

LAUC Executive Board Meeting
Wednesday, September 4, 2019
10:00am – 12:00pm

Attendees (2018-2019 members): Roger Smith, UCSD (President); Heather Smedberg, UCSD (President Elect); Jane Rosario, UCB (Chair); Dean Rowan, UCB (Parliamentarian); Melissa Browne, UCD (Secretary); Lisa Spagnolo, UCD (Acting Chair); Xiaoli Li, UCD (Diversity); John Sisson, UCI (Chair); Becky Marschall, UCLA (Chair); Jennifer Chan, UCLA (SLASIAC); Solomon (Joe) Ameen, UCM (Chair); Tom Brittnacher, UCSB (Chair); Rachel Jaffe, UCSC (Chair); Adele Barsh, UCSD (Chair); Ryan Johnson, UCSD (Webmaster); Charles Macquarie, UCSF (Chair)

Absent (2018-2019 members): Carla Arbagey, UCR (Past President); Kent Lacombe, UCR (Chair); Dave Schmitt, UCSD (SLFB); Josh Hutchinson, UCI (DOC); Becky Imamoto, UCI (SCLG); Sam Dunlap, UCSD (CPG); Courtney Hoffner, UCLA (Webmaster)

Attendees (2019-2020 members): Heather Smedberg, UCSD (President); Marty Brennan, UCLA (President Elect); Rachel Green, UCLA (Secretary); Dean Rowan, UCB (Parliamentarian); Naomi Shiraishi, UCB (Chair) (afternoon only); Belen Fernandez, UCD (Chair) (morning only); Annette Buckley, UCI (Chair); Caroline Miller, UCLA (Chair); Solomon (Joe) Ameen, UCM (Chair); Ken Furuta, UCR (Chair) (afternoon only); Dominique Turnbow, UCSD (Chair) (morning only); Kyra Folk-Farber, UCSB (Chair); Ann Hubble, UCSC (Chair); Kate Tasker, UCSF (Chair); Nina Schneider, UCLA (CPG); Gary Colmenar, UCSB (Diversity); Jennifer Chan, UCLA (SLASIAC); Ryan Johnson, UCSD (Webmaster)

Absent (2019-2020 members): Dave Schmitt, UCSD (SLFB); Josh Hutchinson, UCI (DOC); Courtney Hoffner, UCLA (Webmaster)

Minutes

Call to Order: 10:03am

Old Business & Wrap-Up from Last Year

1. Call to Order, Welcome, Introductions, Announcements (R. Smith)
Welcome to all! Thank you for your service to LAUC.
The outgoing and incoming secretaries conducted roll call.
2. Secretary's Report (M. Browne)
 - a. Approval of Minutes
The minutes from the [August](#) call were approved.
 - b. 2019-2020 Executive Board Roster
Action: Please submit your preferred contact details (and name of Vice Chair) to [Rachel Green, LAUC Secretary](#) (all incoming Executive Board members)

c. Election Calendar

Discussions are ongoing to finalize the 2020 calendar.

d. Census of LAUC Membership

Action: Submit the number of librarians on your campus as of September 1st to [Rachel Green, LAUC Secretary](#). This information will be used to determine the number of delegates each campus sends to the LAUC Assembly in Spring 2020 (all Division Chairs)

3. Committee on Research & Professional Development (H. Smedberg)

Thanks to the committee for all of their hard work. There were many requests for R&PD monies last year and the LAUC President provided supplemental funds. The incoming committee will need to determine a plan for distributing 2019-2020 funds, based on the number of requests they receive. The submission process will be streamlined, thanks to a new application form R. Green created. [The Grant Recipients Table](#) has been updated. Folks who receive support are required to fill out a funding report.

4. Reports from Committee Representatives

R. Smith and H. Smedberg are working together to fill the remaining open positions.

a. SLASIAC (J. Chan)

SLASIAC is the [Systemwide Library and Scholarly Information Advisory Committee](#). It includes representatives from the Council of University Librarians (CoUL) and UCOP as well as faculty. It focuses on policies and issues related to scholarly communication. Meetings typically include updates from CDL and information about the status of contract negotiations with publishers.

There have been no major updates since the group last met; the next meeting will be in December.

b. UCOLASC (R. Smith)

UCOLASC is the [University Committee on Library and Scholarly Communication](#). It is an Academic Senate committee that meets quarterly. Agendas typically include updates from CDL, information about contract negotiations, and discussions about the repository landscape and open access publishing initiatives. H. Smedberg will represent LAUC on the committee for 2019-2020.

c. SCLG (B. Imamoto – not present to report)

d. SLFB (D. Schmitt – not present to report)

e. DOC (J. Hutchinson – not present to report)

DOC is the [Direction and Oversight Committee](#). R. Smith noted that Meeting Minutes and Project Reports like the *Digital Preservation Strategy Working Group Phase 1 Report* are posted.

f. Webmasters (R. Johnson)

Thanks to R. Johnson and C. Hoffner for sharing responsibilities for this role. The webmasters implemented a number of recommendations from the [Website Usability Task Force Report](#). They are continuing to take requests for page updates. Incoming members, please send a photo to include on the Executive Board page on the LAUC website.

5. Committee on Diversity Report (X. Li)

The committee is analyzing the results from its survey of the membership and will submit its report by the end of the month.

Action: Finish communication regarding the Committee's name change (R. Smith)

6. President's Report (R. Smith)

See the APPENDIX: 2019 LAUC President's Report for full details.

a. Barriers to Engagement

This was a very introspective year for LAUC. The challenges surrounding leadership succession led to a focus on barriers to engagement and articulating the value of LAUC. These issues provided the basis for discussion at the 2019 Assembly at UCR and resulted in a list of [Recommended Actions](#). Moving forward, these recommendations will influence LAUC communications and committee charges, and may result in additional procedural changes as well. The goal is to be more transparent and action-oriented. A potential outcome under discussion is the formation of a Communications Team that could synthesize some of the Recommended Actions with those from the Website Usability Task Force Report.

b. Academic Freedom

R. Smith served as a member of the *Working Group on Privileges, Protections, Obligations and Responsibilities of Non-Faculty Academic Appointees*, tasked with drafting APM-011. Many comments were submitted during the open review period, including a statement from CoUL. An updated version of APM-011 has been sent to Provost Brown for final review. Once implemented, the adjudication process will be considered a personnel action and will require privacy and confidentiality.

c. Professional Development Funding

It was a busy year for funding requests and the LAUC President provided an additional \$7000. LAUC will continue working on issues related to transparency and equity in professional development funding on each campus. R&PD noted a large degree of variability regarding which campuses submitted applications.

LAUC may also have opportunities to help focus the reorganization efforts in various UC libraries moving forward.

7. Academic Review – Local Documentation Practices (A. Barsh)

The [Summary of UC-Wide Survey of Academic Review Documentation and Practices](#) describes procedures for academic reviews on each campus – there is a range of practices. Incoming chairs may wish to share the summary with their local review committees.

- UCB published a report on how members are selected to academic review committees on different UC campuses. These details are relevant to the current discussion and will be shared.
- It would be useful to ensure the Summary document can be easily located for future reference. Could this be part of CPG's charge for the year?

8. Transfer of Presidency

Roger Smith passed the gavel to Heather Smedberg for 2019-2020.

Morning Adjournment: 11:59am

APPENDIX: 2019 LAUC President's Report

August 29, 2019

2019 LAUC President's Report

I am pleased to report on the activities of LAUC for the 2018/2019 year. LAUC has had an active and introspective year. I am confident that our transition leaves a renewed sense of purpose, value and commitment. The LAUC President and President Elect met with the Council of University Librarians (CoUL) twice this year. We made good use of the opportunities to convey updates related to ongoing areas of focus for librarians, including our barriers to engagement assessment, high engagement with offered R&PD grants, and concerns related to allocation and distribution of campus level professional development funding. The engagement of LAUC with the Academic Freedom Working Group enabled us to be connected to an important corollary of the bargaining process that was successfully concluded between the union and UCOP this year.

Academic Freedom

An important issue facing UC Librarians is the application of academic freedom to the work we are engaged in as non-faculty academic appointees. In January, I was invited to represent LAUC on the *Working Group on privileges, protections, obligations, and responsibilities of non-faculty academic appointees*. This group was co-chaired by George Blumenthal, Chancellor UC Santa Cruz and Robert May, Chair Academic Council. Our process included consultations with LAUC exec board as well as with a group of represented librarians. The committee's recommendations include the establishment of a new APM section (APM-011) that articulates the extension of academic freedom protections to librarians (and other non-faculty academic appointees) when they are engaged in teaching and research, as well as analogous protections when engaged in other professional work in support of the University's mission (collection development, for example). The committee developed recommended adjudication procedures referencing those articulated in APM-010 and APM-140. In addition, an FAQ was submitted explaining key aspects of our process. The proposed documents have emerged from a formal review period. Edits and concerns were collected during the review period, and addressed during a period of editing. The final recommendations have gone forward to the University Provost and President. In support of this issue, the LAUC exec board developed and distributed a statement in support of academic freedom for librarians.

Value of LAUC / Barriers to Engagement

The past few years have seen challenges in developing a full slate of nominees for LAUC statewide and local elections, as well as complete rosters for local and statewide committees. The LAUC statewide exec board has

engaged the process of assessing how well LAUC communicates its value / work, as well what barriers exist for UC librarians in engaging LAUC positions. To this end, campus chapters held focused discussions on the topic. At the 2019 Assembly, we held a forum in the afternoon that synthesized the discussions at the campuses. From these notes, the LAUC executive board created a table of action items broken down into areas of communication, positions / nominating, committees, and general focus. Some of these action items have already been addressed, others will form part of standing or ad hoc committee charges in the 2019-2020 LAUC year.

Professional Development Funds

This has been a very busy year for the Research and Professional Development Committee (R&PD) and their management of grant applications. The spring call for applications is noteworthy for far exceeding available funds to cover approved applications. I worked with the R&PD Chair to determine a course of action that makes good use of LAUC Presidential Funds to bolster the available resources to fund these requests. Some \$7000 in additional discretionary Presidential Funds were made available as supplemental funding for R&PD. Both I and the President Elect reported to CoUL that professional engagement is strong in the UC Libraries, and that serious consideration needs to be given to increasing allocations supporting professional work at the campus level. In our discussion with CoUL in the spring, we submitted for their consideration a table that illustrates the variation in funding and methods of distribution of local professional development funds at the campus level, with a request that CoUL consider how best to address issues of equity in this area.

Position Paper No. 5, the Academic Librarian in the University of California

One of the principle charges to the Committee on Professional Governance (CPG) was concluding the revision of Position Paper No. 5. CPG has worked to include the extensive feedback gathered at the 2018 Assembly at UCSF. PP #5 has been finalized, approved by the Executive Board and distributed to the Membership.

Advisory to Statewide Committees

As LAUC President I attend the fall CoUL meeting via Zoom, and continue to attend meetings of the University Committee on Library and Scholarly Communication (UCOLASC). UCOLASC continues to work on issues of open access, to stay apprised of new services from the California Digital Library (CDL), and to plan for the UC system's response to Elsevier negotiations and subsequent withdrawal.

LAUC Connect Program

Certainly one value that LAUC brings to the membership is connecting professionals with one another to exchange innovation, experience and skills. The LAUC Connect Program got underway last year and since that time 33 librarians have expressed interest in connecting. The steering group has worked to establish connections between mentors and mentees, with 70% of respondents having made initial contact with their peers. The group continues to consider tools to aid in correspondence (slack, shared drives, etc.) as well as how best to make effective first contacts and generate feedback to grow the program in the future. Further participation and feedback is most welcome.

Travel Awardees

This year we did not issue a call for poster presentations at the Assembly. However, I did want to continue to support attendance of new librarians at Assembly. The following individuals, all working less than two years at a UC, have been awarded travel grants covering their costs of attendance.

Michelle Polchow, UCD, Megan G. Van Noord, UCD, Stephanie Labou, UCSD, Adam Clemons, UCB
Diana Ascher, UCLA, Tori Maches, UCSD, Elvia Arroyo-Ramirez, UCI

Respectfully Submitted,
Roger Smith
2018-2019 LAUC President

The meeting resumed at 1:34pm. The 2019-2020 Secretary, R. Green, conducted roll call.

New Business

1. New Division Chairs Orientation and Procedures

a. Basics: Parliamentary Procedure, Travel Procedures, Zoom

- The Executive Board is made up of officers and division chairs. Officers and division chairs are voting members, and committee chairs and representatives are participatory.
- D. Rowan will continue as LAUC Parliamentarian. We use the AIP Standard Code of Parliamentary Procedure. Quorum is 51% of voting members.
- Work with your local fund managers to submit receipts for your travel to today's transition meeting. You will also work with them for your travel to the Assembly in Berkeley. Your local fund managers will in turn work with UCSD's fund manager.
- Meetings will continue to be held via Zoom.

b. Communication

- i. We use Box.com for working documents (through UCLA's subscription). Almost everyone should already have access to this space. Newly added members should have access soon. When sharing links to folders, do not copy the URL into the browser window – instead, use the Share button to create a shareable link.
- ii. Executive Board email list: it is not just for the President, and members should feel free to use it as a communication tool.

c. Conference Calls: we will continue with the first Thursday of the month from 1-3pm unless people have a conflict with a standing appointment.

Action: Please contact [Heather Smedberg, LAUC President](#), if you have a conflict with the proposed meeting time (all incoming Executive Board members).

2. Issues / Ongoing Work / New Work

a. September CoUL (Council of University Librarians) Meeting

The LAUC President, H. Smedberg, and President Elect, M. Brennan, will participate in the meeting via Zoom. Potential agenda items include those from R. Smith's President's Report, such as professional development funding, LAUC Connect, and barriers to engagement.

Action: Please contact [Heather Smedberg, LAUC President](#), if there are other topics you would like for her to discuss at the CoUL meeting (all incoming Executive Board members).

b. Spring Assembly at Berkeley

N. Shiraishi, UCB (Chair) is helping with planning. A target date will be announced soon.

c. Barriers to Engagement with LAUC Executive Board Positions – Next Steps

This year will be one of continuity in terms of putting into action the ideas discussed last year. H. Smedberg, President, will circulate documents to review for our first meeting. Transparency is a key issue, which the new Social Media Coordinators will help achieve.

d. LAUC Social Media Coordinators

- J. Holland, UCLA, and N. Mody, UCLA, will serve as our Social Media Coordinators.

- They will pursue regular communication with each division's Secretary, and membership generally, in order to highlight divisions' and librarians' activities. We already have a Twitter account, so the focus is to add content (LAUC events, memes, etc.) and re-tweet material. They created a Facebook group to create a community space for members and created a Code of Conduct to prevent problems. J. Holland and N. Mody will both be moderators. Determining LAUC's communication goals will be an ongoing conversation this year on the Executive Board.
- e. Appointment File Process – Review of Local Practices (C. Miller)
 - At more than one campus, the appointment process is often excruciatingly slow and has led to losing good candidates. We may want to address hiring practices across all campuses, with the goal of bringing these practices into alignment and creating a more efficient, streamlined process. We will need to work within HR frameworks and use non-UC peers as benchmarks. HR may be able to provide data on failed searches.
 - This process of investigating and gathering data may be conducted as a committee charge or through appointment of a statewide taskforce.
- f. Statewide Committee appointments
 - i. SCLG – Shared Content Leadership Group
 - ii. SLFB – Shared Library Facilities Board

Action: Send an announcement to LAUC members to solicit names and expressions of interest for Statewide Committee appointments (H. Smedberg).

- g. Statewide Committee Charges (draft - to be completed by mid-September for Oct 1 charge)
 - i. R&PD: Roll out Presentation Grant form and evaluate. Review and update website instructions.
 - ii. Diversity: Survey report and recommendations.
 - iii. CPG: Outgoing committee have any recommended special charges?

3. Campus Round Robin

- a. UCB (N. Shiraishi):

The transition meeting was at the end of August, and the new board's first meeting is next week. They are working on a social justice conference taking place October 4. After the conference, they will be thinking about next steps to promote diversity and inclusion.
- b. UCD (B. Fernandez – not present to report)
- c. UCI (A. Buckley)

The transition meeting is next week. They expect normal housekeeping.
- d. UCLA (C. Miller)

The transition meeting was last week. They are working on assembling local committees and are planning to have a CPG taskforce address local hiring practices. A new HR manager just joined the Library and will have a meet-and-greet next week. They are also considering bylaws changes for CPG and R&PD.
- e. UCM (S. Ameen)

There was no transition meeting. They are trying to get on academic senate committees, and they are discussing how to onboard librarians.
- f. UCR (K. Furuta)

The transition meeting will be soon. They are considering retooling their mentoring committee to provide additional support for new librarians who recently finished library school.

g. UCSB (K. Folk-Farber)

The transition meeting will be at the end of the month. They are reorganizing and figuring out how to support local members through the reorganization.

h. UCSC (A. Hubble)

The transition meeting was last week. They lost their HR manager to UCLA. They had a mini-reorganization, with some librarians reassigned. They want to support the reassigned librarians and have more input into future reorganizations. There is a scholarly communications position open, which will be shared via our list and Twitter.

i. UCSD (A. Barsh, on behalf of D. Turnbow)

The transition meeting was last week. They are finalizing their committee chair appointments. They are undergoing library space planning and a renovation of the main floor. There is also an admin/governance revision that is not formally a reorganization. Their outgoing president's report shows a high percentage of interim AUL and program director positions. They are working with someone to upgrade the APM, and a draft should be ready soon.

j. UCSF (K. Tasker)

The transition meeting was a couple of weeks ago. Their main goal is to continue some of the initiatives from previous chairs' tenures.

Motion to adjourn. Seconded.

Adjourned: 3:01pm