LAUC-I General Membership

Meeting Minutes

Monday, February 13, 2012 * 10:00am – 12:00pm *

LL 570


1. Welcome (Manaka 1 min.)

2. Agenda Review (Manaka 2 min.)

3. Adopt the October 17, 2011 Membership Meeting minutes (Manaka 5 min.) – So adopted with corrections from Woo.

4. Announcements (10 min.)

   • LAUC-I welcomes new members (Kjaer)
     Official welcome to Audra Yun, Archivist; Patricia Glowinski, Project Archivist for Regional Collections; Christopher Thomas, Law – Electronic Resources and Metadata; Brendan Starkey, Law – Research and Instructional Services.

   • Library Budget & HR Updates (Ruminson)
     State budget is usually available between July and September, but it will be delayed this year due to the election in November which includes a tax increase measure. If the measure fails, triggers will automatically cut the budget further. If the measure passes, higher education can look forward to more financial stability. The State will be contributing $90 million to UC pensions. Responsibility for administering staff benefits is being decentralized from local campuses to Departments and Schools. The Library will manage staff benefits from March 12, 2012. There is a pause in replacement hiring at the moment. Any further questions please email Kevin.

   • Announcing the Ad Hoc Committee on By-laws (Manaka)
     Committee is Kathryn Kjaer, Katherine Harvey and Jessica Wimer (Law). They have been charged to meet the LAUC state wide requirements for By-Law revision. They will examine the current LAUC-I By-Laws and bring to LAUC-I any suggestions for improvements. They will report on the By-Law changes to the LAUC state wide Committee on Statewide Governance who will review and approve them.

   • LAUC-I & IT Update (Lerit)
     Library IT will continue to decommission old server and move LAUC-I pages to the new server.

   • Other Announcements
     o The LAUC-I Chair and Vice-Chair will meet with the Acting University Librarian on March 7, 2012. (Manaka)

ACTION: Email Pauline if you have any issues you would like to bring forward
5. **LAUC-Irvine Budget Review (Andrews 2 min.)**
   - General funds - $3,061.32
   - Program funds - $1,509.20

6. **LAUC-I Website update (Bussmann 15 min.)**
   The webmaster has been working with the Archives Committee (Peterman, Yun, Riggs, Bussmann, Lerit, and Manaka) on the backend of the web page to restructure it to better deal with the archival issues. A link to “Archives” was added as the current site only holds the current 3 years of documents. Separate Membership Rosters are made for each year and archived instead of just updating the same list. The Archives Committee will add reports and report templates.

   **ACTION:** Send Jeffra an email if you find any dead links on the web page.

7. **Updates/Mini Reports (20 - 25 min.)**
   - **Nominations Committee (McKinder)**
     - Executive Board recommended and the Committee agrees to the following changes to the By-Laws: 1) Member-at-large will be 1 instead of 2; 2) Academic Librarianship Committee will be permanently disbanded and its duties shared among the other committees; 3) Web manager will become a 2 year, appointed position.
     - Positions open for next year: Vice-Chair, Secretary, Member-at-large, Librarian Review Committee -1, Research and Professional Development 2, Program Committee 2.
     - Next year’s slate should be finalized by May 14th; May 21st is General membership meeting; voting from May 25-June 1.
   - **Ad Hoc Committee on Archives (Yun/Peterman)**
     - Have integrated the remaining paper archives to Special Collections and Archives to be accessioned; perhaps an intern could process.
     - Electronic record archives migrated to newservers.
     - Wiki could be a place to store unprocessed electronic documents and Cascade content management service CMS could store the final public records.
     - Working on a best practices report with templates, file names, etc.
     - Creating a flow chart for the life cycle of archival documents.
     - The LAUC-I Chair and committee chairmen have a lot of responsibilities and will need to be diligent all year to make the archiving process work.
     - By-Laws need to make the responsibility of the archives clearer.
   - **Program Committee (Kjaer/Palmer)**
     - Feb 16th - LAUC-I lunch for post conference and research reporting.
     - The faculty speaking event with Professor David Meyer speaking about the “Occupy Movement” on Feb. 1st was very successful.
     - Planning for the big event this year – a workshop on writing “elevator speeches” to do a better job of communicating the library’s worth. Date to come.
   - **Research & Professional Development Committee (Smyth) – (report for both local and system-wide)**
     - Feb 16th - LAUC Lunch for post conference and research reporting.
     - Possibly a newcall for grants to come.
     - Reminder to put posters or research papers into the e-Scholarship repository. This Committee (Sheila, Julia, Wanda and Christina) or Mitchell can help.
   - **Library Review Committee (Powell)**
     - Committee has been involved in advising for recruitments (including for Law).
     - Contributed to advertisements for recruitments.
     - The annual review cycle will begin in a few weeks.
8. LAUC President Update (Brown 15 min.)
   System wide Assembly
   • This year’s one state wide Assembly will be held April 10th and hosted by UC Santa Cruz, in their Extension building in Santa Clara. The video and audio streaming of the morning speakers will be broadcast to all campuses electronically.
   • In the future, face-to-face meetings may be just for the Executive Board with campuses participating electronically. Or they may hold meetings only at easy locations instead of going to each campus.
   • The LAUC President usually pays for Assemblies out of his/her funds and UCOP also contributes.

   Statewide elections
   • There will be an electronic ballot created and campuses can choose to use this platform or not (UCI uses another platform). This will deliver the results faster. An email is to come with further explanations.

   Topics worked on during the year
   • UC system wide online instructional pilot is in stage 2 of implementation and will be expanding next fall. More UC campuses will become involved and the program will expand to non-UC students.
   • LAUC is concerned with availability of online materials for all students involved.

   Service awards for system wide LAUC activities
   • Should these be awarded regularly? They should have a monetary award.
   • Should there be a memorial page for LAUC members? Perhaps other people could create pages for specific individuals and LAUC could link to them.

   Research and Professional Development Committee
   • They have reviewed grant applications for travel or research and may have a second call this year.
   • It seems best to plan a year ahead for grants, if possible, to fit better into the structure. Money can be awarded for activities in the past – but there is a 3 month window only.

9. LAUC System wide Committee reports (15 min.)
   • Research & Professional Development Committee (Smyth) – see earlier report in 8.
   • Committee on Professional Governance (Peterman)
     o They will review all the local campuses By-laws when they are revised and sent to them.
     o Skill development for future Librarians – Dana presented a list of overall skills, cross-functional skills and analytic skills identified.
   • Diversity Committee (Woo)
     Diversity survey took a snapshot of UC diversity in August 2011, and although the final report will be released in spring 2012, there are some highlights: 70% (472) librarians took survey; most were at step 7; ages were 55-64; 72% white, 70% female, and English only was largest language group.

10. Reporting Updates from LAUC-I Senate Committees Representatives (5 min.)
    Irvine is still the only campus with library representatives on Faculty Senate Committees. All committee reports were sent to the Chair and will be posted for the membership.

11. Discussion: Introducing LAUC Irvine’s Plans with our roles using Senate Committee Representation to actively promote the UCI Libraries (Andrews 5 min.)
    There will be a meeting soon for Faculty Senate Committee representatives to review best practices, questions, difficulties and how we can best represent the library and share our concerns in this forum.

12. Adjourned at 11:50 – Next Membership Meeting is May 21, 2012