L-CAP, December 8, 2021, via Zoom

Present: Susan Braxton (chair), John Laskowski, Hoa Luong, Jake Metz (ex-officio), Megan Pearson, Will Schlaak (ex-officio), Leon Wilson, Jen-Chien Yu

Absent: Heather Murphy

Notetaker: John Laskowski

- Housekeeping (10 min)
    - ~~October 18 minutes~~ November 11 minutes (Approved)
    - November 17 minutes (Approved)
    - Listserv moderation – I think we can add people to the "safelist" to let their messages through without moderation, which seems advisable for HR/Admin people to ensure critical info gets distributed immediately (and reduces our need to moderate official messages)? Does anyone have experience with the safelist? And who should we add?
        - Issues like vaccine notifications as well as HR statements should be able to go through without being approved by any L-CAP moderator.
        - Safelisting people would provide them the option of posting to the list without requiring them to be on the list itself.
        - Leon will check out the best options available and make necessary changes.
    - Name change update
        - Susan shared the survey of possible name changes.
            - Committee of Library Academic and Civil Service Professionals (CLASP, CLACSP)
            - Library Committee of Academic and Civil Service Professionals (LCASP)
            - Library Committee of Civil and Academic Professionals (LC-CAP)
            - Library Committee of Professionals (LCP)
        - It seems like a trivia point to ask people to vote on, but it reaffirms our commitment to representing the CS-Ps.
- Debrief from candidate meetings (Susan, others 5 min)
    - Name change, campus-wide representation. It felt a little "cart-before-the-horse" meeting with CS-P candidates when we don't have new documentation.
    - Some people – even if they are already on campus – might not have a good understanding of the classification structure in the Library. We might want to ask them that during the introductions.

- Newsletter (Hoa, 5 min)
  When we use the Listserv address instead of individual email addresses, we cannot assess engagement with the newsletter (e.g., open rate, click rate). Because the

newsletter is not a trivial effort, it would be good to know whether people are looking at it. Can we use a list of emails rather than the listserv—we already have a Group in WebTools.

- o John suggested we could consider Google Analytics 4 but through the process of walking through the process realized it would be more complicated and withdrew the suggestion.
- o Newsletters will be sent to individual addresses rather than the listserv so engagement can be analyzed.
- Committee Documentation Subgroup update (Megan and others 10 min)
  - o A subcommittee folder has been added to Box.
    - ▪ Draft description of Secretary position.
    - ▪ Task list for committee members.
    - ▪ Sample documents / bylaws
    - ▪ Initial questions documents
    - ▪ L-CAP Spread o' Stuff
    - ▪ Contents list
  - o Should certain documents be deleted from Box after they are uploaded to WordPress media libraries or should we maintain backup copies? If copies should be kept, should they remain for all time? A year? Discussion will continue as the documentation subcommittee continues to report on its work.

- CAP update (Will, Jake 10 min?)
  - o Campus HR presented at the CAP meeting on shared benefits https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5633 .
  - o Jake Metz is now chairing the committee that is exploring representation of the re-classified AP employees/positions

> **Commented [SB1]:** added by Susan

- Planning for quarterly meeting with Dean Wilkin December 16, 9am: brainstorm topics (everyone 15 min)
  - o Ensure the Library is aware of the inclusion of CS-Ps in L-CAP constituency, and that those resource supports extended to APs are extended to CS-Ps.
  - o Update from AP Promotion committee and Inclusion in Governance TF
  - o CAP update

> **Commented [SB2]:** added by susan

Meeting adjourned: 4:05 pm