

# AGENDA

LAUC-SD Membership Meeting  
November 19<sup>th</sup>, 2014  
12:00 pm – 1:30 pm  
Seuss Room

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**Attendees:** Roger Smith, Adele Barsh, Gayatri Singh, Dave Schmitt, Lynda Claassen, Heather Smedberg, Reid Otsuji, Peter Rolla, Lia Friedman, Alanna Aiko Moore, Annelise Sklar, Mary Linn Bergstrom, Amy Butros, Leslie Abrams, Harold Colson, Nancy Stimson, Jenny Reiswig, Doug Spence, Becky Culbertson, Marlo Young, Suhui Ho, Adolfo Tarango, Aislinn Sotelo, Kari Lucas, Teri Vogel, Sue McGuinness, Alice Perez, Kathy Creely, Shi Deng, Tammy Dearie, Brian Schottlaender, Penny Coppernoll-Blach, Maria Din, Deborah Kegel, Victoria Chu, Susan Shepherd, Sam Dunlap

## ANNOUNCEMENTS / UPDATES / REMINDERS

- Call for voluntary contributions (Gayatri)

## OLD BUSINESS

- ARPM Revisions Discussion and Vote (Dave)  
Summary of sorts from the email discussions: What is the role of the secondary Program Director(s) (PD(s))?
  1. the PDs of programs where a candidate has an official assignment be required to submit an evaluation for the file,
  2. or secondary PD(s) letters be optional, based on a request from the RI.

The language has been written to make secondary letters mandatory from non-home PD/workleaders for all (not just less than 20%).

Vote (a quorum was present):

With 14 votes the motion carries. (10 nays; 3 abstentions)

**Action Item:** Dave and Roger will meet with Brian on Thursday. They will revise document based on feedback from Brian. Then there will be another vote if needed.

## NEW BUSINESS

- [Administrative Travel, Career and Professional Development, Special Funding, and Training policy](#) has been revised (Roger)

Is there a prescribed process to communicate with the other PDs in terms of training requests and split assignments? Maria said attaching an email to the training request showing the PD has communicated with the other PDs is good enough. You don't physically need to get signatures

In regard to Professional Development 3 & 5: you don't need to get approval to spend your Professional Development funds. You get PD approval for the act of traveling when they sign the form. If they don't sign the training/travel request form, you don't get approval. It's not the plan that needs approval.

Some librarians are finding non-library conference and society/association memberships that they have started attending for the new jobs prohibitively expensive compared to regular library training. Especially in areas of data curation, user experience, user design, etc. Our professional development funds might cover one conference, and then other conference needs to come out of pocket. You can't request training funds because the funds would be used to cover memberships and conference attendance where there may not be a specific training component.

Membership to societies and training is what you choose to do. The skill set is the training. You're going to have to make those choices. Only in the last couple years have we used Professional Development funds to cover association/society memberships.

Since so many of us have new positions and might need new training, it might make sense to use training funds. We would like to see definition broadened.

Given the reorganization and many people in new positions, there is a Special Conference Fund – if you have new position, and attending a conference will help, then you can ask for these funds for the next 1-2 years.

In regard to “Unspent professional development funds will be collected at the end of the fiscal year and available by request the following year to eligible staff,” Tammy does have the amount. They're working on procedures and will share.

Special funding #1—there is a typo in the last 3 words

**Action Item:** LAUC-SD will share this feedback with Tammy.

- **New Position Description (Adele)**  
Since August, Dave, Linda, Adele and Doug have been working on revising our library position descriptions. Tammy gave them their charge at the request of Library Council. The goal was to come up with guidelines to make the job descriptions more uniform. The group did a survey and noticed there is great variation.

The goal was to come up with wording people can copy/paste without reinventing the wheel when there are common tasks. Having uniform descriptions for people doing same tasks also helps people reviewing documents in terms of equity

The group hopes the document is flexible and consistent. It was written functionally rather than programmatically, so you can review the different parts and pull language from those sections, even if you don't have a % in those programs.

You won't find specialized tasks on the menu. You can pick and choose what applies to your job description, and then add additional duties that aren't on this list.

#8, “if applicable” was added because not everyone has a secondary PD(s). It is a little vague. Adele will strike “if applicable.” The sample template includes places for more than one PD to sign, so the group did intend all PDs to be involved.

Instruction—in last bullet it should be “course” management system

Feedback was written into the process. For now, the CAPA chair will receive the feedback. They will gather and track comments. They plan on revising it after this review cycle. After that hopefully it will only need to be modified every couple of years.

Is it a LAUC document or admin HR document? Maybe add it as appendix to ARPM? We didn't have time to get it done by this review cycle. It could reside with LAUC-SD or ARPM appendix. How do we ensure uniform usage of a uniform document? This cycle we strongly encourage people to use them, but they are voluntary. The document's instructions direct everyone to use the text that's there, and then modify it if needed, which provides for consistency with flexibility. Everyone should be looking at their position description regardless if they're going through review this cycle or not.

Would other campuses be interested in this? Linda may have checked in with other campuses. Due to our reorg, it made sense for us to write our own.

It might be better not to instantiate them in the ARPM (formalizes it) before we need to make revisions. CAPA can send out as an exhortation: Do this and give us feedback.

**Action Item:** Adele will revise and include in the training workshops. She will also provide the PDs with a copy.

## **FUTURE AGENDA ITEMS**

- UC Libraries Advisory Structure / Coordinating Committee Update (Marlo Young)

**ADJOURNMENT at 12:46pm**