
LAUC-I Executive Board
Minutes (*approved 1-26-04*)
1-14-04
SL 244

Present: Tunender, Wilson, Urrizola, Landis, Ariel, Ruttenberg, Jacobs, Palmer, Bube

1. Agenda Review and Meeting Minutes

- 11/10 minutes approved
- 12/1 minutes approved

2. Chair Report

- The Verano Project very successful. LEA and LAUC-I supported a student family over the holidays with more than \$700. Ariel thanked Bube and Hamre for their work and handling of various issues, and noted that the family was very appreciative.
- Bylaws: Tunender is working with Ariel on bylaws. Others from Executive Board are welcome to join them next Wednesday (1/21/04) @ 3:15 pm. Executive Board will discuss the revisions before they go to the membership. Bylaws need to go to a membership vote.

3. Vice-Chair Budget Report

- Landis distributed a budget report, current through December. LAUC-I has spent \$415.90.
- Landis reminded Executive Board that we are now being charged for copies. 1902 is the LAUC-I copy code number.

DISCUSSION:

- We might not need so many copies of every document. We need to be more disciplined about what handouts to bring, and when to provide extra copies at meetings.
- Could one person print copies and then make double-sided copies – is this more economical?
- We could always ask for a laptop and projector to project documents at meetings.
- **Goal:** We will work toward a common understanding of new way to handle copies and documents.
- Printing is more expensive than photocopying.
- We'll try various methods – mindful of convenience and expense – and see where it goes.

4. Web/Archives/T Drive

- LAUC-I website has updated with content – it still needs some cleanup behind the scenes and some new images, created by Tunender

- The Ad Hoc Task Force is looking at:
 - partial retention schedule for documents – will bring new draft to Executive Board
 - transferring records to Special Collections – out of the 1st floor staff restroom corridor
 - there are various records from MacLeod and Manaka in their offices – perhaps even other past chairs
 - with approval of Executive Board, Landis will begin making the T drive “reorganization” folder *the* LAUC-I folder.
 - committee documents will live in the committees’ folders – each is free to organize the contents however they want. Each year, a new committee folder will be created.
 - To our knowledge, all LAUC-I members have access to every folder
 - Each year, the new secretary will ask LIS to make the prior year’s contents *Read Only*. To make changes, a new (year’s) committee would have to copy an old document into a new folder and make changes – preserving an archival copy.
 - Relationship between T drive and LAUC-I website: Not all documents are on the website – it’s not really an archive. The T drive is where LAUC-I stores its documents. The website is a communication tool. Toward that distinction, the MS Word document in the T drive is the version of record, not the pdf on the website, if there is one.
 - Older documents can be migrated to the T drive under the new organization, during the clean-up process.
 - Ariel proposed a work party – collect old documents from people’s offices and process and sort them.
 - Committee chairs can migrate old documents into this new organization, if they are able
 - Executive Board is supportive of the new T drive reorganization

5. Fall Assembly Report

Urrizola sent out a brief but thorough report from Assembly. He clarified that yes, LAUC is not changing Position Paper #1 in the end. It was decided that the document was correct at the time it was written, and that it was more advantageous to spend time discussing the distinguished step. Other campuses, including Irvine, have documents that are more elaborate than Position Paper #1.

Tunender will be the LAUC-I member at large representative at spring assembly at UC Riverside.

6. Proposed schedule for Annual Review of the *Academic Personnel Procedures for Librarians*

In the past, the LRC has had a de-briefing meeting with the UL and the AUL for Administrative Services and documented a list of issues that emerged from the review process. The timing of that meeting varies year to year, depending on the number of files the LRC is reviewing.

Ariel shared Kaufman's current proposed schedule for incorporating input from the LRC and LAUC-I. Ariel noted that the Committee on Professional Governance in LAUC is, system-wide, looking at the relationship between peer review committees and the review process.

Executive Board concurred in approving the later dates in Kaufman's proposed schedule.

7. Lunch with LAUC-I March 10 re. Librarian Issues: Jacobs

In order to continue our discussion of issues that emerged from the Special Librarian's meeting, and the Lunch with LAUC-I on Professionalism, we discussed options for the next forum:

DISCUSSION:

- We could pose particular questions for people to respond to
- We could brainstorm issues in smaller groups and report back
- Is one hour enough for this discussion – or do we need a membership meeting. Aren't the lunches more topical, informal and informational?
- There was some concern that we've already brainstormed and have a list of issues
- Ariel shared that she has gotten feedback that the professionalism discussion was useful. 15-20 people attended that session.
- We could discuss, more broadly, our organizational culture. What kind do we want?
- What would be the goal of this discussion – a communication with Library Administration, or strategies for librarians to support each other?
 - For example, what motivates you?
 - What kind of supervisor do you want?
 - What causes problems?
- There is a LAUC-I document, drafted several years ago, about communication.
- Suggestion to focus the discussion on peer review – perhaps read some articles on the topic.
- If there is a problem or perceived lack of communication or collegiality in the Libraries, LAUC-I should communicate that to Administration.
- We don't have to decide between either communicating with Administration OR strategizing about how best to support each other
- Ariel's experience on the LRC and in discussing the "Work-week Guidelines" with the UL was positive

- Some observed that we have a problem with people feeling engaged in the culture of the libraries – are people too intimidated to speak up about this?
- We discussed peer review, and decided this represented a different set of issues, that are also being discussed in other LAUC divisions
- Some members of Executive Board wondered whether it was appropriate for librarians to discuss something as broad as “organizational culture” without staff. Peer review is more of a librarian issue.
- One possible context for this conversation is the library-wide strategic planning effort, or librarian recruitments
- We should make it our goal to re-establish respect for and prestige of LAUC
- We can frame our local discussion around the ACRL “Guidelines for Academic Status for College and University Librarians” (<http://www.ala.org/ala/acrl/acrlstandards/guidelinesacademic.htm>)
- Landis noted that he would be committed to this conversation in his forthcoming term as LAUC-I chair – so it would be helpful to have these discussions in the next few months
- It was decided that the March 10 Lunch with LAUC-I would be devoted to the ACRL Guidelines
- Ariel will share with Executive Board the previous LAUC-I document on communication, submitted to the UL in 2001

8) Programming with Rollover Funds

- Ariel noted the very positive development here – that Executive Council has approved LAUC-I’s proposal, with a few modifications and enhancements. She thanked members of Executive Board who drafted it.
- Modifications to the proposal include:
 - Funds are capped at a maximum of \$7500
 - Funds will be one year only
 - Exceptions can be requested of the AUL for Administrative Services
 - LAUC-I can charge admission only if the funding provided proves insufficient to cover costs
- Executive Council has made \$3000 available this year, if LAUC-I decides to hold a program this spring or summer
- Ariel will ask the membership to vote on their favorite title for the program series
- Ariel asked the Executive Board to think about ideas for a spring program and e-mail them to her. Ariel will collate our ideas for possible discussion at the next joint meeting with Executive Council

In the interests of time, we next discussed item 11

11) Planning for Joint Meeting with Executive Council: Agenda Items

- Update on privacy audit in the libraries
- “Members of groups” document – Ariel will get the current status of this document from Kaufman
- Update on librarians and emeritus status
- Update on Principal Investigator issue – although we are more interested in the emeritus issue more immediately, we would like to keep them bundled as “academic status” issues
- Program possibilities for the rollover funds
- Update on open librarian positions (priorities and criteria for filling, etc.)

10) Activity/Status Reports: Committees and Members at Large

Manaka (Nominations)

- Has e-mailed membership asking for self-nominations for offices and committees
- Has received six nominations for chair-elect – none of which were self-nominations
- Has received two nominations for LRC, and one for ALC
- Executive Board will be enlisted to help motivate people to run

Palmer (Professional Development)

- Working on the mentoring charge
- Looking at formal vs. informal mentoring programs – possible ground rules for mentoring
- The next membership meeting will devote 45 minutes to a discussion of mentoring
- The next Professional Development Committee meeting is on Jan. 20 – the agenda is to plan the discussion for the membership meeting

Wilson (Academic Librarianship)

- Will route the responses to the ALC survey to Executive Board