

LCP (formerly L-CAP)

February 9, 2022, at 3:00PM via Zoom

Present: Susan Braxton (chair), John Laskowski, Hoa Luong, Heather Murphy, Megan N Pearson, Tracy Tolliver, Jen-chien Yu, Jake E. Metz (ex officio), Will Schlaack (ex officio)

Absent: none

Minutes: Megan N Pearson

Meeting called to order at 3:05PM

1. Welcome new member Tracy Tolliver!
2. Approve minutes from January: approved
3. Report from January EC meeting (Susan)
 - a. EC mostly discussed the position review ranking. General agreement that the IT Infrastructure Manager position was high priority; some leaders of units with vacant positions noted they would be able to function without those positions, so they could be deferred until the next round (possibly within the next year, though continual deferral could mean the vacant position is eventually terminated)
 - b. Dean Wilkin noted that one of his higher priorities was an Events Coordinator for advancement, as the Library will be going through vast changes over the next few years (building project, etc.)
 - c. Did not discuss the Inclusion in Governance Task Force report
4. Discuss name poll results, pick a name
 - a. Based on the poll results and the unofficial committee name used in the recent newsletters, chose "Library Committee of Academic and Civil Service Professionals" with the shorthand LCP
5. Review slide deck for February 22 Library-wide hangout presentation
 - a. Several changes were recommended for clarity and accuracy, including new and departing members
 - b. Plan is for John to begin the presentation (as the previous chair) and Susan would finish (as the current chair)
 - c. Susan will run the presentation by Dean Wilkin and Susan Breakenridge as a courtesy
 - d. Upcoming: need to change the Committee Page URL, email handle (etc.) and Charge to reflect the new name and the new constituents
6. Forum planning, potential topics/presenters
 - a. Dean Wilkin is confirmed to present, but so far no one else has been confirmed (a couple things are in the works)
 - b. Hoa noted a request for topic suggestions could be included in the next newsletter, and Heather noted that anyone could email her suggestions
 - c. Susan noted that having someone from RPC give a presentation would be good, especially if there is an AP member on RPC
7. Engaging our constituents—regular office hour sessions?

- a. LSSC has a monthly office hours session in via Zoom, where their constituents can drop-in and ask questions/chat with LSSC members, and Susan thinks it would be good for LCP to adopt monthly Zoom drop-in office hours
 - b. Heather agreed, and recommended LCP members have a “sign-up sheet” so that not all of us must attend every session
 - c. John noted that constituents may not show up; Susan agreed, and noted that it could just be a “work hour” for the LCP members who attend
8. CAP update (Will, Jake)
- a. There is still a lot of AP Development funds left – would be good to include reminders in the LCP newsletter
 - b. Jake commented about a [Summer Youth Program](#) that IHR and the Chancellor’s office offer (working with high school students) that are seeking mentors; appears to be funded by Chancellor’s office. Several members thought it could be a good thing to share with newsletter (for units interested) and with Victor Jones (Director of DEIA). Jake noted he would try to find more information and then follow up.
 - c. During the public comment section, an AP from the Woese Institute shared a [petition](#) regarding the impact of COVID on working parents and other caregivers regarding availability of time off. This is not an actionable item, but LCP does want to share it with our constituents for their information.
9. Roundtable/other updates
- a. Hoa noted that for the January newsletter, Webtools reported an open rate of 81.16%
 - b. Heather asked for further information about the new group used to send the newsletter, including who maintains it. Susan noted that previous LCP members unofficially helped keep all lists up to date (Jake MacGregor in HR, Leon Wilson with IT); with the change-over of membership, however, it will be good to figure out new conduits/workflows for maintaining the webtools and listservs. Susan noted she would work with Jen and Hoa (as the main Webtools users) and Megan (as Secretary/documentation subcommittee rep) to discuss this further.

Adjourned at 4:05PM