



LAUC Executive Board Transition Meeting
Monday, 11 August 2014, UC Berkeley—141 Boalt Hall
10:05 am – 2:30pm

LAUC President Nick Robinson called the meeting to order at 10:05 am.

Present: Nick Robinson (President 2013-14), Matt Conner (Vice President/President-Elect 2013-14), Angela Boyd (Secretary 2013-14), Christina Woo (Secretary 2014-15), Dean Rowan (Parliamentarian), Susan Koskinen (SLASAC Representative), Julie Lefevre (Web Manager), Diane Gurman (SAG1 Representative), Susan Perry (SAG2 Representative, via conference call), Angela Riggio (SAG3 Representative), Diane Mizrahi (Vice President/President-Elect 2014-15 and R&PD Committee Chair 2014-15)

LAUC-B:	I-Wei Wang
LAUC-D:	Bruce Abbott
LAUC-I:	Lisa Mackinder, Keith Powell
LAUC-LA:	Rikke Ogawa
LAUC-M:	Elizabeth McMunn-Tetangco
LAUC-R:	Rhonda Neugebauer
LAUC-SD:	Penny Coppernal-Blach
LAUC-SF:	Evans Whitaker
LAUC-SB:	Kristen LaBonte
LAUC-SC:	Frank Gravier

Absent: Rita Evans (LAUC-B)

1. Call to order, welcome, introductions, announcements (N. Robinson)

- N. Robinson (LAUC President 2013-14) welcomed all to the transition meeting.
- All attendees introduced themselves and described their role(s) in LAUC.
- The group was reminded to use the latest version of the travel reimbursement guidelines for transition meeting attendance reimbursement (included in meeting packet).
ACTION: Divisional Chairs should complete reimbursement process within 30 days of the meeting.
- Robinson thanked Lydia Petersen for her work arranging logistics for the meeting.

2. Agenda review (N. Robinson): Nick Robinson reviewed the meeting agenda.

3. Secretary's report (A. Boyd and C. Woo)

- July 10, 2014 Executive Board conference call minutes declared approved following minor edit from R. Evans (LAUC-B), having been previously distributed to the Executive Board listserv for review and comment.
- C. Woo (Secretary 2014-15) distributed the draft 2014/2015 Executive Board roster & requested review for corrections & omissions.
ACTION: C. Woo will make any corrections or omissions indicated, distribute the final roster to the Board, and alert webmaster to load it online.
ACTION: N. Robinson will add incoming Divisional Vice-Chairs to the email distribution list.
- C. Woo presented a draft election calendar.
ACTION: Board will review and approve final election calendar.
ACTION: C. Woo will alert webmaster to load it online after board approval.

- d) C. Woo reminded attendees to submit their census number and delegate names to her no later than 9/1/14. Census definitions and details distributed previously.

4. Old Business (N. Robinson)

a) **Outgoing President's Report**

This report updates the one N. Robinson gave at the LAUC Spring Assembly at Davis. His assessment of LAUC is that the Association is healthy, active, productive, and capable of fulfilling its mission.

Assembly evaluations were generally favorable. Attendees especially appreciated hearing from their colleagues. The evaluations also generated a lot of ideas for topics for future assemblies.

The 2013/2014 Assembly was hosted by UC Davis on April 23—see the agenda, documents, reports, and videos at <http://laucd.lib.ucdavis.edu/lauc2014.html>. In addition to reports from standing committees and representatives, the Assembly included a discussion of LAUC Divisional participation in library reorganizations. Presentations were made by LAUC-B, LAUC-D, LAUC-SD members about their divisional LAUC's formal involvement in planning for and/or implementing library reorganization. On June 19 a follow-up program took place at UCR, "LAUC Southern Regional Meeting on LAUC Divisional Participation in Library Reorganization." Details and a video of the presentations are at <http://laucassembly.blogspot.com/2014/06/lauc-southern-regional-meeting-uc.html>

A panel of relatively new University Librarians MacKenzie Smith (UL at UCD since June 2012), Lorelei Tanji (UL at UCI since October 2012 - remote), and Denise Stephens (UL at UCSB since July 2011 – remote) spoke on their visions of the future of UC systemwide services and collections, the future role the library will play on campus, and the evolving responsibilities of librarians both on-campus and systemwide.

The last presentation of the Assembly included LAUC members on best practices for promoting the value of libraries to faculty. Minutes of the 2013/2014 Assembly are at <http://lauc.ucop.edu/assembly/>

Assessment: Divisional LAUCs are engaged with library administrations and faculty. We have voices and make a difference. There are ongoing challenges but we can learn from each other.

Report on standing committees – The 3 standing committees (CPG/Committee on Professional Governance, Diversity and R&PD/Research and Professional Development) have all been very vital this year.

The 2013-14 CPG was charged to propose changes to the LAUC Bylaws and Standing Rules to fit current LAUC practices and procedures. Their proposals to revise bylaws have been reviewed by the Executive Committee, which recommended they be submitted to the Assembly. If the Assembly passes a proposed amendment by a majority of those voting, the proposed amendment will be submitted to a vote of the general membership on the annual ballot. The next step will be a special assembly on ReadyTalk in just a few days, on August 14. This will be a test case for a virtual assembly. LAUC is funded for only 2 in person meetings each fiscal year – transition meeting and assembly. If we want to meet more often, virtual meetings may be a good option.

Diversity Committee -- The 2013-14 Diversity Committee report is available on the Assembly website. A member of the Diversity Committee served as a liaison to a subcommittee of the Executive Committee that made recommendations for a new "Meet Our Members" area on the LAUC website. The same member is currently serving on an Ad Hoc Website Redesign Committee. More about those later in my report.

Assessment: Diversity remains an important concern for LAUC. Refreshing the LAUC website will create opportunities to move some activities related to diversity to the online environment.

Nominating committee – This committee is convened each year by the president to ensure succession. Past president K. Botello chaired this committee. Diane Mizrahi (Vice President/President-Elect 2014-2015) and Christina Woo (Secretary 2014-2015) were elected. The committee included Bob Heyer-Gray from Davis and Pauline Manaka from Irvine.

Ad hoc committee on LAUC R&PD -- The committee has completed its work and received UCOP approval for changes to procedures. New procedures became effective July 1, 2014. The new procedures will give LAUC the sole authority to approve proposals, and allow LAUC to solicit, review, and fund proposals within the same fiscal year. The R&PD calendar has been revised such that two calls will be issued, in September and January. These changes will allow LAUC members to more fully utilize the funds available for Research Grants, Mini Grants, and Presentation Grants.

Assessment: LAUCs relationship with UCOP is positive. Changes to the research grant program will improve access to research funds for our members.

Website improvements – At the Spring Assembly I reported on plans to improve the LAUC website. Several groups have contributed to this planning process. The Executive Board accepted a report by a subcommittee that proposed content guidelines and workflow for a “Meet Our Members” section of the website. This new section is intended to showcase our diversity and to illustrate the work our members do, both within their libraries and beyond.

Concurrently, I charged a LAUC Web Review Ad Hoc Committee, chaired by LAUC web administrator Julie Lefevre, to review the website and recommend changes to improve usability and make the site easier to administer. The Executive Board accepted the Ad Hoc Committee’s report that detailed the deficiencies of the current architecture, platform, and hosting environment. The report concluded by recommending the creation of a Website Redesign Ad Hoc Committee to plan and implement a thorough redesign in Drupal. The report is on the LAUC website at <http://lauc.ucop.edu/committees/ahwr/index.php> .

With consultation from the Executive Board, I charged the Website Redesign Ad Hoc Committee to plan and manage the development of a new LAUC website, and to oversee engagements with outside vendors or contractors. Matt Conner and I are currently reviewing the recommendations of the Ad Hoc to engage an outside vendor for web development. The work of the Ad Hoc will continue with input from the new Executive Board, with a target timeline of December 1 for launching a new site.

Assessment: LAUC is capable of undertaking ambitious projects with far-reaching benefits. Ad Hoc Committees continue to be a viable way to pursue LAUC business that doesn’t conveniently fit within the charges of the Standing Committees.

b) 2013-2014 Financial Report

N. Robinson has submitted the LAUC budget to UCOP and has been told it will be funded. There is \$32,400 set aside for research – our contract determines this. The budget also includes \$5,000 for today’s transition meeting and \$10,000 for the 2015 Spring Assembly at UCSD. In addition, \$2,250 is earmarked for travel funding of LAUC representatives of standing committees and for ReadyTalk.

We’re financially sound.

5. Committee on Research & Professional Development (M. Conner)

Approximately \$34,000 total grant funding was available for both represented and non-represented librarians. This past year, grants were awarded to 12 applicants for a total of \$12,718. There were three research grants and nine presentation grants. As part of a transition to a new budget plan, the costs were divided between UCOP (\$6,000) and the LAUC President's fund (\$6,718.60).

6. Strategic Action Groups/SLASIAC (N. Robinson, D. Gurman, S. Perry, A. Riggio, S. Koskinen)

a) Introduction of LAUC representatives

N. Robinson outlined the UC Libraries Advisory structure and where each representative sits in that structure. He briefly described the duties of each representative in terms of the Executive Board's expectations (monthly reports, attendance at Executive Board meetings, etc.)

SLASIAC/Systemwide Library and Scholarly Information Advisory Committee was established to advise the university on systemwide library policies and strategic priorities, on systemwide long term planning for the UC libraries (10 campus libraries + CDL) and on strategies to enhance and facilitate transmission of scholarly and scientific communications in a digital environment.

S. Koskinen is our SLASIAC Representative through 2016. She is based at UC Berkeley and interim head for 2 libraries – the Marian Koshland Bioscience and Natural Resources Library and the Pamela and Kenneth Fong Optometry and Health Sciences Library. She has been chair of LAUC-B and chaired CAPA/Committee on Appointment, Promotion, and Advancement. She is chair of the Scholarly Communication group at UC Berkeley.

D. Gurman is our **SAG 1 (Scholarly Research & Communication)** representative and the Scholarly Communication and Licensing Librarian at UCLA. She deals with the Open Access mandate and copyright issues. She is on the Scholarly Communication steering committee at UCLA.

A. Riggio is our **SAG 3 (Collection Building & Management)** representative. She is the Head of Scholarly Communications unit at UCLA. She deals with e-resource management, outreach for scholarly communications, and copyright education. Her unit is the first line of contact for the UC Open Access policy. A good deal of the work done by SAG 3 during its first year was to follow up on NextGen Tech Services reports, which were assigned to SAG 3 through the Council of University Librarians' Systemwide Plans and Priorities document. There was a significant adjustment period when the group began, as we were trying to prioritize the many tasks assigned to the group, and to determine the best way to communicate the work done back to the UC Libraries in a timely fashion. They will be meeting in person on Sept 10. SAG 3 will try to meet in person each September.

S. Perry is our **SAG 2 (Access, Discovery & Infrastructure)** representative. She is the Digital Initiatives and Emerging Technology department head and runs the digital library department. She works closely with the UC Libraries digital collections, so the NGTS projects are familiar to her.

b) Review of duties & discussion of roles and responsibilities

The LAUC President serves on **UCOLASC/University Committee on Library and Scholarly Communication** as the LAUC consultant. The committee is made of up one faculty member from each campus's local committee on library and scholarly communication. UCOLASC meets 4 times/year and once or twice with CoUL/Council of University Librarians to discuss matters regarding the UC Libraries and scholarly communication. The major topic in 2013-2014 was the implementation of the Open Access Policy.

Last year, when the new UC Libraries Advisory Structure (UCLAS) was implemented, we wanted to have LAUC represented. In particular, we wanted to make sure the reporting back to LAUC was more efficient. Our representatives will report to LAUC, and the LAUC Executive Board will also have the opportunity to provide input from our members. Representatives provide brief reports on a monthly basis, when the agendas are being drafted. Representatives attend the monthly meetings to provide their reports and answer questions. One issue for the new board to think about - how to better solicit input from our membership in order to provide feedback to the different committees.

Communication is getting better. UCSC holds monthly meeting of all the UCSC SAG reps, which has really been helpful.

If you are removed from NGTS/Next Generation Technical Services, there is a lot of catch up on. It is a lot of work and hard to carve out time to reflect on how to serve LAUC better. Meeting with the coordinating committee really helped.

When populating new project teams, SAGs are asked to vet nominations. LAUC wants to make broad and open calls even to people who may not be known to the SAGs. We need to figure out how to work this better taking into consideration the timelines and need to create teams quickly.

There is a proposal to start a webinar series for the UCLAS. The purpose of this is to help us better understand CoUL priorities, including how the groups are organized to work on these priorities. Some concerns include what role LAUC would play in this, given that we do not have easy access to what UCLAS is currently working on.

7. Transfer of LAUC Presidency to Matt Conner (N. Robinson)

N. Robinson thanked members of 2013-14 Board for their service. He thanked D. Rowan for his continued work as Parliamentarian. He thanked A. Boyd for her work as Secretary during 2012-13. He thanked M. Conner for his work as Vice President. He presented D. Rowan, A. Boyd and M. Conner with cards.

N. Robinson officially transferred the LAUC gavel to M. Conner. M. Conner thanked N. Robinson for his leadership as President.

Noon: Lunch (in meeting room)

8. New Division Chairs Orientation (M. Conner)

a. Welcome & review of LAUC mission

M. Conner acknowledged the work of the outgoing Executive Board, thanking outgoing chair Nick Robinson for his strong leadership and great facilities (141 Boalt Hall is indeed well appointed and has lots of natural light). He welcomed incoming Vice President/President-Elect Diane Mizrahi's extensive participation. M. Conner wants to practice "matrix organizations," in which the rows and columns of a matrix or a spreadsheet are a metaphor for the way that a matrix organization is supposed to work horizontally and vertically at the same time.

On a systemwide level, LAUC's mission is to advise SLASAC/Systemwide Library & Scholarly Information Advisory Committee, CoUL/Council of University Librarians, the 3 SAGs/Strategic Action Groups, and UCOLASC/ University Committee on Library and Scholarly Communication. The distinction between SLASAC and UCOLASC is not clear, however. On the local level, we advise our UL. M. Conner recommends scheduling a regular meeting with him/her (monthly or quarterly). Each LAUC Division chair is also the liaison between the division membership and the UL.

b. LAUC Executive Board Procedures

i. Sturgis as parliamentary authority

After years of relying upon "Sturgis," (Sturgis standard code of parliamentary procedure in 1966, followed by Standard code of parliamentary procedure, by Alice Sturgis, etc.), the 2012 edition is called American Institute of Parliamentarians standard code of parliamentary procedure, by American Institute of Parliamentarians. We will continue to use it and are grateful for Dean Rowan's nine years of experience as the LAUC Parliamentarian.

ii. LAUC communication

"Prompt and rapid" response to official communication is essential. We need to keep moving.

iii. Scheduling 2014/15 Executive Board meetings/conference calls

ACTION: M. Conner will send a Doodle poll to the Executive Board to find a day/time that everyone can attend. Our next meeting will be in September.

iv. Travel procedures & policies, including reimbursements

Executive Board members who travel on LAUC business need to notify M. Conner of who is traveling in order to get authorization. He in turn will contact the appropriate person at UCOP.

ACTION: All Executive Board members should read the "LAUC Travel and Reimbursement Policy and Procedures" in today's information packet.

ACTION: M. Conner will contact UCOP about LAUC travel and reimbursement details and will share that information with the LAUC Executive Board.

9. New Business (M. Conner)

a. LAUC Issues for 2014-2015

i. Membership bylaws

Who is a member? Must a LAUC member be in the Librarian series? Must a LAUC member have a particular title? What kinds of titles? Working titles? Title codes? Five LAUC divisions have reclassified their library administration out of the librarian series but have not (yet) changed their bylaws. At UCD many new "librarians" are not being hired in the librarian series. How to resolve this? Be inclusive? What are the pros and cons? Our goal is to be consistent across all divisions. This issue will come up at our 2015 Spring Assembly. The definition of who is and who is not a LAUC member influences governance and our annual census.

ACTION: We need to come up with a proposal with input from membership. To do so, we need a committee to delineate the options. From each campus, by **at least a week before the Sept.**

Executive Board meeting, we need no more than one page describing:

- Who in the LAUC membership is excluded by virtue of the new understanding of the membership rules that "titles" refers to APM title codes? Please state whether your AUL/DUL administrators have been reclassified into a management series or not.
- Who remains excluded from LAUC who should be n?
- What is the ideal solution for your division and LAUC?

ii. Position Papers

The five position papers (see "Position Papers and statements" at <http://lauc.ucop.edu/about/>) need updating every five years. Ours have not been reviewed in 12 years. What is a "position paper"? It should be a strategic document that connects our values to working concepts. Can we make them more relevant? We can affirm, retire, and/or create new position papers. The Executive Board can decide what to do with them and then ask committees to work on them. Do we need to vote on/approve the position papers? N. Robinson does not recall an approval process in the LAUC Bylaws. NB: Positions papers 1 (Criteria for Appointment, Promotion and Advancement in the Librarian Series) and 5 (The Academic Librarian in the University of California) could have an impact on our discussion of Membership Bylaws (see 9.a.i. above).

Added note: the APM/Academic Personnel Manual is under revision, and LAUC has two opportunities for input. October 2014 is the first deadline.

iii. Website Revision

We are at the stage of choosing a vendor for web development. Migrating to Drupal will offer greater interactivity. See http://lauc.ucop.edu/committees/ahwr/adhoc_web-review_report_2014.pdf

iv. Meet the Members

This is a staff enrichment idea for our new LAUC website. It came from the LAUC Diversity Committee as a way for us to learn more about each other and see how diverse we are.

v. Communication with SAGs

The LAUC Executive Board gives to and gets information from the SAGs. At one point the Executive Board was distributing information from SAG meetings, and the SAGs objected, saying the minutes were not yet official. This resulted in weeks of delay. M. Conner has read SAG meeting minutes carefully and found them “inchoate and hazy.” This year he will ask SAG representatives to do more than transmit information; he would like them to analyze SAG’s work. He hopes this will enable us to report more to our divisions.

ACTION: C. Woo needs to put SAG reports on our monthly meeting agendas.

ACTION: All Executive Board members need to demonstrate our interest in the SAGs by reading the SAG meeting minutes and asking questions/provide feedback as appropriate

vi. Other

What should the LAUC Executive Board do? In the last few years, we’ve developed excellent pathways for sharing information. Let’s continue to be analytical, such as giving the SAGs more attention. M. Conner is also interested in having FDR-style “fireside chats”—perhaps in a newsletter—to share information with the membership and to provide the opportunity for input and questions. These newsletters would be brief, however. On the whole, we do not want to work harder. We want to meet goals and targets.

b. Statewide Committee Appointments

N. Robinson emailed the incoming chairs for names. Nominations to him are due on August 31. M. Conner will appoint the 2014-2015 chairs.

c. Statewide Committee Charges

Diversity: Begin implementing Meet the Members. Have text for the new website, so when it’s ready, there will be Members information ready to post.

Professional Governance: Should we turn the issue of membership status over to them? The Executive Board will also work closely with them.

Research & Professional Development: D. Mizrahi will send out the call on September 1.

Nominating Committee: the usual

We need task forces or committees for

- APM input. **ACTION:** Executive Board to ask for volunteers and also to come up possible names.
- Position Papers. **ACTION:** Executive Board to ask for volunteers and also to come up possible names.

d. Assembly Planning (M. Conner)

UCSD is the host campus for the 2015 Spring Assembly in April or May. We will continue to use technology for remote access. At the 2014 Spring Assembly (UCD), LAUC members liked hearing from

each other more than from outsiders. We can continue to ask members what topics they want addressed—don't guess; ask. The membership issue may occupy a lot of time at this Assembly.

- e. Other – Because we are nearing the 2:30pm end-meeting time, we skipped this in favor of the next agenda item.

10. Campus Round Robin (as time permits)

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| Berkeley | Bad news for LAUC-B's budget—a \$40,000 shortfall may prevent them from holding the next biennial conference (scheduled for 2015). Professional development funding will be supported up to the amount designated in the contract. UL Tom Leonard has announced his retirement. |
| Davis | Is in the midst of a reorganization and is hiring new "directorates," which have not yet been advertised. There was a vote 15-14 vote that the AULs would remain as peer review initiators. |
| Irvine | Due to a retirement, the AUL for Public Services position has been posted. |
| LA | Many positions will be posted over the next year or two. Priorities have been set. The UL has formed ULMAC, the University Libraries Morale Action Committee. |
| Merced | Librarian review procedures are being clarified. New UL search is underway. |
| Riverside | Hired a new UL in 2013, AUL, and 8-10 positions are vacant. New communication venues have been created so all voices can be heard. |
| San Diego | Lots of jobs and new hires. The reorganization has matured, resulting in finetuning new assignments. |
| San Francisco | Campus has a new chancellor, and the library hopes this one will be kinder than his predecessor. The campus focus is changing to the UCSF facilities in Mission Bay. How will the library respond? |
| UCSB | Is focusing on the peer review process. UCSB has a grievance going right now regarding review initiators' practice of suggesting steps. |
| UCSC | M. Elizabeth Cowell, who served as interim UL, was named UL in July 2014. |

Adjournment: it was moved and seconded that we adjourn. The motion passed.