1. Welcome (1 min.)

2. Agenda review (1 min.)

3. Minutes of the LAUC-I Executive meeting Sept. 12, 2011 – Approved (3 min.)

4. Announcements (10 min.)
   - (Manaka) The Chair would like the Executive board to take an active role in leading the discussion of the Committee of Professional Governance report and how it related to the SLASIAC report.
   - (Manaka) Currently only one year is held in the current intranet departmental pages (including LAUC-I).
     ACTION: Manaka to discuss other archiving possibilities with IT (Ashley) when he returns from leave.
   - HR Review on librarian recruitment (Kjaer)-
     - Archivist, Audra Yun, began work on October 3r, 2011
     - Processing Archivist for Regional Collections (15 month appointment), Patricia Glowinsky will begin working on Nov. 30, 2011
     - Librarian working on library assessment project for Education and Outreach, Caitlin Plovnick (temporary, part-time assignment)
     - Posted: Metadata and Digital Resources Librarian – closes Nov. 28th
     - To be finalized and posted: Research Librarian for Business and Research Librarian for Health Sciences.
     - Law positions advertised: Research Law Librarian for Instructional Services and Electronic Resources and Metadata Librarian

5. LAUC-I Budget (Andrews) (3 min.)
   - Operating = $1,500
   - Program = $2,000
   - Library Administration to pay for student support for Andrews.

6. Adopt LAUC-I 2011-2012 Themes/Goals
   - Continue communication with Library Administration – continue scheduled meetings
   - Continue communication with LAUC system wide.
   - Stay open to change and innovation in our daily work
   - Maximize and centralize LAUC-I as a resource for library and campus management through Senate Committee participation
     ACTION: Kristin and Jeffra to coordinate workshop for participants.
     ACTION: Statement from Executive Board on LAUC-I web site about these themes/goals (?)
7. Review Charges & Adoption – Committee Responses
   • Program Committee (Kjaer) - Accepted new implementation tasks and submitted document
   • Research & Professional Development Committee (Smith) – Accepted new implementation tasks.
     i. System wide mini and presentation grant proposals due to this committee - January 13, 2012
     ii. This committee proposed to State wide committee – February, 2012
     iii. Monies will be available in July 2012 although presentations may have taken place earlier.
     iv. Strongly suggested that proposals be sent through local committees first because they have a better chance to succeed (Brown).

   **ACTION**: Notify webmaster Jeffra to put this information on the LAUC-I website.

   • Library Review Committee – absent from meeting
   • Nominating Committee – Did not accept the implementation task of reviewing local By-Laws to get in line with System wide By-Laws.

8. LAUC-I Special Committees (10 min.)
   • History Archives Committee (2 years) - Will work from previous efforts to archive LAUC-I activities. Begin archiving from 2010/2011 and work backwards to archive previous documentation. Goal is to retain documents for 3 years on public website, then archive or remove. Committee: Dana Peterman, Carole McEwan, Pauline Manaka, Colby Riggs, Audra Yun.

   **ACTION**: Kristine will work with this group to keep on schedule to meet deadlines

   **ACTION**: Pauline and Colby to meet.

   • By-Laws Revision - As requested from State-wide LAUC. Committee: Chair will send out call for volunteers. New By-laws to be adopted at June election.

   **ACTION**: Kristine will work with this group to keep on schedule to meet deadlines.

9. Future meetings

   **ACTION**: Please send Pauline any ideas for meeting with UL and Management Forum.

10. Adjourned – 12:03 pm.