

# Society of American Archivists Council Meeting Chicago, IL

## College and University Archives Section: Annual Report (Prepared by: Danielle Sangalang)

Year: 2024- 2025

Current Rosters (Include full name, position title, and term end date for each):

**Chair:** Danielle Sangalang, Archivist and Records Manager, Massachusetts College of Art and Design, 2026

**Vice Chair/Chair Elect:** Nick Richbell, Head, Special Collections and Archives, Clemson University, 2028

**Immediate Past Chair:** Helena Egbert, Processing Archivist, Kansas State University, 2025

**Steering Committee Members:**

Jane LaBarbara, Head of Archives & Manuscripts, West Virginia University Libraries, 2029

Rebecca Becker, University Archivist & Interim Head of LaBudde Special Collections, University of Missouri-Kansas City, 2026

Ruth Cody, University Archivist, Virginia Commonwealth University, 2027

Jennifer Gathings, Collection Strategies Archivist, University of Maryland, 2027

Marian Matyn, Archivist, Central Michigan University, 2026

Renae Rapp, Assistant Archivist, City College of New York, 2025

Amanda Avery, College Archivist, Parkland College, 2025

**Council Liaison:**

Bryan Whittedge

## PROJECTS AND ACTIVITIES

*(Please indicate all projects and activities that your component group has completed this year, continues to work on, or plans to implement in the following fiscal year.)*

**Completed:**

***Survey of Coffee Chats***

In February 2025 Nick Richbell undertook a survey to collect data about what the membership would like to see with the coffee chats going forward. The survey gained 25 responses. 100% of respondents wanted to see the Coffee Chat Series Continue (32% would like them to continue on a monthly basis and 40% on a every other month basis).

***Nominating Committee***

The Nominating Committee, consisting of Danielle Sangalang and Nick Richbell, put together a slate of candidates for open positions. Two candidates ran for Vice Chair/Chair-Elect (one open position), and seven candidates ran for two slots on the Steering Committee. An equal number

of votes had been cast for two candidates eligible for the second steering position. It was recommended by SAA leadership that the section conduct a coin toss to determine the winner. The coin toss was approved by section leadership and conducted by Nick Richbell.

Jane LaBarbara (Vice Chair/Chair-Elect) and steering committee members Roberto E. Nañes and Amy Sherwood are joining the section leadership. Continuing members include: Ruth Cody, Rebecca Becker, Jennifer Gathings, Marian Matyn and Renae Rapp. We thank all candidates who ran and all who took the time to vote.

### **Ongoing:**

#### ***Coffee Chats***

Vice-chair/Chair-elect Nick Richbell took over the coffee chats for the 2024/2025 year. Topics included:

- November 2024 - Research Matching initiative
- December 2024 - Succession Planning
- January 2025 - Records Management, Record Schedules and Restricted Records in University Archives
- March 2025 - Tenure and Promotion
- June 2025 - Records Management
- August 2025 - Get together for members unable to attend the conference or attending virtually

The newly elected vice-chair/chair-elect, Jane LaBarbara, will take over in the 2025-2026 year.

#### ***Campus Case Studies***

The Section received three submissions this year for Campus Case Studies. After peer review, one submission was rejected, one was recommended for publication and the most recent submission received recommended edits.

Discussion of assigning the task to Vice Chair responsibilities and maybe one Steering Committee member to give structure to the review cycle so that institutional memory is available before August turnover of section positions. In addition, there was discussion of potentially changing the submission timeline so that submissions would not be received at the beginning of the academic year or during the conference month in order to ensure case studies are reviewed in a timely manner.

### **New:**

#### ***Records Management on the Microsite and Google Drive***

Danielle Sangalang undertook a minor records management project in order to ensure that section records will be retained for future leadership. Prior, records had been mostly kept on

Google Drive and former leaders were not removed from the drive. Access to Google Drive for former members of the leadership team was removed. Meeting agendas and recordings, annual meetings, annual reports, information about coffee chats, campus case study submissions and documents relating to prior steering committee initiatives were added to SAA Connect library. Working copies still remain in the Google Drive folder for collaboration.

## SAA STRATEGIC PLAN

(Please review the current [Strategic Plan](#) and indicate below how the component group has or plans to contribute to one or more of the four main goals.)

### **Goal 1: Advocating for Archives and Archivists**

#### ***Campus Case Studies***

The section continues to accept submissions for Campus Case Studies for publication which helps to increase awareness of issues and trends in the archival profession..

### **Goal 2: Enhancing Professional Growth**

#### ***Early Career Member***

C&UA is delighted to welcome two early career members to the committee for the 2025-2026 year: Ashli Aaron and Phoebe Patterson. Potential duties for the new early career members may be: assuming blog responsibilities for the Section and reviewing and updating Section rules and committee member roles for accuracy.

### **Goal 3: Advancing the Field**

#### ***Research Matching Initiative***

The research matching Coffee Chat in November was a great success. A spreadsheet was created for interested section members to fill out to help find other section members with whom to collaborate. This research is especially important in an academic environment and can help archivists receive tenure or promotions. Since the Coffee Chat was so popular the section may hold research matching Coffee Chats on a more regular basis going forward.

### **Goal 4: Meeting Members' Needs**

#### ***Coffee Chat Survey***

Based on the results of the Coffee Chat survey the section will:

- Continue to hold Coffee Chats on an alternating monthly basis due to the amount of work that goes into the chats, including finding speakers.
  - The survey also asked if respondents would be willing to volunteer to help with a coffee chat and 5 participants responded with yes.

- In order to accommodate more section member's schedules the section will aim to offer coffee chats at alternative times and days.

## SAA ANNUAL MEETING

Number of attendees: 63

Link to meeting minutes:

[https://docs.google.com/document/d/1p2TzArvFdOKmRHIIIYfTSXA-1fQDREHVys9tvBuEQGI/e/dit?usp=drive\\_link](https://docs.google.com/document/d/1p2TzArvFdOKmRHIIIYfTSXA-1fQDREHVys9tvBuEQGI/e/dit?usp=drive_link)

Summary of meeting activities and highlights:

- Updates on 2024-2025 projects/efforts
  - Coffee Chats
  - CORDA
  - Research Connections
  - [Campus Case Studies](#)
  - Elections

Breakout Rooms: 30 min (you will be able to select your room during the meeting)/Not Recorded
- Breakout rooms to hear from section members what efforts the section should focus on next year:
  - Choice 1: What's Your C&UA Topic(s) of Concern? Coffee Chats and Beyond
  - Choice 2: TAPAS (Tenure, Promotion and Sabbatical)
  - Choice 3: Thinking about joining our section?
  - Choice 4: Brainstorming of what priorities the section should focus on next
  - Choice 5: Supervising Students
  - Choice 6: Main Room/"lounge"

## SELF-ASSESSMENT

*How would you describe the health or energy of the group, and how engaged are the members?*

Overall, the energy of the group is high and all of the members are engaged. There is some element of volunteer/zoom fatigue which is one reason the section opted to have coffee chats every other month instead of monthly.

*Did the component group's leadership encounter any challenges in achieving its goals for the year?*

Due to the illness and passing of Chair Danielle Sangalang's father, the section did not initially set a larger goal for the section as had been done in the past.

*What suggestions do you have for the SAA Council and staff that might help address these challenges in the coming term?*

Council Liaison Bryan Whitedge attended the June meeting to discuss the difficulties with the Campus Case Studies. The process of submitting the Campus Case Studies for publication is complicated, the section leadership requested annual training from SAA to help ensure a smoother process going forward.

*What questions or concerns do you have for the SAA Council and staff?*