MINUTES  
LAUC-I Executive Board Meeting  
Tuesday, November 6, 2012 * 2:00 – 3:00 pm * LL 110

Present: Brian Williams, Cathy Palmer, Kristin Andrews, Kathryn Kjaer (recorder), Pauline Manaka, Ying Zhang, Christina Woo, John Sisson

1. Agenda review

2. Approve minutes: LAUC-I ExBd minutes for October 18, 2012 were approved with minor corrections.

3. News/Announcements – (Andrews)  
   a. The Academic Senate Rep Workshop, Tuesday, October 30 was successful. Kristin asked members to send her suggestions for best practices which can be included in procedures for Academic Senate Representatives.

4. Budget Update – (Williams)  
   a. Brian will contact the Business Office for latest update which has not appeared on the monthly report yet.

5. Draft Expenditure & Reimbursement Procedures — (Palmer)  
   a. As Member-at-Large, Cathy drafted procedures for processing reimbursements for refreshments and supplies at LAUC-I meetings/events. She consulted with Beth Wootton. She will place the procedures on the Ex. Bd. Wiki for everyone to review. Kathryn will invite her to meet with the Procedures Ad Hoc Committee to discuss.

6. Committee Updates  
   a. LRC update – (Zhang)  
      i. The committee has finished work on one out of cycle review  
   b. RPDC update – (Woo)  
      i. The committee has met several times. They have prepared for the RPDC workshop on submitting research grants on Thurs., Nov. 8. Linda Murphy will be the local representative to the statewide RPDC.  
   c. PC update – (Sisson)  
      i. The committee sponsored a Lunch with LAUC-I program on the Birth of a Campus, Oct. 18 which was a success. They will meet with Kristin soon to discuss possible programs tied into the LAUC theme/s for 2012-13.  
   d. Nominating -- (Manaka)
i. Pauline has invited Chris Thomas and Dan Tsang to join her on the committee. She hopes to have the committee ready to get started in January.

e. Ad Hoc Committee on Procedures – (Kjaer)
i. The committee has met and has begun drafting templates and guidelines.

7. Gen Membership Agenda (Dec. 3) suggestions:
   a. Introduce and welcome new members: Bethany Harris and Christina Tsou (Law).
   b. Welcome Lorelei Tanji as our new UL.
   c. Share Cathy’s draft procedures on refreshment reimbursement.
   d. Kristin will talk about plans for the year.
   e. Invite Kevin Ruminson to update on budget, recruitments, etc.
   f. Brian should give an update on the LAUC-I budget
   g. Ask if there are any important updates from committees or academic senate representatives.
   h. News/announcements?

   Action: send other suggestions to Kristin by Tues., Nov. 13.

8. Other business
   a. Pauline has provided the LAUC-I orientation for Bethany Harris and has an appointment to meet with Christina Tsou.
   b. Next Ex. Bd. Meeting—Kathryn wants to discuss clean-up of the Wiki.

9. The meeting was adjourned at 3:00 pm.

Next Ex. Bd. Meeting:
January 17, 2013 * 2-3pm * LL110