Executive Board

Last Updated: October 3, 2011

**LAUC – Irvine Chair (IV.5.)**

2011-2012: LAUC- I Chair: Pauline D. Manaka

a. Bring to the attention of the membership and the Executive Board any matters which require a LAUC-I response or which may be of concern to LAUC-I.

b. Represent LAUC-I in its communications with the University Librarian and library administration, and the campus administration.

c. Determine the will of the membership and act in accordance with that will.

d. Expedite LAUC-I business according to the membership’s interest.

e. Bring to LAUC-I’s attention to matters of their concern/requiring their response.

f. Report to the membership regularly.

g. Preside over meetings of the membership and of the Executive Board.

h. Create ad hoc committees upon the advice and consent of the Executive Board.

i. Provide annual charges to the LAUC-I standing committees by October 1st.

j. Timely prepares and distributes agendas and minutes for the Executive Board and General Membership meetings with the advice of the Executive Board.

k. Nominate or appoint LAUC-I representatives to LAUC Committees, with the advice and consent of the Executive Board.

l. Participate in a non-voting capacity in the deliberations of any committee, except for the Library Review Committee, the Nominating- Elections Committee or other committees as may be specified. Any committee may invite the Chair to attend any of its meetings.

m. Serve as a member of the Executive Board of LAUC and report back to LAUC-I on all Executive Board decisions and deliberations and perform the duties specified in the LAUC Bylaws Article VI, Section 3.b.1) a) and b).

n. Serve as a delegate to the statewide Assembly of LAUC.

o. Designate alternate delegates to the LAUC Assemblies from the LAUC-I Executive Board in the event that the regular delegates cannot attend.

p. Prepare an annual report of the activities of LAUC-I to be presented to the members prior to 31 August each year.

q. Serve as liaison with the library staff organizations and/or other staff groups.

r. Provide annual supplemental charges by October 1st of the year.

**2011-2012 Implementation Tasks**
a. Hire a LAUC-I students to assist with interpreting at LAUC-I meetings for
the vice chair
b. Work closely with the web master to ensure that content of the LAUC-I
website is up to date, accurate and representative of LAUC-I
developments.
c. Embark on a two-year project to finalize the process/path to archive all
LAUC-I past years’ documents
d. Embark on the one year project to revise LAUC-I bylaws to match the
System wide as best as possible.
e. Follow all LAUC Executive Board requests as designated
f. Attend the LAUC-I management Forum as requested and report to LAUC I
membership as appropriate.
g. Serve as liaison to the library employee organization and/or other staff
groups
h. Together with vice chair, meet 3X with UL
i. Meet with Management Forum monthly

LAUC- Irvine Vice-Chair/Chair-Elect (IV.6.)

2011-2012 Vice Chair: Kristin Andrews

a. Serve as a member of the LAUC-I Executive Board.
b. Conduct the fiscal affairs of LAUC-I in coordination with the Libraries’
Business Office.
c. Submit regular financial reports to the Executive Board and the General
Membership.
d. Assume the duties of the Chair of LAUC-I in the Chair’s absence or
incapacity.
e. Serve as a delegate to the statewide Assembly of LAUC.
f. Perform other duties as assigned by the Chair.

LAUC- Irvine Secretary (IV.7.)

2011-2012 Secretary: Carole McEwan

a. Responsible for the preparation and revision and distribution of minutes of all
meetings, i.e. the LAUC-I Executive Board and the General Membership
meetings; the distribution of the latter to the membership.
b. Serve as a member of the LAUC-I Executive Board.
c. Make sure meetings are run according to protocol..
d. Serve as LAUC-I liaison to LAUC in the performance of the duties specified in
the LAUC Bylaws Article VI Section 3.b.2) a) and b).
e. Compile and provide public access to a list of the officers and committee
members of LAUC-I via the LAUC-I Web site.
f. Perform other duties as assigned by the Chair.

2011-2012 Implementation Tasks
a. Embark on a two-year project to finalize the process/path to archive all LAUC-I past years’ documents
b. In order to expedite the archiving of LAUC-I documents, take a leadership role to assist the chair and executive board as requested, to implement tasks that are specific to these assignments

**LAUC- Irvine Web Master/Mistress:**

2010-2012: **Jeffra Bussmann**

Responsible for the maintenance of the LAUC-I Web site and LAUC-I records with the assistance of other assigned persons, as necessary.

a. Compile and provide public access to a list of the officers and committee members of LAUC-I via the LAUC-I Web site.

b. Update the website on a regular basis

c. Perform other duties as assigned by the Chair.

**2011-2012 Implementation Tasks**

a. Work with the executive Board to address any areas of the website that require attention because of duplication of information with the dekiwiki or the T:/drive

b. Work with LAUC-I student employee as requested according to LAUC-I web related/archiving project.

c. Work with executive board and LAUC-I chair as requested to implement task that are specific to 2011-2012 assignments.

**LAUC – I Member –at- Large (V.2.d.)**

2011-2012: **Yvonne Wilson**

a. Serve as member of the Executive Board.

b. Serve as Divisional representative to the LAUC Assemblies (alternating attendance between Spring and Fall Assemblies.)

c. Serve as Liaison to LAUC-I Representatives to UCI Academic Senate Committees, as LAUC-I Membership Liaison, and/or assist the LAUC-I Chair in monitoring the completion of LAUC-I action items.

d. Serve as Membership Liaison to LAUC-I to identify issues of significance, encourage and/or promote participation.

e. Responsibility for LAUC-I Membership Meeting refreshments.

f. Perform other duties as assigned by the Chair and/or executive board

**LAUC – I Immediate LAUC –I Past Chair (IV.8.)**

2011-2012: **Kristine Ferry**

a. Serve as member of the LAUC-I Executive Board
b. Serves as Chair of the Nominating-Elections Committee.
c. Provide orientation to new members of LAUC-I with regard to the History of LAUC and LAUC – Irvine

2011-2012 Implementation Tasks

a. Working with a committee, update LAUC-I bylaws to match LAUC’s as determined by the LAUC Executive Board
b. Perform other duties as assigned by the Chair and/or executive board

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<tr>
<th>LAUC – Irvine Standing Committees (VII.)</th>
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LAUC-I standing committee members are normally elected for 2-year terms with the exception of the Library Review Committee (LRC) and the Nominating Committee (NC). The LRC’s members shall serve a term of 3 years; and the NC shall serve only one year, all commencing on September 1 each election year.

Standing Committee charges are included in the LAUC-I Bylaws. Supplemental implementation charges are tasks assigned by the LAUC-I in collaboration with the Executive Board. A special supplemental committee may be appointed during some years, in order to take care of some assigned task(s).

Library Review Committee (VII.8.a)

2011-2012 Chair: Keith Powell (2012)
2011-2012 Library Review Committee Members:
Keith Powell (2012); Ying Zhang (2013); Brian Williams (2014);
Danielle Kane (2014)

a. Library Review Committee reviews and advises the University Librarian on personnel actions, as applied to the Librarian series, including but not limited to matters concerning appointment, merit increase, and promotion.
b. The LRC reviews non-confidential matters regarding librarian review processes and advises the LAUC-I Executive Board and general membership on these matters.
c. The committee shall submit an annual report to the LAUC-I membership and the report shall include a statistical analysis of the review actions.

2011-2012 Implementation Tasks

a. Work with the Archiving team to gather and ensure that information that LAUC-I plans to have archived is correct and follows LAUC guidelines and/or bylaws.
b. Collaborate with LAUC on the discussion of issues related to steps 5 and 6 at the on the librarian level; to ensure that UCI practice is the general practice.
c. Other requests as submitted by the executive board.

**LAUC-I Nominating – Elections Committee (VII.9.b)**

2011-2012 Chair: Kristine Ferry (2012)
2011-2012 Nominating Committee Members:
  Michelle Light (2012) and

LAUC-I past chair serves as chair of the nominating committee.
Appointments to the Nominating-Elections Committee are for a 1-year term, commencing September 1 of that year.
  a. Conduct all regular and supplemental elections
  b. Review LAUC-I bylaws as directed by the Executive Board locally and from system wide LAUC
  c. Actively foster and support representation and nominations all for LAUC-I and LAUC system wide elections, as well as including representatives to UCI Academic Senate committees.

**2011-2012 Implementation Tasks:**
  a. Based upon CPG’s direction, conduct a review of UC Irvine LAUC bylaws, to determine compatibility with those of LAUC system wide.
  b. Revise UCI bylaws if necessary as determined by the LAUC-I executive Board and the Nominating committee.

**Research & Professional Development Committee (VII.8.c)**

2011-2012 Chair: Sheila Smyth
2011-2012 Professional Development Committee Members:
  Christina Woo (2013)
  Wanda Jazayeri (2013)
  Julia Gelfand (2012)

The Committee on Professional Development shall
  a. Monitor and provide leadership on ongoing professional development and mentoring opportunities for LAUC-I members.
  b. Coordinate LAUC-I activities associated with the LAUC (System-wide)
    2. Follow the calendar of projects as provided
    3. Read proposals as requested; and assist to make sure that the calendar is met at UCI
  c. Undertake other duties as directed by the LAUC-I Chair and the Executive Board.

**2011-2012 Implementation Tasks:**
a. Work with LAUC –I to ensure that membership are aware of the many professional opportunities available to them for conference poster/presentation submissions workshops and/or grant writing, particularly the deadlines.

b. Work with LAUC system wide to explore themes concerning “the new UC librarian” and ways to research promote projects locally.

c. Help with the LAUC Irvine project to archive its collections as deeply as possible.

d. Lead the participation in system wide discussions as requested by the LAUC-I Board and chair.

e. Perform other duties as assigned.

Program Committee (VII.8.d)

2011-2012 Co-Chair: Cathy Palmer,  
2011-2012 Co-Chair: Kathryn Kjaer,  
2011-2012 LAUC-I Program Committee Members:  
Virginia Allison (2013)  
John Sisson (2013)  
Cathy Palmer (2012)  
Kathryn Kjaer (2012)

The Program Committee shall
a. Organize, advertise, and coordinate programs of interest to LAUC-I membership at the direction of or in consultation with the LAUC-I Chair and Executive Board.

b. The Committee shall also undertake other duties as directed by the LAUC-I Chair and the Executive Board.

2011-2012 Implementation Tasks

a. Organize and plan for Timely Topics of Lunch with LAUC-I discussion to allow entire library participation. Plan this in collaboration with library-wide groups/programming.

b. Plan, advertise and implement.

c. Work with the archiving project to ensure that the correct notes/program information is being preserved for future access.

d. Plan and submit program budgeting to Kevin Ruminson’s office of the Associate University Librarian for Administrative Services for approval ahead of time.

LAUC Systemwide Committees:

2011/2012 LAUC-I Representatives

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<th>LAUC Systemwide Committees</th>
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<td>Committee</td>
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<td>Committee on Diversity</td>
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<td>Committee on Professional Governance</td>
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<td>Committee on Research and Professional Development</td>
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**LAUC-I Representation on UC Collection Development Committee (CDC)**

Rebecca (Becky) Imamoto

**LAUC-I Representation on UC SLASIAC**

**Representatives on UC Irvine Academic Senate Committees: 2011/2012 LAUC-I Representatives**

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<tr>
<th>Committee/Council</th>
<th>LAUC-I Representative</th>
<th>Term Length &amp; Completion</th>
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<tr>
<td><strong>Councils</strong></td>
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<tr>
<td>Educational Policy (CEP)</td>
<td>Kristin Andrews</td>
<td>3yr/2013</td>
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<tr>
<td>Faculty Welfare (CFW)</td>
<td>Linda Murphy</td>
<td>3yr/2013</td>
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<tr>
<td>Graduate Council (GC)</td>
<td>Lorelei Tanji</td>
<td>3yr/2012</td>
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<tr>
<td>Planning and Budget (CPB)</td>
<td>Julia Gelfand</td>
<td>3yr/2012</td>
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<tr>
<td>Research, Computing and Libraries (CORCL)</td>
<td>Carol Ann Hughes</td>
<td>3yr/2012</td>
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<tr>
<td>Student Experience (CSE)</td>
<td>Virginia Allison</td>
<td>3yr/2013</td>
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<tr>
<td>Undergraduate Admissions &amp; Relations with Schools (CUARS)</td>
<td>Jeffra Bussmann</td>
<td>3yr/2012</td>
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| Committees       |                       |                          |
| Privilege and Tenure (CPT) | Joy Shoemaker | 3yr/2013 |

| Boards/Subcommittees of CEP |                       |                          |
| Subcommittee on Courses (SCOC) | Ying Zhang  | 3yr/2013 |

| Boards/Subcommittees of CSE |                       |                          |
| **Undergraduate Scholarships, Honors & Financial Aid (BUSHFA)** | **Katherine Harvey**  
  kharvey@uci.edu | **3yr/2013** |