**LAUC-SB EXECUTIVE COMMITTEE MEETING**

**Tuesday, August 11, 2015, 3:00-4:00 P.M.
Reference Department Conference Room (2nd floor)**

**MINUTES**

**Present:** Yolanda Blue (CAAR), Gary Colmenar (Secretary), Rick Caldwell (Vice-Chair pro-tem), Kristen LaBonte (Chair), Elaine McCracken (CAP)

**Absent:** Angela Boyd, David Gartrell, Chrissy Rissmeyer

* + - 1. Meeting called to order at 3:11 P.M.
			2. The minutes from July 16 meeting were approved without revisions.
			3. Review of action items from last meeting – K. LaBonte

The Club is closed for the transition meeting.

Action Item: Gary will look for an alternative venue and date for the transition meeting.

* + - 1. Special Elections summary – G. Colmenar

Shari Laster won the nomination for CAAR Vice-Chair/Chair-Elect.

* + - 1. Committee Reports
				1. Chair – K. LaBonte

Kristen has been preparing the LAUC-SB documents for the archives. Kristen also suggested that the archiving of LAUC-SB documents could be done annually after each term to minimize the problems in tracking down older documents. A number of document types were identified to go to the archives: bylaws changes, executive and membership meeting minutes.

Statewide Appointments:

* Committee on Professional Governance – Michael Kim
* Committee on Research and Professional Development – David Gartrell will find a representative from one of the committee members

* 1. CAAR and WOM – Y.Blue

Shari Laster has been elected as CAAR Vice-Chair/Chair-Elect.

Metadata Management / Cataloging Librarian position at the present time is still opened until filled. The position was initially posted August 18, 2014.

The Appointment Advisory Committee (AAC) completed skype interviews, 2 candidates were selected for in person interviews. However, both declined our invitations.

Michael Kim, Ryan George, Janet Martorana, and Alan Grosenheider are reviewing the position. They will notify the committee the results of their decision.

Submission of the CAAR/WOM annual report by the end of the week after CAAR’s “Wrap Up” session meets on August 13. The meeting is to discuss items to carry over for next fiscal year beginning in September.

* 1. CAP – E. McCracken

Elaine reported that there were problems with the review process one of which, involved the manner the confidential letters were delivered to the candidates. The Executive Board gave a list of recommendations for CAP to bring to HR at their upcoming meeting.

A suggestion was made to increase CAP membership to help ease the burden on each committee member during the review process. Currently, CAP has four members.

**Action Item**: Monitor this coming term the review process and its impact on the committee.

1. Meeting ended at 3:52 P.M.