

**LALINC Executive Board Meeting - Minutes**

**Chair:** Mike DiCarlo  
**Vice-Chair:** Denise Repman  
**Secretary:** Wendy Johnson

**Time:** 10:00 a.m.  
**Date:** Friday, July 13, 2012  
**Place:** LSU Systems Bldg., Room. 112

**Members Attending:** Jennifer Cargill, Mike DiCarlo, James Duggan, Wendy Johnson, Debbie Johnson-Houston, Suzanne Martin, Gerald Patout, Denise Repman, Don Smith

**Ex-Officio Members:** Zahra “Zee Zee” Zamin (proxy for Sara Zimmerman)

**Guests:** N/A

**Absent:** N/A

<b>Agenda Items</b>	<b>Discussions</b>	<b>Actions</b>
<b>Call To Order</b>	10:05 a.m.	
<b>Review of Minutes From Last Meeting</b>	Minutes approved.	Motion: Don Smith Seconded: James Duggan
<b>Adoption of Agenda</b>		
<b>Old Business:</b> <b>a. Review of Procedure for Nomination of Members for LALINC Committees</b>	A discussion of current nomination and membership procedures for LALINC committees, and why the procedures were important took place. The need to reiterate the correct procedures per the LALINC By-Laws to the Deans, Directors, and Committee Chairs was agreed upon. Mr. DiCarlo will send out an email reminder to all parties.	
<b>Other Old Business</b>	None.	
<b>New Business:</b> <b>a. Designing a Strategic Plan Process for LALINC</b>	Mr. DiCarlo gave the background from the last meeting regarding the Strategic Plan initiative. Mr. Duggan reviewed his suggestions per the emails sent to Sara Zimmerman and other Executive Board members since the last meeting along with a list of Ms. Zimmerman’s preferences and suggestions.  The structure of a LALINC Committee for developing a Strategic Plan was discussed, referencing the old LOUIS Strategic Plan dated September, 2000.  Several options for committee membership were offered.	

Agenda Items	Discussions	Actions
<p><b>Designing a Strategic Plan Process for LALINC (cont.)</b></p>	<p>Ms. Cargill suggested others outside of the Strategic Plan Committee should have opportunities for input, perhaps via a sharing session at the LOUIS Users Conference in October.</p> <p>The timeline for completing the Strategic Plan was set for June 1, 2013.</p> <p>The Strategic Plan will address the following:</p> <ul style="list-style-type: none"> <li>⇒ Administration and Structure</li> <li>⇒ Finance and Budget</li> <li>⇒ Services and Personnel</li> </ul> <p>A discussion of possible members resulted in the following:</p> <ul style="list-style-type: none"> <li>⇒ Sara Zimmerman (LOUIS)</li> <li>⇒ Cathy Sicard (LOUIS)</li> <li>⇒ Sharon Mader (UNO)</li> <li>⇒ Joanie Chavis (BRCC)</li> <li>⇒ James Duggan (LALINC Exec. Bd.)</li> <li>⇒ Jennifer Cargill (LSU)</li> <li>⇒ Sheri Thompson (LSU)</li> <li>⇒ Charlie Triche (ULL)</li> <li>⇒ Shatiqua Mosby-Wilson (SUNO)</li> </ul> <p>Alternate members may include:</p> <ul style="list-style-type: none"> <li>⇒ Eric Johnson (SeLU)</li> <li>⇒ Abbie Landry (NwLU)</li> <li>⇒ Bonnie Hines (LSU-A)</li> </ul> <p>There was a discussion about hiring a consultant before the regular fall LALINC meeting in October. LOUIS would investigate. LALINC Deans and Directors would have an opportunity for input at fall LALINC meeting.</p> <p>Mr. DiCarlo would write the new committee's charge and call the prospective members during the next week.</p> <p>The Strategic Plan Committee would set their own dates for moving forward toward their June, 2013 deadline.</p> <p>Some examples of Strategic Plans from other entities were presented, including information on strategic planning methods sent via email by Mr. Duggan prior to the meeting. Copies of other strategic plans would be sought also before the next Executive Board Meeting.</p>	

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<p><b>Other New Business</b></p>	<p>Ms. Zamin distributed the projected 2013/2014 LOUIS fees and budget.</p> <p>Ms. Zamin also reported on the number of sites participating in the RDA Toolkit opportunity and the discounts for purchasing it.</p> <p>The next LALINC Executive Board meeting:</p> <ul style="list-style-type: none"> <li>⇒ Location: LSU System Office</li> <li>⇒ Time: 10:00 a.m.</li> <li>⇒ Date: Sept. 14, 2012.</li> </ul> <p>(This date was corrected after the meeting based on availability of the meeting location.)</p>	
<p><b>Adjournment</b></p>	<p>The meeting ended at 11:35 a.m.</p>	

Minutes submitted by Wendy Johnson.