



Monthly Board Meeting

Tuesday 20 May 2014

12:00 pm – 1:30 p.m.

Anderson – E302 (Rosenfeld Library)

AGENDA

In Attendance: Alberto Alquicira, Michelle Chen, Linda Holmes, Davida Johnson, Howard Kim, Mike Lee, Andre Najera, Philip Postovoit, Jackie Reynolds, and Harold Shin

Meeting called to order/Start: 12:06 pm

Meeting adjourned: 1:21 pm

Approve April Minutes

- **April Minutes approved**

Brown Bag Update

- **May Brown Bag**
 - Topic: Disaster Recovery
 - Around 10 people attended
 - Discussed how departments are handling disaster recovery plans
- **June Brown Bag**
 - Appreciation Event
 - Andre will brainstorm topic ideas

Vendor Fair Update

- **Vendor Attendees**
 - Currently have 12 vendors confirmed
 - Tom Trappler will contact Software Central partners
 - Board members should contact vendors and provide contact information in the Google Doc (<http://tinyurl.com/o29woocr>)
 - Deadline for vendor commitment is June 2nd
- **Event Logistics**
 - Event scheduled for June 25, 10am-12pm, in Pauley Pavilion Club
 - All vendors will have opportunity to do a 30-second commercial at the beginning of the event, similar to the Tech Speed-dating format
 - Will also invite select vendors to do 20-minute talks during event

Technology Volunteer Appreciation Day

- **Event Logistics**

- Event scheduled for June 19, 2pm-4pm, in YRL 11360
- Ice Cream Social
- Volunteers will receive Service Coins
- OIT will conduct survey during event to find out more about volunteer interest and motivation
- Michelle will send out RSVPs to invitees

Elections, Roles and Succession

- **Change in Board Member Terms**
 - Terms now changed so that Board members serve from September 1 through August 31
 - Linda will update bylaws to reflect change
- **2014 Elections**
 - Elections will be held in July
 - August Board Meeting will serve as transition meeting between the 2013-14 and 2014-15 Boards
- **Changes to Board Member Roles**
 - Suggested changes to VP for Information Systems, VP for Strategic Communications, and Historian roles
 - Want to ensure that Board members are working more closely together
 - VP for Information Systems will require some technical skills in order to update BruinTech website content
 - Linda and Harold will update the bylaws to reflect changes

Staff Assembly Event – Possible Speed Dating in July

- **Learn-at-Lunch Speed Dating event**
 - Caroline has been coordinating with Rejeana Mathis, incoming President of Staff Assembly, to promote BruinTech
 - Staff Assembly interested in having BruinTech host a Speed Dating event during the July Learn-at-Lunch
 - The Board expressed interest in hosting the event
 - Davida will also be speaking to Rejeana and will coordinate with Caroline

The HDC CCLE site

- **Repository of documents**
 - The CCLE site serves as the repository for HDC/BruinTech documents
 - Will continue to keep for historical purposes
 - Linda will update/upload new BruinTech bylaws on to CCLE site

Microsoft IT Academy

- **Migration**
 - MS IT Academy is doing a migration so all courses will be inaccessible during that time

- Mike will put up instructions on CCLE page and send information to Philip to put in Friday Five

BruinTech Website – Timeline for programs/events

- **Add new schedule of events for upcoming year**
 - Howard will add a new section on the BruinTech website for displaying the schedule of BruinTech events for the upcoming year