

LAUC Executive Board Transition Meeting Minutes
Wednesday, August 27, 2008
10am – 3pm

Present: Bob Heyer-Gray (President), Sam Dunlap (Vice President/President-Elect), Lucia Diamond (Vice President-Elect), Greg Careaga (Secretary), Orchid Mazurkiewicz (Secretary-Elect), Lise Snyder (Past President†), Dean Rowan (Parliamentarian), Armanda Barone (UCB), Corliss Lee (UCB*), Barbara Hegenbart (UCD), Lisa Spagnolo (UCD*), Linda Murphy (UCI), Mitchell Brown (UCI*), Diane Mizrachi (UCLA), Jim Dooley (UCM*), Patricia Hargis (UCR), Shirley Bigna (UCR*), Janet Martorana (UCSB), Anne Barnhart (UCSB*), Kerry Scott (UCSC†), Frank Gravier (UCSC*), Jeff Williams (UCSD*), Min-Lin Fang (UCSF), Josephine Tan (UCSF*)

*2008/09 Division Chairs

†Participated via conference call

1. Meeting called to order at 10:17 a.m.

2. Agenda review – Bob Heyer-Gray

The President briefly reviewed the agenda. There were no questions or modifications.

3. Secretary's Report – Greg Careaga

Approve minutes:

LAUC Executive Board Conference Call, June 6, 2008

Minutes approved with the following corrections:

Correct the spelling of Josephine Tan's name

Correct Lisa Spagnolo's affiliation to UCD

LAUC Spring Assembly, May 7, 2008

Minutes approved with the following corrections:

Change travel grant recipient Judy Kammerer's affiliation to UCSF

AY is ambiguous. Spell out AY as academic year

There was a question directed to the President-Elect asking which 4 of 6 grants were funded. Sam will provide that information.

4. Old Business – Bob Heyer-Gray & Sam Dunlap

President's Update

Bob has been focusing his energy on tying up loose ends and anticipates a smooth transition to the new Executive Board. There is a new UCOP contact person: Joanne Miller. Our former travel contact at UCOP is getting new duties and it appears that the position will not be replaced. As a result, we will have no UCOP staff support. There were suggestions from the board that we use UCLA travel service for greater travel flexibility and to avoid reimbursement hassles.

Financial Report

On 7/1/08, \$36,411 was added to the LAUC account. There was also a rollover of \$3,600+. There are some travel reimbursements still outstanding but other than that we are ending the year with a positive balance. Lise Snyder reminded us that air travel will be more expensive this year.

LAUC Representative Appointments Update

Bob reports that names have been forwarded to UL convener Brian Schottlaender. We have not yet received feedback from SOPAG. We have not been invited by UCOP to nominate for SLASIAC but we are hopeful that we will receive that request soon. We may have to prod UCOP a bit to keep it on track.

The LAUC web master position is unresolved. It is not a normal state-wide appointment but it is an important position to facilitate communication within the Association. Sam will make a call for volunteers. Lucia suggested we explore new technologies like a wiki and wants to be sure that facility with 2.0 tools is stressed as a desirable skill for the position.

Bob discussed a draft of the statement of responsibilities for Executive Board members and committee appointees. Bob will forward the draft to the Executive Board list. Lise Snyder stated that the purpose of the document is both to inform potential participants of their duties and to allow incumbents to fully contribute on state-wide committees. Jim Dooley spoke of the need to define the committee members' responsibility to report back to LAUC. Some committee reps are doing good committee work but may not be consistent about reporting back to LAUC. Lise Snyder offered that forwarding the minutes to the LAUC list is not the same as reporting back and does not meet expectations. Jeff Williams asked whether it would be useful to have an occasional conference call just for committee reps rather than the Executive Board. Relating back to the web master discussion, a wiki might be a better way to communicate than the current practice to sending email to a list. Bob will incorporate feedback into the draft.

Bylaws – Update

Bob reports that Janet Lockwood, Associate Director For Academic Personnel, has the bylaws revision in hand. By way of back-story, this bylaws revision was approved by the membership in August 2007 and forwarded to Gary Lawrence at UCOP. Gary passed them to University counsel who discovered that LAUC had made a previous bylaws change that was never vetted by UCOP. As this old revision was minor it would be overlooked. The review of the current bylaws revision was then placed on hold while the University was engaged in collective bargaining with AFT. The issue was not resolved by the time Gary Lawrence retired. Bob made sure that Joanne Miller picked up the issue but Joanne punted it to Academic HR where it currently resides. The revised bylaws and standing rules have been posted to the website with an annotation “pending UCOP approval.”

Committee Charges – R&PD Travel Grants

Sam reports that travel grants are unlikely to be approved in time for next year. The budget office could not approve them and Academic Personnel needed to vet the proposal. Dan Greenstein currently has it on his desk. Sam has been unable to get any movement on the request or any clarification about who has the authority to approve or deny it.

5. New Business – Bob Heyer-Gray

Nominations Committee

As soon to be Past President, Bob will chair the nominations committee. In addition to Bob, the committee will have one representative from a northern campus and one representative from a southern campus. Bob asks that we forward names of seasoned librarians who are well networked within the LAUC community as prospects to serve on the nominating committee. Lise Snyder, soon to no longer be Past President, offered that there is considerable work for the committee to do but the chair does most of it.

6. Tips from outgoing Executive Board members

Bob: Keep people informed in a timely way. Don't wait until the last minute to announce changes or cancellation of meetings. The LAUC President's timetable (by Esther Grassian) was a great tool for keeping things on track.

Sam: Will pass on tips for R&PD. Chairing the committee as VP means no first year apprenticeship, so it is important to pass on information if there is to be any consistency. The biggest R&PD challenge this year was getting the coversheet of the application signed in a timely way.

Lise: If the President asks for a response to an email item, then respond!

Mitchell Brown: Local transition procedures need to be formalized.

Armanda Barone: Our local wiki was very beneficial. The incoming, current, and outgoing division chairs meet monthly to stay current. Armanda maintains a separate folder for each month's LAUC work to help keep a clear timeline.

Corliss: Put deadlines on request for action items.

Min-Ling: Having a check list for assembly preparation is extremely helpful.

Barbara: Keep a regular schedule for meetings to help people manage time.

Adjourned for lunch (12:03)

Called to order (1:10)

7. New Division Chairs Orientation – Sam Dunlap

Welcome and Review of LAUC mission

LAUC mission is advisory to various levels of library administration from the University Librarians to the Office of the President. The mission is stated in Article II of the LAUC bylaws.

LAUC Executive Board procedures

Sam will be regularly forwarding messages to members of the Executive Board. He will note in the message whether or not it's for distribution and whether a response is requested.

Executive Board meetings and conference calls

The conference calls will be scheduled for the first Friday of the month from 2-3:30 p.m. There will not be a meeting in September. The following is a tentative meeting schedule. Some dates will need to be adjusted (for conferences, holidays, etc.) to have the maximum number of people participate:

October 3
November 7
December 5
January 2
February 6
March 6
April 3
May 1

June 5
July 3
August 7

Fall Assembly will be December 3 and 4, 2008.

Executive Board listserv and roster

Sam has been in touch with his IT contacts to set up a listserv for the Board. UL advisory representatives, committee chairs, and executive board members will all be included in the listserv. Sam will send out a welcome test message. Division chairs, please send email of vice-chairs to Sam so they can be included on the listserv as well.

Travel procedures and policies

Sam will run the travel policy and procedures by Nancy Soe to see if there are any changes and/or updates that need to be made. He'll then distribute them via email.

8. New Business – Sam Dunlap

Fall Assembly

The assembly will be held on Wednesday December 3, 2008. Sam recently met with Brian Schottlaender, the convenor of the UL group. He suggested that UCSF's proximity to Silicon Valley should make it very easy to get excellent speakers for the Fall Assembly. He also suggested some names and topics we might want to consider for the Spring Assembly. It might be a good time to revisit the Bibliographic Services Task Force report. Many issues were raised in the report and we might want to pursue some of them and consider next steps.

RLG's Constance Malpas is working on large-scale digital conversion projects and shared print storage. There's a professor at Berkeley working on the same topics. As well, the Heads of Technical Services (HOTS) group is looking at cooperative and coordinated cataloging, acquisitions, etc – this will be discussed in many venues this year as SOPAG is interested in looking into this. By Spring Assembly there might be something to talk about.

Roger Schoenfeld of the Ithaka group is investigating the effect of digitization on higher education, preservation, and storage. He and Malpas might make an interesting pairing for speakers.

Additionally, there has been some recent buzz on LAUC's visibility on Second Life. Sam will ask for something from Esther Grassian that can be distributed LAUC-wide so that people in the various campuses can contact her if they want to learn more or exchange ideas.

There was also the suggestion of bringing someone from CRL to talk to us about digital preservation and what they see as their role in this. UC seems to be most closely involved with Portico on this matter.

Status of LAUC documentation held up at UCOP

Talked about earlier in meeting.

Statewide Committee Charges and Appointments

The Diversity Committee has been previously charged to conduct a survey. While there has been some delay in getting responses from all the campuses, the final report is supposed to be ready September 12. It will be presented at the Fall Assembly.

Committee charges need to go out asap. Division chairs, please send the names of campus representatives and standing committees members into Sam.

Depending on the report from the Diversity committee, it might be interesting to have the committee on Professional Governance work from that report and draft suggestions that campuses could follow.

The question was raised as to whether LAUC wants to get involved in telecommuting issues. Policies are uneven across campuses. The Memorandum of Understanding (MOU) says campuses shall allow for reasonable accommodations in setting schedules, including the option of telecommuting. Mitchell (from his work on the union's negotiating team) has the policies from the various campuses. He'll forward this to Sam. Also, the Diversity committee might look into recruiting and retention issues related to telecommuting and whether this might be an appealing option.

Mitchell suggested that there seems to be some interest among the ULs to sit down in the future with the union, and possibly LAUC, to consider moving from rank and steps to ranges. He reported that the union negotiating team have already done lots of research on the salary scale in preparation for upcoming negotiations.

Sam wants to issue a special charge to the Research and Professional Development committee to follow up on the status of the mini-grants and travel grants proposals. Sam will make some calls and see if he can get some names so that he can be more specific in the charge.

Sam wants to charge the committee on Professional Governance with identifying where the bylaws are in the approval process with UCOP.

The call for applications for the webmaster position will go out in the near future. The webmaster will be asked to consider the creation of a wiki as a means for keeping information up-to-date and easily accessible. LAUC might be able to get some space on the UCOP Confluence wiki.

Sam will send out a request to the Division chairs listing the information he needs from them (email addresses, committee member names, etc.). If he's missing anything from specific campuses he'll be in touch.

Jim suggested we look at the retention schedule for the LAUC archives as it is out of date. A look at the general state of the LAUC archives might also be in order. Kathryn Neal, at the Bancroft, is the Associate University Archivist. They're in the midst of a move but once that's complete, it might be good to contact her for advice.

9. The meeting was adjourned at 2:40 p.m.