

LAUC-B Executive Committee Meeting
Minutes
Thursday, March 13th, 2008
10:00-noon
303 Doe

Attendees: A. Barone, S. Supple, J. Nelson, E. Kuo, J. Silva, T. Salazar, L. Diamond

Guests: M. Cochran, J. Eason, K. Leonardo

I. Announcements

EAL opens Monday. ExComm to have a meeting at EAL soon.

II. Reports

- A. Treasurer's Report (J. Nelson) There is \$125,215.04 left in the budget.
- B. Meeting with the University Librarian (A. Barone and C. Lee)

Armanda met with Tom. Two co-chairs have been selected for the LAUC-B 2009 Conference planning committee: Pat Maughan and Terry Huwe. The committee will be assembled in the near future.

A draft of a campus report entitled "Status of Work Life" was sent to Tom. Tom suggested the report be brought up with Susan Wong. Armanda has been selected for the New Directions Retreat and her project is the future of jobs in the University Library. This report has also been shared with the members of her group and they may incorporate parts of it in the 1-2 page spotlight paper for the New Directions Retreat.

Overview BILD taskforce. The staff survey was sent out and the task force is working on compiling the results. Preliminary numbers: of the 140 responses, 50% have library degrees. 12-14% of the responses are in Library school and many requested opportunities for professional development like job shadowing. A full report of the survey will be ready by the next ExComm meeting.

- C. Committee on the Library, Berkeley Division of the Academic Senate (C. Lee)

The meeting was cancelled.

- D. LAUC Statewide 3/7 Conference Call (A. Barone)

Topics discussed in the LAUC Statewide call included:

LAUC elections: Few suggestions for statewide president candidates have been received and there are 2 candidates for secretary. The election calendar is up.

Committee on Research and Professional Development. 6 proposals were received: 2 were approved; 2 were sent back for rewrite and 2 were denied.

Statewide Spring Assembly at UCI: May 7-8 2008. Brian Schottlander, UL from UCSD will speak on the future of bibliographic control. Steven Abrams of SirsiDynix will give a talk tentatively titled "Heading for 3.0 world: Technologies to Watch." There will be 4-6 scholarships for travel. Two potential topics to be discussed are the Berkeley Research Impact Initiative (BRII) and "Scope 3," an open access publishing project in particle physics. The LAUC conference website will be available soon.

The Fall 2009 LAUC Assembly will be at UCSF.

UL for CDL interview will be happening soon. The Statewide LAUC ExComm board has been invited to the interview, though CDL is not paying for travel.

III. LAUC-B Committee Updates

A. Committee on Research (V. Shih)

This topic has been postponed until the next ExComm Meeting.

B. Committee on Appointment, Promotion and Advancement (M. Cochran)

Myrtis Cochran and James Eason attended the meeting for CAPA. The CAPA Committee also includes Nick Robinson, Lynne Jones, Manual Erviti, Chris Tarr, Gary Pete. CAPA has held a logistics meeting and has started reviews. 29 cases have been received which is less than half from last year. CAPA also reviews job announcements and participates in the interview process. Since November 9, 2007 CAPA has participated in 9 interviews for 3 positions. CAPA has reviewed 2 job descriptions in this time as well, compared with 11 between January and March last year.

An early bird on what peer review is, focusing on the benefit of the process, especially in light of the recent MOU issues was suggested. The Professional Development Committee and CAPA could cosponsor the event.

CAPA is moving toward utilizing new technologies for its work. A bSpace Account for CAPA members has been set up which is used for scheduling and templates for sample documents. In future years, this may be used for electronic submission of dossiers; however there may be privacy concerns. The point was raised that the business school uses it to house confidential business documents that are used in classes. A suggestion to look at how faculty reviews are done (do the faculty submit their reviews electronically?) was suggested.

IV. "Get to know the Affiliated Librarians" program idea (S. Supple)

Shannon met with TALAG and talked about an idea to host an assembly-type program as an intro to the affiliated libraries which would be open to all library staff, not just affiliated library staff. At this event, all affiliated libraries would give a 5-10 min introduction to their library/archive, covering what they do, collection highlights, services, etc.

The tentative date will be sometime between June 9-12. Rita Evans and Shannon to coordinate the event. LAUC ExComm agreed it was a good idea and approved LAUC-B cosponsoring the event.

V. LAUC Lunch Coordinator & Host Documents (T. Salazar)

Kris Leonardo met with ExComm to discuss and clarify the changes to procedures for the LAUC-B Job Candidate Lunches.

The current LAUC-B ExComm Chair grants blanket approval for the current ExComm. If former LAUC-B ExComm members take a candidate out to lunch, approval must be from the current Treasurer or Chair. All paperwork must be sent to the Lunch Coordinator.

All hosts for candidate lunches must fill out part A of the pre-approval form. For Mentor lunches, the Mentor Coordinator will fill out the pre-approval form.

The Check Request form must be signed in paper regardless of pre-approval. UCB currently does not allow electronic signatures for this form.

Explicit instructions to not go over the prescribed per-person rate will be included in the new documentation. The per-person rate is calculated by taking the sum of the food, beverage, tax, gratuity, service, and delivery costs and dividing it by the actual number of attendees.

The process of setting up and paying for mentor lunches will be sorted out at the next meeting.

IV. New Business

Mentor program. Beth Dupuis thinks that the 5 year requirement at UCB is too harsh. This could potentially be changed to 5 years of professional experience, and having gone through the UC peer review process at least once. The time limit for a mentor to be paired with a new librarian will be limited through the first review cycle, which would translate into a 2-3 year commitment. Also, there are no official documents on the mentoring program, so Evelyn will draft a document for the next meeting.

The possibility to cover membership fees from professional development fees was discussed. It is unclear as to what the specific UCB policies are on this issue. Armanda will investigate.

Jesse Silva
Librarian for Federal Documents, Legal Studies,
Political Science and Public Policy
218 Doe Library
UC Berkeley
Berkeley, CA 94720-6000
Google Talk: jsilvaucb