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LACUNY Committee on Committees Meeting Minutes, October 2011

LACUNY

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MINUTES OF THE OCTOBER, 2011 PHONE MEETING
LACUNY COMMITTEE ON COMMITTEES
October 19, 2011, 10:00 a.m.
Conference call

In attendance:

1. Amy Ballmer, Graduate Center
2. Meg Bausman, Hunter
3. Nancy Foasberg, Queens
4. Kimberley Bugg, Queensborough
5. Sandy Urban, York
6. Christina Miller, York

This inaugural meeting took place over phone conference. Committee members introduced themselves and Amy gave an overview of the purpose and tasks of the Committee on Committees. Two action items were stated: to provide nominations to fill empty standing committee slots, and to contact LACUNY committees and roundtables to determine whether they are still active, and to remind them to send meeting minutes to the LACUNY President and prepare an annual report at the end of the 2011-2012 academic year. The Committee on Committees will maintain contact with their groups over the year to ensure they follow through on providing the minutes etc.

1. Committee members will email Amy a few recommendations to fill 1 open slot on the Committee on Committees and 3 open slots on the Constitution and Bylaws Committee. Descriptions of the committees can be found on the LACUNY website: <http://www.lacuny.org/about/bylaws> **Suggestions will be emailed to Amy by 2 pm 10/21/11 so they can be presented to the LACUNY executive council** in summary:

Committee on Committees: (2 year service)

The committee shall oversee the function of all other standing committees.

(B) The committee shall solicit members for all standing committees, shall be responsible for the distribution of members to non-elected committees, shall name a convener for the first meeting, and shall fill vacancies if necessary.

(C) The committee shall review periodically the need for all committees and shall make recommendations to the executive council for the discontinuance of those no longer necessary and for the establishment of desirable new ones.

(D) The committee shall gather minutes and annual reports from all standing committees for review purposes and for deposit into the LACUNY archives.

(E) The committee shall report to the executive council. It shall report to that body at its first meeting in the Fall of each year on highlights from all committee annual reports of the previous year.

Constitution and Bylaws: (3 year service)

- (A) To receive and/or initiate proposed amendments of the constitution and bylaws.
- (B) To act on those proposals according to the procedures specified in the constitution.

- 2. Each member of the Committee is responsible for contacting 3 LACUNY committees or roundtables to get the names of the current chairs, determine if they are still functioning, remind the committees/roundtables to submit their meeting minutes to Dalia Leonardo, LACUNY President (dleonardo@gc.cuny.edu) and provide an annual report in June.
Committee on Committee members will make contact with their assigned groups and get contact info of chairs to Amy by November 17, 2011

- a. Kimberley Bugg: Emerging Technologies Committee, Library Faculty Mentoring Committee, Multimedia Roundtable
- b. Nancy Foasberg: Instruction Committee, Collection Development Committee, Web Management Roundtable
- c. Jane Fitzpatrick: Legislative Action Committee, Acquisitions Roundtable, Multicultural and Diversity Roundtable
- d. Amy Ballmer: Publications adhoc Committee, Scholarships and Awards ad hoc Committee, Junior Faculty Research Roundtable, Reference Roundtable
- e. TBD: Cataloging Roundtable, Reserves Roundtable, Serials Roundtable