

LAUC-SB EXECUTIVE COMMITTEE MEETING

Thursday, May 21, 2015, 3:00-4:00 P.M.

Special Collections Seminar Room

MINUTES

Present: Yolanda Blue (CAAR), Angela Boyd (Past Chair), Gary Colmenar (Secretary), Kristen LaBonte (Chair), Elaine McCracken (CAP), Chrissy Rissmeyer (Vice Chair & Program), Jennifer Thompson (RPD).

Meeting called to order: 3:06 A.M.

- 1) Approval of meeting minutes from April 23, 2015

Minutes approved with corrections

- 2) Review of action items from last meeting – K. LaBonte

Kristen followed-up with Chuck about local bylaws revisions relating to the election of Vice-Chair Chair-elect of CAAR. Matt Conner LAUC president has responded with suggestions to the proposed bylaws changes.

Kristen asked for volunteers to work on archive policy. Yolanda volunteered to work with Kristen on creating a policy. There is a retention policy available at Berkeley where statewide archives are maintained that we could consult when we draft ours.

Action Items: Kristen will send a call for volunteers.

- 3) Reports

Chair – *K. LaBonte*

Nothing to report

CAAR – *Y. Blue*

As of this date, LAUC-Statewide CPG has not provided feedback regarding Bylaws changes

The Appointment and Advisory Committee (AAC) is presently reviewing applications for the position of Metadata Management/Cataloging Librarian.

WOM – *Y. Blue*

Mixer scheduled for June 17, 3:00-4:30 PM. There are plans for another happy hour gathering.

CAP – *E. McCracken*

CAP has begun working on a draft for Academic Review Calendar for the 2015 calendar.

Program – *C. Rissmeyer*

Nothing to report

RPD – *J. Thompson*

Proposed language change to the research grant and setting a cap for research award money approved.

Reimbursement topic is on hold. Mary Kohler will give a presentation about reimbursement procedures at some future date.

4) Old/new business

- a. Review of staff celebration brunch. Suggestions for next year.

Wiki started for suggestions for next year's staff brunch.

Raffle was great – diversify the gifts instead of getting 4 of same item.

5) Other business

Jennifer asked when annual reports are due. These are due in August.

6) Meeting adjourned at 3:55 P.M.

Recorded by *g. colmenar*