

LCP (formerly L-CAP)

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

**Present:** Susan Braxton (chair), John Laskowski, Heather Murphy, Megan N Pearson, Jen-chien Yu, Will Schlaack (ex officio)

**Absent:** Hoa Luong, Tracy Tolliver, Jake E. Metz (ex officio)

**Minutes:** Megan N Pearson

Meeting called to order at 3:02PM

1. Approval of February minutes: approved with update
  - a. Going forward, links to previous minutes should be to the WordPress instance, and any sensitive links should be removed before posting to WordPress.
  
2. Updated charge approval and next steps
  - a. Megan suggested that the charge include wording that constituents will have the option to remove their name from the ballot, as well as wording that other committees have an election ballot while we do not. Jen agreed that we should mention the option to remove names.
  - b. Megan noted that, even though we now conduct our own elections, we are still listed on the NEVP committee page – should we remove ourselves? Susan asked that Megan reach out to NEVP about removing LCP from the list of NEVP elections.
  - c. Susan asked if we should share the charge with Dean Wilkin or Susan Breakenridge; John noted we could share as a courtesy with Dean Wilkin and the EC, because we don't need their permissions, and then can share at large at the AP/CSP Forum.
  - d. Susan noted that most everything in the new charge was taken from the previous charge, which was written by L-CAP; Jen, as one of the people involved in the earlier charge, agreed – noted that at the formation of L-CAP EC had suggestions for the formation and the language of the charge, but the charge has been revised with previous L-CAP members.
  - e. Susan noted that in the future we will need to create Bylaws for the committee, but it is tabled for later discussion.
  
3. Forum Update (Heather, Hoa, Will)
  - a. Heather noted that the Forum Subcommittee has been contacting potential speakers to fill out the agenda and shared the draft agenda.
  - b. Susan suggested that RPC would be a good presentation, with either Tracy Popp (as the AP member of RPC) or Erin Kerby (as the RPC Chair), and offered to reach out to them; Heather agreed.
  - c. Several other speakers were suggested, including Victor Jones with the DEIA Task Force and John offering to speak on the Inclusion in Governance Task Force report and the upcoming steps.

- d. Since the agenda is not yet finalized, Heather noted we could send a short agenda out now with general information, and then send an updated one with finalized speakers (at the latest the week after spring break).
  - e. Though LCP could use LibCal to have a calendar reservation, the AP Forum has not required registration before, so LCP will continue to not require registration. Susan noted that in order to have a calendar reservation, there is a way to have a link with “Add this to calendar” in the announcement email; Heather will look into it.
  - f. Heather volunteered to moderate the Leadership Programs Panel.
  - g. Heather asked which distribution method (WebTools or Listserv) will be used for the Forum invite. Susan noted LCP should use the Listserv for the more formal email, noting that one of the comments we received in the Office Hours was that using the Listserv made emails more searchable; WebTools is good for the newsletter because WebTools can give data like an open rate, but that is not something we need for the Forum agenda. Heather asked if the Listserv is updated; Susan noted she would have to check, but she believes WebTool might be more accurate as it has been easier to update than the Listserv.
4. Quarterly meeting with Dean Wilkin - originally scheduled meeting for next week, was cancelled due to Dean’s travel plans. The next scheduled meeting is June 16 at 9am. Lucretia has offered to reschedule the March meeting. What issues do we need to discuss with the Dean?
    - a. LCP agreed that no meeting was necessary, and we will next meet with Dean Wilkin on June 16, 2022.
  5. Plan/procedures for updating the listserv and the LCP Webtools group with new and separating employees.
    - a. Susan believes there should be a designated contact who reaches out to HR every month to get a definitive list of people who have started/left (APs and new CSPs); this contact would be responsible for updating the Webtools group and the Listserv as well as sharing the information with the Newsletter editor for the monthly newsletter arrivals/departures, suggest that this contact is not the person editing the newsletter.
    - b. Jen volunteered.
    - c. John noted that this is something to add to the documentation, and that it might be good to create multiple secretary-type positions so that the one secretary position does not end up with more duties than is manageable.
  6. March 7 EC meeting report (Susan)
    - a. Did not discuss the Marshall Gallery Proposal; only discussed the Inclusion in Governance Task Force (IGTF) report implementation.
    - b. Dean Wilkin is anxious to implement the recommendations of the IGTF; he wants there to be a track record in place of the new governance body before

the new Dean arrives, as he worries that otherwise the process might have to start over again.

- c. It was suggested that, as the original IGTF has a lot of knowledge and understanding of the governance situation and knows the history of the IGTF report, it would be good for the Implementation Team to be comprised of the same members as the IGTF; EC's action item was to ask the members of the IGTF to continue in the role of the Implementation Team.
  - d. John noted that he has expressed concerns directly to Dean Wilkin and some members of EC regarding the membership of the Implementation Team and EC's anticipated timeline for implementation (end of FY22): none of the IGTF members have any experience with creating a governance body or bylaws; also, since recreating the governance body will require the Library Bylaws to be changed, the Implementation Team will need the support of Library Faculty, and as only two members of the IGTF are Faculty, this support may not be easily won.
  - e. In response to John's concerns, Mara Thacker will host a meeting on Monday, March 14, 2022, with EC, LSSC, and LCP to discuss possible revisions and redirections of the Implementation Team. John noted he is willing to serve on the Implementation Team.
  - f. Jen asked if there was a discussion on the Models proposed by the IGTF report (whether to reconstitute the Administrative Council (AC) or expand the Executive Council (EC)), and if it was noted that there was division in the survey respondents on the options and that the APs surveyed supported expanding EC over reconstituting AC. Susan responded that she did mention this, but that EC has decided that the AC reform is to be implemented and EC will be changing as well in this reform (giving up some of their duties that do not deal specifically with Faculty). Jen expressed concern that reconstituting AC may not be a lasting implementation, and that in a few years the Library will repeat this process.
  - g. Susan noted that there was also contentious discussion about the Cabinet; some EC members referred to it as a "decision-making" body while Dean Wilkin insisted that the Cabinet is an "information-transfer" body only that does not make decisions. Dean Wilkin reiterated that both the EC and the reconstituted AC are advisory bodies to the University Librarian.
7. Promotion Program: annual debrief meeting, surveying APs on their experience (John, Susan)
- a. Susan noted that in the leadup to the debrief on the Promotion Program and at the Debrief meeting, the responsibility for surveying the APs about the promotion program was put on LCP's plate. Susan does have the survey Jake MacGregor used in the previous year; if LCP does want to survey APs, it needs to be done quickly because the announcement for the next promotion cycle is coming up soon; Heather agreed LCP should survey the APs.

- b. Jen offered to help; noted that sometimes surveys only get shallow data, and would it be better to do focus groups with a deeper discussion.
  - c. Susan responded that with focus groups the constituents may be reluctant or to speak up, so for now we should stick to the survey; Susan will send LCP a draft survey.
8. CAP updates (Will, Jake)
- a. APs can volunteer for Senate Committees (do not have to be a member of CAP or campus Senate to volunteer): <https://forms.illinois.edu/sec/7351847>. Interested constituents can contact Jake or Will for more information
  - b. Reminder for the Academic Professional Development Fund (APDF)
  - c. President Killeen will be the CAP speaker next month (4/7 at 1:15PM); all should attend if possible.
9. Roundtable
- a. No items presented.

Meeting adjourned at 4:16PM