MINUTES
LAUC-I EXECUTIVE BOARD MEETING
Monday, May 14, 2012
Room ASL 244 – 11:00-12:00

Present: Pauline Manaka (Chair), Kristin Andrews, Jeffra Bussmann, Carole McEwan (Secretary), Kathryn Kjaer, Sheila Smyth, Yvonne Wilson, and Kirsten, note taker for Kristin
Absent: Cathy Palmer, Kristine Ferry

1. Welcome – Manaka (1 min.)


3. Approve minutes of April 23, 2012 (2 min.) – Adopted with one minor revision.

4. Announcements (6 min.)
   • Librarian departures (Manaka) – Academic Senate Committee representative’s replacements thru 2013, August 31st – Virginia Allison’s position on the Student Experience (CSE) Council will be taken by Lisa MacKinder; Joy Shoemaker’s position on the Privilege and Tenure (CPT) Committee will be taken by Carole McEwan.
   • LAUC-I web support from Chloe

   **ACTION:** Jeffra and Carole will meet with Chloe about transitioning web master’s duties to the next webmaster.

   • LAUC-I Membership Meeting (Manaka) - The meeting length was changed from 2 to 1 ½ hours. Next meeting is May 21, 2012 in ASL 104.

   • Full state-wide LAUC Assembly report will be given at the Membership Meeting next week. (Manaka)

5. Review LAUC-I Budget (2 min.) (Andrew and Kjaer)
   General $2,922.69
   Program $1687.89

   Total of $4601.58 (all of the above) was put towards the Mary Ellen Bates workshop. Administration will cover the food costs for the Membership Meeting in May.
6. Ad hoc Committee on By-Laws report (5 min.) (Kjaer) – The recommended changes will be shared with the membership via email. There will not be a vote on the By-Law changes on the election ballot. After the LAUC-I Executive Board approves changes, the changes are sent to state-wide Committee on Professional Governance (CPG) with a date to return them with their comments to Executive Board. Then a separate ballot will be created for the membership to vote.

7. Elections- some concluding steps about LAUC-I ballot and results (6 min.) (Ferry, Manaka) – Kristine sent an email report:
   - per LAUC bylaws the slate has been sent to LAUC-I members 14 days in advance of the election (see email below)
   - at the General Membership meeting next week (5/21) I will share it again
   - the electronic ballot is already prepared and I will send it out on 5/23 giving members 7 business days to vote before it closes on 6/1
   - per the LAUC-I bylaws on 6/4 I will tally the votes and send to Carole as secretary to distribute system-wide and to Pauline as Chair to submit to LAUC-I

LRC Committee has one normal vacancy and the candidate with the most votes will take that position. When Brian Williams resigns from his position on LRC, the LAUC-I Chair will appoint the other candidate to a one year term. Ballot results will be finalized by June 10, 2012.

ACTION: Can a member serve both on a state-wide and a local LAUC committee? Pauline will find answer. (Yes)

8. New Budget Proposals for 2012/2013 FY (10 min.)
LAUC-I Student Assistant – Discussion about hiring a student assistant to help Kristin next year, 1 or 2 hours a week. Reference has helped with a student this year.

ACTION: Pauline and Kristin to write student’s job duties, estimate time and cost and forward and present to UL at next meeting

9. “LAUC-I May Membership Meeting: agenda items proposals” combined with agenda item 9) “LAUC-I May Membership meeting agenda items proposals” (10 min.)
   - Yvonne Wilson’s and JeffraBussmann’s LAUC contributions acknowledgement (Manaka) – to open the meeting (15 min.)
   - Elections Final Instructions/Questions, etc. (Ferry and Manaka) (10 min.)
   - Year-end budget situation (Ruminson) (5 min.)

10. Post state-wide LAUC Assembly review: Next Gen Issues in preparation for May 21, 2012 Membership Meeting – highlights only. (15 min.) (Manaka, Brown and Andrews)- including material to share from other campuses
11. Posting LAUC-I materials on the (new) wiki & T:/drive- procedure (Manaka)-
Manaka announced she is moving archival documents to the web. The wiki is for
working documents until finalized. The web site is the official archive site for
electronic documents and elections. Special Collections and Archives is the
official archive for print documents.

12. Committee reports: LRC, Program, and Professional Development (10 min.)
(Manaka) –
Annual reports are due to the Executive Board in August.
September 1st the new LAUC-I term begins.
October 1st the Academic Senate Committees begin meeting.

13. Set due dates for all Committee reports – to announce 7/13/12 (2 min.) - Tabled

14. Future meetings:

   May 21, 2012 – General Membership meeting
   June 18, 2012 - LAUC-I Executive Board
   July 16, 2012 - Membership Transition Meeting
   July 18, 2012 - Manaka & Andrews (and new LAUC-Vice-Chair) meeting
   with the L

15. Adjourn – 12:05