is better.

8. **LAUC Budget Issues for 2005/2006—J. Reiswig**

Reiswig will report on the budget after she meets with Nancy Soe.

a. **Travel Procedures & Policies, Alternatives**

Members are encouraged to take advantage of using LAUC contracted fares through the UCLA Travel Office. Fares may be changed or cancelled without penalty. UCLA is very easy to work with and extremely responsive. There is an error to the link to contracted fares in the newly written Travel Guidelines.

Action Item: Reiswig will revise and disseminate.

9. **New Business – J. Reiswig**

a. **Checking in on the Assemblies:**

Tentative dates discussed earlier, November 17-18, will not work because the ULs meet November 16-17. There is also a conflict with an event at UCLA. December 1-2, 2005 proposed as Assembly and Executive Board meeting dates. Lucia Orlando will check with the facilities at UCSC (Fall Assembly site) by September 1.

i. **Anticipated business at Fall and Spring,**

The Fall Assembly at UCSC may not include a program, although the meeting may include a speaker to address a topic of mutual interest, such as the relationships between LAUC and the Academic Senates throughout the campuses, Scholarly Communication, e-Scholarship, etc. Ben Crow (UCSC, Sociology, and UCOL member) was mentioned as a potential guest speaker.

ii. **Looking at preliminary dates for Spring**

The Spring Assembly will be held at UCLA; it was UCI's turn to host it, but construction prevents it from happening this year. Tentative dates: June 1-2, 2006 or May 11-12, 2006. UCLA will check to see if the Faculty Center is available and plan space for a program.

Action Item: Reiswig will check with ULs regarding their meeting dates.

Suggestions for a program for the Spring Assembly included:

- ◇ repositories—where the university is going (invite Provost Greenwood)
- ◇ stem cell research – depositing into e-scholarship
- ◇ invite SLASAC and the new IT Guidance Group

b. **Proceeding on CCRJ's activities: how to ensure we have the right things ready for voting at the right time.**

Discussion centered on:

- ◇ How to distribute the draft -- whole or in sections; consensus was to send out the whole document and invite discussion
- ◇ Divisions need to work with their CCRJ Representatives, hold meetings (brown bags) to discuss the proposed changes
- ◇ Concern about the Purpose & Mission -- special attention should be paid to that
- ◇ Timeline: it would be great to have the document ready for discussion at the Fall Assembly, and to have it on the ballot for Spring, but whenever the document is satisfactorily finished is fine
- ◇ Naming issues: Assembly or Council?
- ◇ Expand educational piece about parliamentary procedures on the LAUC web site

- ◇ What are the respective responsibilities of the Executive Board v. the Assembly? The Executive Board meets more frequently, but what parts of business should go to the Assembly? What portions of business can the Executive Board take care of? Email has changed the dynamics. Should Assemblies continue to be held? Should educational programs replace them instead? Members do get involved in the Assembly, and it is new ground for LAUC leadership. Perhaps LAUC should craft new wording to give the Membership a bigger role in Assemblies? Who reports to whom? Who owns the documents?
- ◇ Document should be broad

Action Item: Weiss will send out the draft bylaws and standing rules as soon as possible and send out supporting documents two-to-four weeks later.

Action Item: As soon as the draft is available, Division chairs should invite local CCRJ representative to Divisional Executive Board meetings to discuss the new document.

c. Discussion of charges to committees and any next steps coming out of this year's committee work not already dealt with under old business.

i. CCRJ follow-up and discussion.

See above.

- ◇ Library Plans & Policies Committee - need to decide whether a standing or ad hoc committee is necessary
- ◇ Form an ad hoc committee to look at the LAUC Archives
- ◇ Research & Professional Development -- most grant recipients have responded, but not all.
- ◇ Position Paper Task Force has finished its charge
- ◇ Scholarly Communication Web Page is finished
- ◇ Awards Committee for the Librarian of the Year Award is finished
- ◇ Form a committee on retention?

ii. Idea: an ad hoc on technologies that might help LAUC's business.

LAUC will maintain the guest opinions on its Web site. Does UCOP have resources to help our Web site? New tools (wiki, blog?). LTAG (Library Technical Advisory Group) is exploring remote meeting software. Include the LTAG representative on this proposed ad-hoc committee, as well as the LAUC Web Manager.

Other Announcements:

- ◇ UCM is opening Sept. 6th
- ◇ UCLA is now using the CAPA system
- ◇ UCI is hiring librarians, especially young professionals

10. Adjournment

3:00pm