

LAUC-SD Executive Board Meeting
Monday, November 25, 2013
SSHL Conference Room

Attendees: Roger Smith, Adele Barsh, Penny Coppernoll-Blach, Gayatri Singh, Dominique Turnbow, Kelly Smith, Heather Smedberg

Announcements

- **LAUC-SD Website update (Kelly)**

The 2013-2014 Executive Board minutes weren't displaying. The problem has been fixed and you can view the minutes online-- http://libraries.ucsd.edu/about/admin/lauc-sd/3_exec_board/2_minutes/index.html

Old Business

- **Budgets (Roger)**

For Committees with funds (RPD, Mentoring, Diversity), take a look at My Funds to make sure the right amount is there. If you have questions about how much you should have, check with Roger or Gayatri.

New Business

- **Library wide Diversity Committee (Heather)**

The ClimateQUAL (CQ) report recommended a library-wide diversity committee. LAUC-SD Committee on Diversity has also been exploring this option. The CQ Implementation Team is figuring out how to make this happen. Should there be two groups (LAUC-SD and Library)? What is their charge/mission? Will they have funds? Will have two groups weaken our diversity efforts?

Adding non-librarians to LAUC committees was looked at earlier for something, and it was either due to by-laws or the feeling that the purpose of LAUC is to support librarian issues, that they didn't do it. We should check the bylaws.

The CQ report also recommended a Diversity Officer position be created. Admin has said that won't happen right away. In the meantime this could be a role that LAUC-SD or the new Committee takes on.

The CQ Implementation team (which overlaps with LAUC-SD Committee on Diversity membership) will continue exploring our options.

- **ARPM Revision (Roger)**

After two membership meetings and email discussions, we voted to make secondary PD/supervisor letters mandatory for academic reviews. Although something was said about the length (no longer than a page), nothing was said about content. The ARPM will need to be revised again next year to reflect the new MOU, so we can monitor the review process this year, and maybe add language about how the letter needs to be a substantive contribution.

For this review cycle, CAPA will have multiple documents—the represented librarians are under the new contract (no accelerations), and the non-represented librarians are under the old APM (accelerations allowed). Even though “accelerations” aren’t allowed under the new contract, there is the possibility you can go up more than the minimum 2 (asst/associate librarians) or 3 (librarian) points. CAPA needs to come up guidelines to help determine what a 2pt vs 3pt vs 4pt review would like like.

Action Item: Adele will organize a brown bag open to all of LAUC-SD to help generate ideas for the guidelines.

Action Item: CAPA will monitor the review process this cycle and report back to LAUC-SD so issues can be ironed out before the next cycle.

- **Quarterly Chairs Mtg. with BECS recap (Roger)**

Penny, Dave and Roger met with Brian last week. The general feedback from Brian was that Admin supported the ARPM revisions (secondary letter requirement) and they supported the outcome of the vote. We don’t need to revise and bring it back for another vote to the membership.

- **Job Description Document (Roger)**

At the membership meeting we approved using the new guidelines for Job Descriptions, with the idea of maybe adding them to the ARPM appendix. Some jobs aren’t covered by this document. The charge for the group from Admin was to create common language for shared duties. Originally the group did make a list of all the positions in the Library, but then focused on jobs done by more than one person. There is a statement in the document that you can use and modify as appropriate. Maybe we can make this statement more explicit. Adding it to the ARPM feels more formal and it should include more job descriptions.

Action Item: As you revise your job descriptions, send language to Adele. She’ll take it to group to see if it can be incorporated in the next revision.

Action Item: Roger will follow up with Admin how bringing separate conversations together and talk about plans for assessment/evaluation of the reorganization itself, not just the individual programs.

- **Travel/Training (Roger)**

Roger sent the Executive Board comments to Tammy. At the membership meeting there was some clarification of the Program Directors needing to “approve” personal professional development funds. The training/travel form needs to be signed by a supervisor (which then provides approval). It still reads funny in the document because it doesn’t account for the spending of the funds that isn’t training/travel. It makes sense to proceed with use of these funds in consultation with your supervisor. It may rub people the wrong way because of all the other stuff happening right now.

Action Item: Roger will follow up with Tammy to see what her thoughts are.

Committee Updates

- **Mentoring (Dominique/Kelly)**

The Committee is making progress on updating the Find Community website (<http://libraries.ucsd.edu/about/jobs/community/>). They’re hesitant to have the Committee take on ownership of this website permanently. They will bring recommendations for the future ownership of this website to the Executive Board.

Alanna met with Tammy to discuss the ARL CEP Fellow program, and Tammy asked if we could wait until next Fall to launch the Internship Program. We have will have 2 Fellows this summer.

- **Diversity (Heather)**

The Committee is working with the CQ Implementation Team to explore the possibility of a library-wide Diversity Committee. The Committee helped sponsor one of the 2013 International Education Week’s International Film Festival films. We’re hosting our 2nd annual Cookie & Craft event on Monday, December 16th at noon in the Seuss Room.

- **CAPA (Adele)**

In addition to the review workshops CAPA usually offers, Adele will organize a brown bag to talk about guidelines for CAPA with the new contract in mind.

Action Item: at the next Membership meeting we need to review the Committee Annual Reports (usually done at the first membership meeting of the year). We can ask current chairs to do this on behalf of past chairs.