

LAUC-SD Executive Board Meeting
Monday, October 28, 2013
SSHL Conference Room

Attendees: Roger Smith, Adele Barsh, Penny Coppernoll-Blach, Mary Linn Bergstrom, Gayatri Singh, Dave Schmitt, Dominique Turnbow, Kelly Smith, Heather Smedberg, Cristela Garcia-Spitz

Old Business:

- ARPM edits update
Dave and Roger have noted that we are waiting for feedback from Admin. We want to share with LAUC-SD before next membership meeting and Admin is aware of this deadline. There are bigger changes coming down the pike. ARPM covers both represented and non-represented librarians. It's a shared document between LAUC and Admin, and heavily cites the APM and MOU. The union sets the rules. And the ARPM sets the local process. The changes proposed need to be ratified and accepted.
- Travel / Training Policy
It is still in draft form. Roger will share the guidelines with the executive board, and then compile our comments to share with admin. There is confusion over if we can spend our professional development funds without supervisor(s) approval.

Action Item: Roger will share after meeting with LAUC-SD Executive Board for input to share with Tammy.

New Business:

- CAPA membership / resignation
Victoria Chu resigned from CAPA because she felt she is unable to meet both the needs of this Committee and her current positions. There are two options. We can refer to voting results and see if the runner up is still interested in this position. Another option is to have an off-cycle election (call for nominations, election). Bylaws don't offer any stipulations.

There was discussion about how to proceed. The group decided that because we hadn't started the actual work of CAPA for this cycle, what would be most expedient is to approach the runners up, in order of who got the largest number of votes, to see if we can fill the position. A lot of people's positions have changed, and some of the previous candidates have already taken on other roles in LAUC-SD, so it's possible that none of those previous candidates can take the role.

Action Item: Roger will approach the remaining candidates for CAPA in order. . If no one can say yes, then we will put out a new call for candidates quickly, and hold a special election to fill the CAPA vacancy.

- "LAUC Buddy" procedure and next steps for new hires
LAUC-SD Member at Large can't be LAUC Buddy to all new hires! We need a process. We need to solicit nominees to serve as LAUC buddies. Once the person is identified, Roger (as chair) will send a welcome letter (email) and introduce the person to their LAUC Buddy.

It will be helpful to create a pool, so we don't have to keep putting a call out. We want to pick people who aren't in the same program as the new hire.

Cristela met with Doug to talk about his process. LHR creates a "new hire" packet. The Member at Large can create and share LAUC-SD documents to put in this packet. Then the Member at Large can make sure the librarian gets added to the LAUC-SD mailing list, and assign the new buddy (with input from Chair).

Action item: Roger will put a call out for a pool of volunteers. In the call, Roger will articulate the needs—a coffee/lunch that gives an overview of LAUC, and then being available throughout the first review process to help answer any questions, and highlighting the work (committees) that LAUC-SD does and ways they can get involved.

Action item: Cristela will share LAUC-SD documents with Doug Spence to include in the new hire packets

Action item: Roger will invite new librarians to the first meeting, and forward membership meeting Outlook appointments.

Action item: Gayatri will clean up LAUC-SD mailing list; will add Reid Otsuji and Peter Rolla.

- UC System Wide Plans & Priorities
http://libraries.universityofcalifornia.edu/groups/files/coul/docs/UC_libraries_vision-mission-goals_2014v04_internal_final.pdf

#6: Build and leverage expertise: Due to the changing nature of librarianship and the role of the library in higher education, the UC libraries must identify gaps in knowledge and expertise and implement efficient and effective mechanisms for sharing proficiencies across the system – all in the context of reevaluating and redefining the roles of librarians in the evolving information environment

Does this affect any conversations we have with Brian? Does this affect our professional development funds?

We were thinking of creating a document of the funds we currently get. This conversation has also come up at the State-wide meeting. Our allocation is twice the amount of the next highest.

There are no increases in the upcoming bargaining agreement. The changes to the Training/Admin funds allocation also affects our professional development. There are opportunities, but it isn't clear how we're supposed to get funding.

We should keep track of some of these incidents so we can share while the Training Funds is still in draft form.

What does an average attendance to an ALA cost? If we can figure out a baseline it would be helpful.

Action Item: Mary Linn will draft a survey about people's professional development use

- **Committee Reports**

- **CAPA**

- CAPA debrief with Admin is scheduled for Oct 31st. They're getting ready to set training up in November, but need to integrate the new changes/edits to the ARPM and possibly the position descriptions document. The new CAPA folks won't be called into meetings until late-November.

- **Diversity**

- In November, helping sponsor IEW Film Series with the Library, there will be festivities, food and fun.

- In December, we will reprise our holiday event (cookies exchange, card making, etc).

- Several members are on the ClimateQUAL implementation group, and we're scheduling a meeting with the Diversity committee to help figure out how we can work together.

- **Mentoring**

- Dominique and Alanna are making progress on figuring out the procedures for the Internship program. The program might be ready by Spring.

- The Committee will be working with the CEP Fellows, maybe co-sponsoring a Welcome Event. They're considering doing a "job panel" and then doing Shadow a Librarian Day (work with Member at Large to overlap with Spring Social).

- Continue matching librarians with mentors. Heather and Aislinn have signed up. Kelly is cleaning up the list to help with the future.

- Adele recently presented on a panel coordinated by the Career Center on careers in libraries and held in the Seuss Room. There were a over a half dozen undergraduates interested in librarianship, about half of them working here in the Library. The Mentoring Committee would be a good place to refer them to for additional information.

The Finding Communities website (<http://libraries.ucsd.edu/about/jobs/community/>)—it's not super outdated; there are a lot of great resources; it just needs someone to review it; 2 years ago Mentoring Committee had said they would keep it up to date.

- **Research and Professional Development**

The committee would like to add an item to the November 12th membership meeting to do a workshop at the meeting (20-30 mints) about the state-wide grant process.