

COMMITTEE ON COMMITTEES, RULES, JURISDICTION, AND ELECTIONS
ANNUAL REPORT
2012/13

The Committee on Committees, Rules, Jurisdiction, and Elections (hereafter known as the Bylaws Committee) was comprised of the following members: Kuei Chiu, Ken Furuta, Linda Vida, and Sharon Scott as Chair. Linda Vida left the Committee in May due to her retirement.

The Bylaws Committee met six times (excluding election issues) this past year. We were able to conduct some business via email. Our main focus was completing the in-depth revision of the LAUC-R Bylaws, which began two years ago. We revisited Articles VI-X, which had previously been reviewed, to revise some of our earlier decisions and add additional comments. We also completed Articles XII-XIII, reworking both of them quite extensively. Article XI concerning CACLS was not revised at this time; plans are to begin any needed revisions during the next business year. The revised Articles are now ready for discussion at the next LAUC-R business meeting. The Bylaws Committee also developed a slate of candidates for the LAUC-R annual elections.

During our meeting of Nov. 15, 2012, we were visited by LAUC-R Chair Patricia Smith-Hunt who asked the Bylaws Committee to look especially into 2 issues: the possibility of LAUC-R Committees having co-chairs, if any Committee felt it was necessary; and: Article XII concerning the LAUC-R Archives, which was very non-descriptive as it was written. Both of these items became part of the revised bylaws.

Articles I-XIII (excluding Article XI) were sent to systemwide LAUC for their review; with a few minor changes all of our revisions were approved.

Respectively submitted,

Sharon Scott, Chair

Annual Report from the Committee on Diversity 2012/2013

TO: LAUC-R Chair, Patricia Smith-Hunt

FR: Committee on Diversity: Ying Shen (Chair), Ann Frenkel, Rhonda Neugebauer, Yoko Kudo

Following a very successful diversity program co-sponsored by the LAUC-R Diversity Committee and IE LEADS: Diversity – Whose Business Is It, the Committee members met and suggested activities which would focus on promoting diversity by using local resources. The Committee decided to present a film series entitled *We Are All Immigrants*.

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| July 31 | Letters from the Other Side |
| Aug. 28 | Abandoned: the Betrayal of America's Immigrants |
| Oct. 30 | La Bestia (co-sponsored with Chicano Student Programs) |

These three films portray the many diverse and personal stories concerning immigration, from women left behind in post-NAFTA Mexico, to the agonizing journey beginning with a cargo train and the determination of the human spirit and the unquenchable thirst to reach the "American Dream" for a better future. These stories provide timely context for research and discussion of immigration policies and their consequences.

The Committee members worked hard in preparation of the film series – selecting films, sending emails asking permission for public performance rights, creating flyer, and cooperating with Systems Department to make news announcement on the library's website. We decided to have the film series shown at a time closer to the October film event co-sponsored with Chicano Student Programs, which was already set up by Rhonda. Rhonda and Ann have been very active in organizing diversity programs in cooperation with other organizations. Rhonda will host the July and August events.

The Committee would like to thank the LAUC-R Chair, Patricia Smith-Hunt, for her generous support in providing funding for refreshments for the events. I would also like to thank our committee members, Ann Frenkel, Rhonda Neugebauer and Yoko Kudo, for their dedication and contributions.

Since December 2012, the committee chair, Ying Shen, has been working with the systemwide LAUC Diversity Committee representatives led by Matthew Conner, on the LAUC Membership Surveys. The Committee analyzed the 2011 LAUC Survey and submitted a survey report. The Committee also distributed the 2013 LAUC Census gathering ongoing data on diversity in the LAUC membership, staffing and other professional issues and compared results with regional and national data, and will submit the new 2013 survey report in August.

Respectfully submitted,
Ying Shen

The Committee on Professional Governance was active at the systemwide level in 2012-2013, but had no local charge. At the systemwide level, the committee looked at bylaws revisions from the Merced, Riverside and Santa Barbara divisions. The systemwide committee was also charged with developing a deadline for submissions of bylaws for review, in order to be returned in time to be added to divisional ballots. We determined that April 30th is the last date we could receive the bylaws and be certain to get them back in time. This was reported to the LAUC President and announced to the divisions.

As an observation, it is quite interesting to review bylaws from other divisions and note how their procedures might differ from our own. It is also interesting to note that at other campuses, bylaws revisions are the responsibility of the Committee on Professional Governance. The campuses all seemed to be grateful for extra pairs of eyes looking over their bylaws, so this seemed like a very worthwhile endeavor.

Respectfully Submitted,

Michele

TO: Patricia Smith-Hunt, LAUC-R Chair
FROM: Marie Bronoel, Chair, LAUC-Riverside Research & Professional Development Committee
Committee members: Michael Yonezawa, UCR Representative to LAUC R&PD Committee; Yoko Kudo; Ken Furuta; Peter Bliss; Susan Trujillo
RE: Report of the 2012/2013 LAUC-R Research & Professional Development Committee (R&PD)
DATE: July 29, 2013

Research and Professional Development Funding

LAUC-R Represented Librarians

For FY2012/2013, \$21,975 in professional development and research monies was made available to 21 LAUC-Riverside represented librarians, in accordance with the Agreement for the Professional Librarians Unit between the University of California and the American Federation of Teachers.

According to precedent, LAUC-R R&PD earmarks \$1500 from the total funds to support local research grants. This year Ruben Urbizagastegui was awarded a LAUC-R grant to support his research identifying and organizing bibliographic information on all available written documents on "Inca writing: Quipus, Yupanas and Tocus"

Initial professional development allocations for FY2012/13 were set at \$973.43 per person. Eighteen LAUC-R represented librarians used their LAUC-R funding allotment to support 39 professional activities.

LAUC-R Non-Represented Librarians

For FY2012/2013, the University Librarian matched the same individual allotment (\$971.43) for non-represented librarians as represented librarians received. \$7,300.01 was authorized to fund professional development activities for seven non-represented librarians. Five of these librarians used their available monies to present and participate at ten conferences/meetings.

LAUC-R R&PD set aside \$500 out of \$7,300.01 to support local research grants. Melissa Conway was awarded a grant to help fund her speaking as an invited panel member at the 48th International Congress on Medieval Studies, in Philadelphia. Her participation related to her paper "Manuscripts Lost, Manuscripts Found: Using the Schoenberg Database to Track the Movement of Manuscripts in North America."

LAUC Systemwide Grants

Michael Yonezawa served as LAUC-Riverside Representative on the LAUC Research and Professional Development Committee which reviewed FY2013/14 systemwide LAUC grant applications. LAUC R&PD awarded four LAUC research grants, totaling \$27,055.55 and seven LAUC presentation grants totaling \$2,467.90. The full report will be posted on the LAUC website.

Initiatives of the LAUC-R R&PD Committee

It was the ambition of this year's committee to formulate guidelines that encouraged and allowed funding for new and creative professional development activities; to foster an environment of sharing

the knowledge gained from professional experiences and activities; to improve and simplify the LAUC-R R&PD website--post guidelines on professional development funding and procedures, and clearly state deadlines. Internally, the committee continues to explore how to streamline the approval process and recordkeeping. Some details of these initiatives follow:

- Drafted new Guidelines expanding the definition of LAUC-R Professional Development Activities: http://library.ucr.edu/view/laucr/research/pd_activities.html
Generally LAUC-R funding supports the costs of members participating in professional and scholarly meetings, workshops, institutes, symposiums, and taking courses or educational sessions. The new guidelines open funding to include other creative and innovative activities such as allowable expenses involved with sponsoring colloquia, presentations, exhibits, printing costs for poster presentations, publishing costs for academic writings, etc.

In FY2012/13, under the new guidelines, 6 of 39 UCR professional development activities involved hosting virtual and in-person UCR Libraries events.

The LAUC-R R&PD Committee is in favor of allowing members the choice to pay for their professional association dues out of their annual professional development funds. We surveyed the other UC campuses and five other divisions allow this practice. UCR Campus Policy 650-50 may hinder the practice at UC Riverside:

<http://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=650-50>

The committee recommends further discussion and exploring avenues for making professional membership dues allowable.

- Revamped the LAUC-R R&PD website. It is now easy-to-read, has a consistent presentation, and provides pertinent links to guidelines, procedures, and timelines.
- Established and posted a timeline for when to apply for grants and when to request professional development funding. Included are also set dates for when to resubmit requests eligible for redistributed unused year-end funds. Several emails were sent to LAUC-R members reminding everyone of the submittal deadlines and procedures.
- Suggested revisions for updating the UCR Libraries Travel Request form to accommodate non-travel professional activities. (The UCR Libraries is shifting toward electronic entry for travel and professional activity requests and reimbursement.)
- Recommended that the Associate University Librarian for Administrative Services be an ex-officio non-voting member of the LAUC-R Research and Professional Development Committee.

As Chair I extend many thanks to the LAUC-R Research and Professional Development Committee. They worked as a team to investigate and vet new initiatives, and review grant proposals. They used their skills and experience for the purpose of expanding professional development opportunities for all and making the process more transparent and efficient. It is my hope that the committee will take on another role in educating and encouraging everyone about funding opportunities and our local procedures and practices.

Respectfully,
Marie Bronoel

The committee on Personnel did not meet in person in 2012-2013. We had one job description submitted to us for feedback with a very quick turnaround. We worked through it in email and submitted a report. However, the position was not subsequently posted, as the job description was sent to us within days of the UL's retirement.

However, we oriented 5 new librarians this year (Susan Trujillo, Carla Arbagey, Trish Stumpf Garcia, Jessica Greene and Julie Mason)! This function was successful as all of the new librarians are now active LAUC-R members. There is also a new librarian to orient. This orientation might take place this month, or might be done by the next Personnel Chair in September.

Respectfully submitted,

Michele Potter

To: Patricia Smith-Hunt, Chair, LAUC-R
From: Krista Ivy, Chair, Committee on Mentoring
Re: Annual Report 2012-2013

Committee members:

Chair: Krista Ivy [2nd year]
Patricia Smith-Hunt [2nd year]
Christina Cicchetti [1st year]
Ann Frenkel [ex officio]
Manuel Urrizola [ex officio]

Meetings:
May 30, 2013

Activities:

- Committee members participated in IE LEADS mentoring orientation on October 5, 2012.
- Committee members actively contributed to the Mentor listserv to communicate opportunities to mentees and mentors.
- Maintained the LAUC-R Future Librarian and Information Specialist Mentor Program website <http://library.ucr.edu/view/laucr/other>.
- In June, 2013 placed a call for 2013 mentor program participants via library news listserv. Received no applicants.
- Created a FAQ page on program website http://library.ucr.edu/view/laucr/other/mentor_faq.html.

Future plans:

- Place a second call for program participants in the fall of 2013 to recruit undergraduate and graduate students.
- Work with campus Career Center to advertise program and recruit UCR students. Chair plans to meet with Career Center representative during summer 2013.

Submitted by Krista Ivy, Chair of the LAUC-R Committee on Mentoring
August 20, 2013