MINUTES
LAUC-I Executive Board Meeting
Monday, December 19, 2011
11:00am-12:00pm LL 110

1. Welcome
2. Agenda review
3. Minutes of the LAUC-I Executive meeting October 31, 2011
   • Several comments have been received and incorporated into the draft minutes.
   • Minutes will be finalized by e-mail.
4. Announcements - Manaka
   • Ad Hoc Bylaws Revision Committee
     i. Kathryn Kjaer has agreed to serve on the committee.
     ii. Pauline Manaka gave Kjaer the LAUC Bylaws changes that must be
         incorporated into the LAUC-I Bylaws.
     iii. The members of the committee will be finalized in the new year,
   • Ad Hoc Archives Committee
     i. The charge has been finalized.
   • LAUC-I T/Drive
     i. All members of the current LAUC-I Exec Board have access to the LAUC-I
        folder on the T/Drive.
     ii. Manaka would like every LAUC-I committee to create a folder and post their
         agendas and minutes when they can be made public.
   • Libri Foundation
     i. Julia is collecting for the Libri Foundation until Dec 21.
5. Budget - Manaka
   • Kristine Ferry has taken 3 new LAUC-I members to lunch: Caitlin Plovnick, and Audra
     Yun.
   • Balances: General $3,064.28 and Program $1,509.20
6. Reports/Brief Updates
   • Webmaster – Jeffra Bussmann
     i. The procedures for the LAUC-I web have been written. Bussmann will
        present them at the next Exec Board meeting.
     ii. Still working on the flow of documentation for the web, wiki, and T/drive. All
        LAUC-I members have access to the wiki. However, the Law librarians do not
        have access to the T/Drive.
iii. Manaka will work with Bussmann to post the Exec Board agendas and minutes.

iv. Julia Gelfand questioned whether it is prudent to have a librarian as webmaster considering the amount of time that it takes. It was pointed out that all other LAUC chapters have librarians as webmasters and a librarian understands the content and context of the documentation.

- Archives Committee
  i. Audra Yun and Dana Peterman were present and reported on the Committee’s activities.
  ii. Items that may be included in Archives include annual reports from LAUC-I and Senate committees.
  iii. The Archives Committee will make a presentation at next LAUC-I General Membership meeting.
  iv. All the print material from LL 115 will be moved to Special Collections for sorting. There is a possibility that Special Collection could develop this as a project for a MLIS intern.
  v. The Committee would like to know what LAUC-I documents need to stay active.
  vi. Mitchell Brown requested that the links to the LAUC Assembly hosted by UCI be preserved.

7. LAUC Statewide – Mitchell Brown
   - UC on-line instruction pilot will be discussed again. The current plan is to develop on-line courses for non-UC students who will pay for the classes. LAUC is sending comments to Jennie Steele.
   - UC Davis asked about the inclusion of participation in union activities a part of a librarian’s review. LAUC wants to be involved in the determining what can be included in reviews. However, how the activity is valued is determined by local practice.
   - LAUC Assembly is scheduled for May 10 and 11 at the UC Santa Cruz Extension facilities in San Jose near the airport. There will be a digital presence and each LAUC chapter will be able to participate remotely.

8. LAUC-I Committee Reports
   - Research and Professional Development Committee – Gelfand, reporting for Sheila Smyth, will send out one more notice about submitting research proposals. So far, no one from UCI has submitted a proposal. The deadline is Jan 13. The Committee is willing to help people prepare their research proposals.
Program Committee – Kjaer and Cathy Palmer - Arrangements have been made to have David Meyer speak on Feb 1 about Occupy Wall Street and the Tea Party. The Committee is working on having a workshop on developing “elevator” speeches.

9. Adjourned 12:02 pm.