

LAUC Executive Board Transition Meeting Minutes
Monday, 28 August 2006, 10am –3pm
West Electronic Classroom (23167)
2nd floor, Young Research Library, UCLA

AGENDA

Present: Lily Castillo-Speed (B), Lucia Diamond (B), Dean Rowan (B), Terry Huwe (B), Jane Rosario (B), Bob Heyer-Gray (D), Sandy Vella (D), Karleen Darr (D), John Sisson (I), Kay Collins (I), Yvonne Wilson (I), Lise Snyder (LA), Deborah Costa (LA), Maureen Russell (LA), Ken Furuta (R), Melissa Conway (R), Jenny Reiswig (SD), Peter Brueggeman (SD), Anneliese Taylor (SF), David Owen (SF), Catherine Nelson (SB), Gary Colmenar (SB), Ann Hubble (SC).

1. Call to order, welcome, introductions, announcements

J. Reiswig called the meeting to order. Outgoing and incoming members introduced themselves. No representatives from UC Merced were able to attend.

2. Agenda review

No changes were suggested.

3. Secretary's report – Jane Rosario

a. Approve minutes: LAUC Executive Board Meeting, 2 June 2006

Y. Wilson moved to approve minutes with minor changes and one substantive revision.
J. Sisson seconded. Motion carried.

ACTION: J. Rosario will correct and distribute the minutes.

b. Review minutes: Spring Assembly, 1 June 2006

Spring Assembly minutes were reviewed.

ACTION: J. Sisson and L. Snyder will disseminate the draft minutes for approval at the Fall Assembly.

c. Roster: Review & make corrections and additions

ACTION: J. Rosario will update the roster and give the new document to L. Snyder and J. Sisson.

4. Old Business – R. Reiswig/L. Snyder

a. Outgoing President's Report

The Outgoing President's Report will be forthcoming on the LAUC web site.

b. 2005/2006 Financial Report

This year the LAUC General Fund deficit is \$1,481.84; overages are taken out of the next year's budget. While it is not bad to be slightly overspent, LAUC needs to be mindful of how it spends its money. Most expenses charged to the General Fund are travel-related. Conference calls could be used cut travel costs. LAUC needs to think about how to best spend its money in terms of what the organization hopes to accomplish. There will be more discussion about this subject in the afternoon session.

ACTION: J. Reiswig will transfer some of her remaining President's discretionary money into LAUC General Fund to cover the overage.

- c. LAUC Representative Appointments Update
Places on SOPAG, LTAG, and SLF must be filled. J. Reiswig distributed a draft email calling for nominees. The SLF Board reports to the Provost; the Provost wants a single nominee, not a slate of nominees. J. Reiswig contacted the Convenor of the University Librarians group but has received no response yet.

ACTION: L. Snyder will put out the call for nominees, and in the call she will list the incumbents and their campus affiliations so that interested parties may contact them for more information. The SOPAG appointment is most time sensitive, as its next meeting is October 20th.

Discussion followed regarding LAUC representation on various groups, including Common Interest Groups (CIGS) in general, and the Information Literacy Common Interest Group in particular (ILCIG). What is the role of the LAUC representative on the CIGS? For some of the CIGS, unless there is a strong demonstrated need, there is no LAUC representative. Can we continue to maintain representatives on the various groups? How many people has LAUC got to do this? LAUC is entering a transitional period with upcoming retirements and anticipated turnover. Anywhere policy is made, LAUC needs representatives. Could any LAUC member on a committee act as LAUC's official representative, in addition to the campus they represent? We need additional discussion about these issues.

ACTION: L. Snyder will contact Sarah McDaniel (B) to investigate her role on ILCIG.

- d. Assembly Follow-ups
There was discussion of possible procedural problems stemming from the presentation of the Ad Hoc Committee on Instructional Roles for Librarians report at the Spring Assembly. Jenny intended the presentation to be informational in nature but there was confusion as to whether or not the Assembly was being asked to officially accept the report. LAUC's Parliamentarian, D. Rowan, reminded the Executive Board that if a report is accepted that includes recommendations, then some type of action has to be taken regarding the recommendations. One way to get around this is to separate recommendations from the rest of the report, simply file the report with either Executive Board or Assembly consent, and then deal with the recommendations at a later time. This would allow us to acknowledge the report and give us additional time to review and discuss a report and any recommendations related to it. The Executive Board needs to clarify where we now stand with the Ad Hoc Committee on Instructional Roles for Librarians report

ACTION: The Executive Board will discuss the report further at the next Board meeting.

- e. Bylaws Status
J. Reiswig presented and reviewed a draft charge for the Committee on Committees, Rules and Jurisdiction (CCRJ). It focuses on identifying portions of the current bylaws better covered by standing rules, drafting standing rules and exploring the possibility of approving Assembly minutes by email. (This would address the problem of Spring Assembly minutes that are approved at the Fall Assembly when the Assembly membership has turned over.) The Executive Board supported this idea. P. Brueggeman suggested addressing the issues of Assembly minutes separately from the rest of the charge. (see afternoon meeting minutes 6b below additional discussion of the Assembly minutes.)

5. Tips from outgoing Executive Board members

- Deal with LAUC email right away and forward to your Division in timely manner. Share information promptly.
- Final reports go to the President, who sets the agenda for the Assemblies. The President can have a dialog with authors of reports; talk with them, work with them, so that the committee's final report can produce concrete analyses and actionable recommendations that will not confuse the Assembly or Board.
- There is an ongoing opportunity to reshape LAUC's relationship to the University Librarians.
- The current LAUC Board has the privilege to change LAUC's agenda; current leaders should not feel as though they must continue the actions of the outgoing Board without question. The demographics of the membership are changing. Greater dialogue is needed to understand the opportunities. Keep talking. Take a little time out each week to think about LAUC.
- Get minutes out quickly with action items. Have something to do, get something out there.
- Send out multiple reminders to your Division to follow up on messages requiring feedback.
- Have quarterly meetings with Divisional Executive Committees and the University Librarians and Associate University Librarians. It keeps them informed about what LAUC is doing and creates a positive attitude. If you don't have this, think about it. It works well.
- At some Divisions, meetings with University Librarians and Associate University Librarians got great buy in. They share common goals.
- Respond to LAUC emails sent by the President with an acknowledgement.
- Get rid of the spam on the Executive Board list. (This may happen when the Berkeley list is discontinued)

Noon: LUNCH (in meeting room)

6. New Division Chairs Orientation- L. Snyder

a. Welcome & review of LAUC mission

ROLE OF LAUC

Make our best attempt to fulfill the advisory role of LAUC. LAUC's focus is on professional governance matters, operations and policy.

LAUC Focus Discussion

We need to determine what our focus should be this year. While we need to take care of basic housekeeping tasks and getting things back on track, it should not be our main focus. In order for new LAUC Division chairs to identify which issues are of greatest concern, they need to survey their memberships. We need to distinguish between campus specific issues vs issues that can "broaden" out. At the system wide level, our role is to advise the ULs, UCOP, etc. on issues that cut across all the campuses.

Some possible examples that were identified:

- Distinguished step:
 - Is it looked at the same way on each campus (campus culture)? If not, why not?
 - How is the final step of the salary scale viewed – ordinary merit?
 - Do we need a new LAUC position paper on distinguished step? How can we better understand individual campus cultures?

- Diversity as it relates to succession planning, especially with the wave of upcoming retirements.
- ULs making academic senate committee appointments without local LAUC input. (This may be a campus issue)
- Insufficient professional development funds as a recruitment and retention issue. Also, at campuses where librarians evaluated based on their involvement, or not, in professional development activities involve major expenses. What are reasonable expectations of professional activity for early career librarians? Is this a local practice/ expectation of professional activity or is it a problem on all campuses? UCSD took action to increase their supplemental professional development funds that they receive from their UL. The membership was surveyed concerning the issue and the results were presented to their UL as a matter of recruitment and retention. Peter Bruggeman offered to share the document he presented the UL. The UCB representative noted that we should be aware that the situation is different at campus where affiliated libraries have funding from different sources for their librarians.
- Large amount of staff turnover. Retirements, salary levels, etc make bringing people in hard. How do we bring this to the ULs?
- Campus autonomy – how can Divisions approach implementing practices from other Divisions? LAUC has limited ability to change ALL the campuses at once

ACTION: By end of Sept. Division Chairs will forward 1 or 2 issues that their membership thinks LAUC should focus on.

b. LAUC Executive Board Procedures

Sturgis as parliamentary authority

- According to LAUC Bylaws VII, 3g1 regarding Assembly minutes, “A vote on the minutes may be conducted electronically.” There is no Sturgis objection. We need to develop procedures. Possibilities: have LAUC CCRJ or LAUC Secretary develop procedure.

ACTION: L. Snyder will determine who to charge with developing procedures for approving Assembly minutes via email.

c. Scheduling 2006/07 Executive Board meetings/conference calls

LAUC Executive Board will hold monthly conference calls as needed.

ACTION: L. Snyder will verify dates and set up conference3 calls

d. Travel procedures & policies, including reimbursements

Updated document distributed.

7. New Business – L. Snyder

a. LAUC Issues for 2006/2007

- LAUC Funds/Budget-Open Discussion
- Fall Assembly/Spring Assembly

Board discussed continuing to hold two Assemblies in the context of budget issues, (Assemblies represent LAUC’s largest expense,) and the purpose/value of the Assemblies. Division input about possibly cutting back to one Assembly per year in order to save money covered indicated that more LAUC members favor continuing to hold two Assemblies each year. Possible solutions for cutting cost another way were discussed:

- Use teleconferencing (local sites). Works well with smaller groups
- Separate the Executive Board meeting held the day before or after the Assembly to eliminate hotel costs. Rely on monthly meetings held via telephone conferencing
- Eliminate traditional transition meeting.

The Board decided to go forward with a Fall Assembly at UC Davis and to eliminate the executive Board meeting that usually accompanies it. Rather than having a formal program at the Assembly, we will focus on an in depth discussion of future directions for LAUC, including how LAUC can best continue to function in our rapidly changing environment.

ACTION: UC Davis will begin working on arrangements for the Assembly and will notify L. Snyder of finalized date.

b. Statewide Committee Appointments

- Division Chairs need to complete review of their campus representatives to the LAUC Standing Committees to determine which committees need new representatives. For future reference, if a Division representative needs to be replaced, the new representative should be appointed to complete that person's term rather than starting a new two year term.

- L. Snyder can appoint Standing Committee Chairs once the committee memberships are up to date. Linda Kennedy, UCD, has agreed to Chair the CCRJ Committee

c. Statewide Committee Charges

ACTION: L. Snyder will work on Standing Committee charges.

d. Fall Assembly Planning – see above

e. Spring Assembly Planning

Spring Assembly will be held at a Southern campus. UC San Diego is the likely location because UC Irvine does not have an available room for it due to campus construction.

8. Adjournment

Adjourned at 3:08