MINUTES
LAUC-I EXECUTIVE BOARD MEETING
Monday, March 19, 2012
Room LL 110 – 11:00-12:00

Present:  Pauline Manaka (Chair), Kristin Andrews, Mitchell Brown, Jeffra Bussmann, Kristine Ferry, Sheila Smith, Keith Powell, Yvonne Wilson. – Guests: Dana Peterman, Audra Yun

Absent: Carole McEwan (Secretary), Katheryn Kjaer
Minutes: Yvonne Wilson

1. **Agenda Review** – Mitchell requested an agenda item to provide an update on the LAUC Spring Assembly.

2. **Approve Minutes** – Minutes approved for February 27, 2012

3. **Announcements** –
   - Pauline asked who is going to the LAUC Spring Assembly. Irvine can send two delegates.
     - Pauline and Kristin will be attending. Other LAUC-I members that will be attending but not as delegates are: Jeffra Bussmann, Linda Murphy, and Danielle Kane.
   - The program featuring Mary Ellen Bates will be jointly funded by LAUC-I and Leadership Council.

4. **Budget** – Kristin A. - General fund $3,016.62; Program fund $1,695.04

5. **Elections** – Kristine F. – There is much interest in the Program Committee. The Nominating and Elections Committee is meeting on Friday. They will be discussing how to contact LAUC-I members one-on-one to find more people to run for positions. There is concern about finding candidates for the LRC due to the reorganization of Ref, E&O, and Collections. Law is its own library unit, but there question is about whether it be considered a separate unit for LAUC-I representation.

6. **Web Manager Update** – Jeffra B. – Reported that it is very time consuming to look for reports that need to be added to the website, and converting them from pdf to html. She has posted all the material she has found for 2009-2010, 2010-2011, and 2011-2012. She highlighted the need to separate into separate documents the annual committee implementation instructions from the roster of LAUC-I officers, committee members, and academic senate representatives. Instructions for the LAUC-I web are located on the LAUC-I wiki.
7. **Archives Committee** – Dana P. and Audra Y. – The work of this committee can be found on the LAUC-I wiki. They have drafted templates for submitting LAUC-I reports, and recommended several changes for the LAUC-I Bylaws. The Bylaws often state that a report should be submitted, but there are no specifications about where it will be located and what type of document it should be. The Committee is recommending that future reports should be sent to the Vice Chair, who would be responsible for forwarding them to the web manager. Jeffra B. is helping to draft a Bylaws section on the duties and qualifications of the web manager. Executive Board would like to review the draft web manager Bylaws section.

8. **Chair Update** – Pauline M. – Lorelei Tanji has sent a report from the UCI Senate Committees to her and Library Council. This quarterly document reports on what the Senate committees are doing. Pauline compared the mid-year reports from the LAUC-I Senate representatives to the information in this document. She found the LAUC-I reporting to be uneven, and would recommend that LAUC-I Senate representatives use the Senate document as base for their reports.

9. **Committee Chairs Updates**
   - RDPC – Sheila S. – The conference update was well attended. Dana P. is working on the CPG future of UC librarianship report, preparing system wide long and short term goals, and wording for job profiles. The Committee is preparing a program on demystifying the LAUC grant process.
   - LRC is receiving review packets.

10. **Academic Senate Representation: Participation Enhancement** – Jeffra B and Kristin A. – They have been meeting about creating a workshop for the LAUC-I Senate representatives and have placed their next steps on the LAUC-I wiki. They expect to have the workshop prepared by the 2012-2013 LAUC-I transition meeting and the beginning of service for the new Senate representatives.

11. **LAUC Spring Assembly** – Mitchell B. – The Spring Assembly will be held at the UC Santa Cruz Extension facilities, and will be digitally broadcast to the LAUC Divisions on each campus. The program will include: morning – report from UCOP via skype; afternoon – speakers on NGTS and SLASIAC. LAUC divisions will have breakout sessions in the afternoon about CPG report follow-up and the LAUC Diversity Committee Report. The LAUC election will be available electronically.

**Action Item:** Since LAUC-I Chair – Pauline M. and Vice Chair Kristin A. will be the delegates for the LAUC Spring Assembly, someone will need to be chosen to organize the LAUC-I digital presence for the conference.