MINUTES
LAUC-I EXECUTIVE BOARD MEETING
Monday, April 23, 2012
Room LL 110 – 11:00-12:00

Present: Pauline Manaka (Chair), Kristin Andrews, Jeffra Bussmann, Carole McEwan (Secretary), Kristine Ferry, Kathryn Kjaer, Sheila Smyth, Mitchell Brown, and Kirsten, note taker for Kristin

Guests: Katherine Harvey, Jessica Wimer

Absent: Cathy Palmer, Yvonne Wilson

1. Agenda Review (2min) – Item 9 was tabled for future meeting.

2. Approve minutes: LAUC-I ExBd: March 19, 2012 (1 min.) - Minutes approved with some corrections

3. Announcements
   • LAUC-I Joint Program with Administration (C. Palmer/ K. Kjaer – 1 min.)
     Tuesday, May 1, 2012, Mary Ellen Bates will present a workshop on “Speaking to be heard”. 40 people have signed up so far.

   • LAUC/LAUC-I factor in the Interim UL review (P. Manaka – 1 min.)
     Pauline has discussed the LAUC relationship with the Interim UL and will be submitting to the review process as LAUC-I Chair.

   • Future Membership meetings (P. Manaka - 1 min.) May 2012 Membership meeting will be Yvonne Wilson’s last before retirement.

     ACTION : Pauline, Kristin and Mitchell to plan recognition event.

   • Other Announcements – none

4. Budget Update – (K. Andrews – 2 min.) General fund= $2,922.69 and Program fund = $1,687.89 (May event not deducted)

5. Ad hoc Committee on Bylaws report by: K. Harvey; J. Wimer & K. Kjaer.
   Discussion Outcome: Provide feedback and endorsement. (10 min.)
   • Documentation is on the wiki pages. There is the tracking copy of the full By-Laws showing all suggested changes and a table summarizing the changes. By-Laws should be reviewed every 2 to 5 years and 2009 was the last substantial review at UCI.
   • Goals for Committee: 1) simplify*; 2) align with system wide LAUC Bylaws (also consulted UCLA and UCSD most recent Bylaws reviews); 3) add Law Library where appropriate; 4) make substantive changes per recommendations of the membership 5) correct grammar; 6) add suggestions

   * simplify: reduce repetition, make wording clear.

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from the Ad Hoc Archives Committee*. First and last were the most important goals*.

- Mitchell Brown stated that System wide is most concerned with voting, dealing with new units and communication formats which UCI is in compliance with.
- This committee met with the Ad Hoc Archives Committee and revised the last Article XII to be more specific.
- It was decided not to mention the Web Manager or web maintenance specifically in the By Laws (Duties of the Secretary IV.7.d). This is best addressed in a procedural document as has been done at the LAUC system wide level. Clarified the Duties of the Secretary regarding overall responsibility for LAUC-I records and archives.
- Timing for getting the ballot to the membership –
  o Bylaws vote will need to be scheduled later than the general election in order to have Executive Board review, Statewide CPG review, and review and discussion by the LAUC-I membership.
  o By Monday, May 7th – LAUC-I ExBd reviews all suggested changes and gives input to K. Kjaer, K. Harvey, J.Wimer.
  o May 14 -- Executive Board approves final version for presentation to the membership and sends to CPG for review.
  o Relevant documents and recommendations go on wiki before membership meeting, May 21.
  o Recommendations to be discussed at Membership meeting, May 21. The vote will be a yes or no vote for acceptance of all changes.

6. Elections Update - (K. Ferry - 2 min.) Ballot is prepared and statements are needed. In a contest where there is a shortened term, the candidate receiving the least votes will take that term. Voting will open online on May 22, 2012, the day after the next General Meeting.

7. LAUC Assembly – Local arrangements discussion (M. Brown - 5 min.)
   Attending in person: Pauline, Kristin, Jeffra, Linda, Danielle and Mitchell. Campus members can watch live video of both morning and afternoon sessions on PC or in groups. The broadcast will also be archived and on blog. Planning for a joint session can be discussed at next ExBd meeting, May 14th.

8. LAUC-I Web and LAUC-I Blog roles. Discussion Outcome: generate ideas for membership input @ May 21, 2012 meeting! (10 min.) The members should be asked directly at the next General meeting how they prefer communication: email or blog.
   **ACTION:** Manaka and Bussmann will draft the message to ask members.

9. LAUC-I relationship with Special Collections. Discussion Outcome: Ad Hoc Committee on Archives email of 4/23/2012 with their recommendations. (5 min.)
   Tabled for future meeting.
10. Adjourned: 12:00 noon.