

LAUC-I Transition Meeting Minutes  
August 16, 2016, 4pm-5pm, LL 110

Attendance: Colby Riggs, Danielle Kane, Kelly Spring, Scott Stone, Becky Imamoto, Audra Yun, Keith Powell, Cynthia Johnson, Shu Liu, Lisa Junghahn

The first part will involve the 2015/16 Board and the 2016/17 Board.

- Review role of the Executive Board according to the Bylaws (see Article V).
  - No section update Member-at-Large description
- Review important information that should be passed from committee chair to committee chair?
  - Process for requesting approval to spend money.
    - Requesting pre-approval from incoming Vice-Chair (then Current chair)
    - Breakdown for how much is being spent on what
      - Program funds
      - General funds
    - Purchase refreshments or arrange catering
      - Corporate card or KFS or preferred
      - Woo will hand over keys to LAUC-I cabinets for supplies (in both ASL and LL)
      - Paper goods should be on a separate receipt
    - Have meeting
    - Keep a meeting attendance list
    - Request reimbursement
    - **ACTION ITEM: Jharina will place procedures in the SUPPORT DOCUMENTS portion of LAUC-I site**

Dismiss 2014/15 Executive Board (but people are welcome to stay)

- **Scheduling Executive Board meetings**
  - **Monthly (after LAUC calls)**
- **Scheduling General Membership meetings**
  - **3 meetings/annually**
  - **Once a month lunch for informational librarian presentations/professional development**
    - Opening up to general staff
    - Complementary post on the Learning Library blog?
- Search Committees
  - **ACTION ITEM: Cynthia will express concern to HR re communication about candidates**
  - Not really appropriate for general LAUC-I meeting
  - Kathryn Kjaer might work w/ LAUC-I on forum/workshop updating decision-making and processes for the searches
- Senate appointments (POST TO SITE?)
  - CORCL: Cynthia Johnson
  - CFW: Becky Imamoto
  - SCOC: Nicole Helregel

- Board of Undergrads: John Sisson
- Cynthia will continue to convene Academic Senate committees

Adjourn to Eureka! (for those who are interested) to celebrate the passing of the gavel.