

LAUC- I
2003 ~ 2004
Executive Board, Committees and Representatives
Roster, Charges, and Implementation Tasks

Executive Board

Chair: Joan Ariel (IV.6)

- a. Represent LAUC-I in its communications with the University Librarian, the academic community, and the University Administration.
- b. Determine the will of the membership and act in accordance with that will.
- c. Expedite LAUC-I business in a manner consistent with the best interests of the membership.
- d. 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.
- e. Report to the membership regularly.
- f. Preside over meetings of the membership and of the Executive Board.
- g. Create ad hoc committees upon the advice and consent of the Executive Board.
- h. Participate in a non-voting capacity in the deliberations of any committee, except 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.
- i. Provide annual charges to the LAUC-I standing committees by October 1st.
- j. Prepares and distributes agendas 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. 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 in the LAUC Bylaws Article VI, Section 3.b.1) a) and b).
- m. Serve as a delegate to the statewide Assembly of LAUC.
- n. Designate alternate delegates to the LAUC Assemblies from the LAUC-I Executive Board in the event that the regular delegates cannot attend.
- o. Prepare an annual report of the activities of LAUC-I to be presented to the members prior to 31 August each year.
- p. Serve as liaison with the Library Employees Association and/or other staff groups.

Vice-Chair/Chair-Elect: Bill Landis (IV.7)

- a. Serve as a delegate to the statewide Assembly of LAUC.
- b. Serve as a member of the LAUC-I Executive Board.
- c. Assume the duties of the Chair of LAUC-I in the Chair's absence or incapacity.
- d. Conduct the fiscal affairs of LAUC-I in coordination with the Libraries' Business Office.
- e. Submit regular financial reports to the Executive Board and the General Membership.
- f. Nominate or appoint LAUC-I representatives to UCI Academic Senate Committees, with the advice and consent of the Executive Board.
- g. Perform other duties as assigned by the Chair.

Secretary: Judy Ruttenberg (IV.8)

- a. Responsible for the preparation and revision of minutes for meetings of the LAUC-I Executive Board and General Membership meetings and the distribution of copies to the membership.
- b. Serve as a member of the LAUC-I Executive Board.
- c. 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).
- d. Compile and distribute a list of the officers and committee members of LAUC-I. Distribute to whom?
- e. Responsible for the maintenance of the LAUC-I Web page and LAUC-I records with the assistance of other assigned persons, as necessary.
- f. Perform other duties as assigned by the Chair.

Immediate Past-Chair: Pauline Manaka (IV.9.)

- a. Serves as member of the LAUC-I Executive Board
- b. Serves as Chair of the Nominating-Elections Committee.
- c. Provides orientations regarding LAUC and LAUC-I to new members of LAUC-I.

Member-at-Large: Heather Tunender (V.2.d.)

- i. Serve as member of the Executive Board.
- ii. Serve as Divisional representative to the LAUC Assemblies (alternating attendance between Spring and Fall Assemblies).
- iii. Perform other duties as assigned by the Chair.
0304:
 - Serve as Liaison between ExBd and LAUC-I Representatives to Academic Senate Committees.
 - Serve as reporter to LAUC-I Membership on LAUC Assembly attended as representative.
 - Co-responsibility for LAUC-I Membership Meeting refreshments ☺

Member-at Large: Manuel Urrizola (V.2.d.)

- i. Serve as member of the Executive Board.
- ii. Serve as Divisional representative to the LAUC Assemblies (alternating attendance between Spring and Fall Assemblies.)
- iii. Perform other duties as assigned by the Chair.
0304:
 - Serve as Membership Liaison to LAUC-I to identify issues, encourage/promote participation.
 - Serve as reporter to LAUC-I Membership on LAUC Assembly attended as representative.
 - Co-responsibility for LAUC-I Membership Meeting refreshments ☺

Standing Committees (VII.)

Unless otherwise noted, LAUC-I standing committee members are elected for 3-year terms, commencing September 1 in year of election. Standing charges are included in the LAUC-I Bylaws. Supplemental implementation tasks for the current year are noted below; these may be augmented by Executive Board during the course of the year.

Academic Librarianship (VII.8.b)

Chair: Yvonne Wilson (2006)

Sylvia Goldberg (2005), Vicki Grahame (2004), Eva Sorrell (2006)

Charge: The Committee on Academic Librarianship shall address matters relating to the academic status and professional issues of librarians at the direction of or in consultation with the LAUC-I Chair and the Executive Board.

0304 Implementation Tasks:

1. Implement the Career Recruitment and Outreach Strategic Plan (if/as approved by Executive Board) following outlined tasks and objectives for 2003-2004.
2. Develop and present programs as outlined in the Career Recruitment and Outreach Strategic Plan in collaboration with the Program Committee.
3. Review issues raised at Special Meeting of Librarians, December 19, 2002. In consultation with AUL for Administrative Services and LAUCI Executive Board, develop a proposal to address these issues as needed/desired.

Professional Development (VII.8.c)

Chair: Cathy Palmer (2004)

John Sisson (2005), Wanda Pittman-Jazayeri (2004), Collette Ford (2006)

Charge: The Committee on Professional Development shall monitor and provide leadership on ongoing professional development and mentoring opportunities for LAUC-I members.

1. Coordinate LAUC-I activities associated with the LAUC (Systemwide) "Call for Research Proposals, UC Research Grants for Librarians."
2. Undertake other duties as directed by the LAUC-I Chair and the Executive Board.

0304 Implementation Tasks:

1. Develop and implement a plan to foster and support research initiatives among LAUC-I members including active encouragement of applications for proposals for UC Research Grants for Librarians.
2. Develop a pilot mentorship program for LAUC-I members building on the Mentorship Program Pilot Proposal submitted to Executive Board by the Academic Librarianship Committee in 2002.

Program Committee (VII.8.d)

Chair: Jennifer Jacobs (2004)

Roumiana Katzarkov (2004), Rina Vecchiola (2006), Ryan Hildenbrand (2006)

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

0304 Implementation Tasks:

1. Coordinate monthly Lunch with LAUCI discussion programs according to the established LAUCI Annual Calendar.
2. Develop and present programs as outlined in the Career Recruitment and Outreach Strategic Plan in collaboration with the Academic Librarianship Committee.

Library Review Committee (LRC) (VII.8.a)

Chair: Judy Bube (2004)

Jim Crooks (2005), Colby Riggs (2005), Julia Gelfand (2006)

Charge: The 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.

0304 Implementation Tasks:

1. Develop a proposal for communication and reporting to Executive Board on non-confidential issues
2. Other tasks currently under consideration/discussion.

Nominating-Elections Committee

Appointments to the Nominating-Elections Committee are for a 1-year term, commencing September 1 in year of appointment. The outgoing LAUC-I chair serves as chair of this committee.

Chair: Pauline Manaka (2004)

Other members to be determined.

0304 Implementation Tasks:

1. Actively foster and support nominations and volunteers for LAUC-I elections and committee appointments including representatives to UCI Academic Senate and LAUC systemwide committees.
2. Conduct all regular and supplemental elections including Bylaws revisions as directed by Executive Board.

LAUC Systemwide Committees: 0304 LAUC-I Representatives

Committees, Rules & Jurisdiction	Susan Lessick
Diversity	Linda Murphy
Library Plans and Policies	Julia Gelfand
Professional Governance	Jim Crooks
Research and Professional Development	Wanda Pitman Jazayeri
Position Papers Ad Hoc	Judy Horn

LAUC-I Representation on Academic Senate Committees 2003-2004

As of September 1, 2003, the Librarians Association, LAUC-I, will have representatives on the following Senate committees/councils listed below.

Committee/Council	LAUC-I Representative	Term Length & Completion
Councils		
Educational Policy (CEP)	Rochelle Minchow rminchow@uci.edu	3yr/2004
Faculty Welfare	Christina Woo cjwoo@uci.edu	2yr/2004
Graduate Affairs	Lorelei Tanji ltanji@uci.edu	3yr/2006
Planning and Budget	Steve MacLeod smacleod@uci.edu	3yr/2006
Research, Computing and Library Resources	Carol Ann Hughes hughes@uci.edu	3yr/2006
Student Experience (CSE)	Cathy Palmer cpalmer@uci.edu	3yr/2004
Committees		
Privilege and Tenure	Jackie Dooley jmdooley@uci.edu	3yr/2004
Boards/Subcommittees of CEP		
Subcommittee on Courses	Jennifer Jacobs jljacobs@uci.edu	2yr/2005
UCI Writing Board	Cathy Palmer (Consultant) cpalmer@uci.edu	-
Boards/Subcommittees of CSE		
Undergraduate Admissions & Relations with Schools	John Novak novakj@uci.edu	3yr/2006
Undergraduate Scholarships, Honors & Financial Aid	April Love amlove@uci.edu	2yr/2005
Special Committees		
Senate Parking Oversight	John Sisson jsisson@uci.edu	3yr/2005?