

LAUC-I Annual Reports 2003-2004
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1. Office/Committee Name: Chair

2. Membership and Terms: Joan Ariel, 2003-2004

3. Standing Charge:

LAUC-I Bylaws: Article IV Officers. Section 6. The duties of the Chair shall be as follows:

- 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 nonvoting 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 specified 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.

4. Supplemental Charges/Tasks for 2003-2004 Year:

- Ad Hoc Career Recruitment and Outreach Task Force
- Ad Hoc Bylaws Revision Task Force
- Coordinate Executive Board & Membership Review of APP-L

5. Key Accomplishments (coordinate with charges above):

Executed charges as delineated in above.

LAUC-I had a busy and productive year; highlights included:

Organizational Reorganization and Communications:

1. Expanded Executive Board to include all LAUC-I Committee Chairs.
2. Instituted transition meetings between Chair and Vice-Chair and each LAUC-I Committees to review charges and implementation tasks and to plan for coming year.
3. Enhanced responsibilities of the two Members-at-Large to include 1) Membership Liaison; 2) Liaison to LAUC-I Representations to UCI Academic Senate Committees; and 3) Tracking pending action items for Executive Board and Membership.
4. Completed comprehensive redesign/organization of LAUC-I web site and of electronic files to serve as ongoing LAUC-I archive.
5. Established listservs for both LAUC-I Membership and Executive Board, archived on the web.
6. Revised LAUC-I Bylaws to provide for #s 1 and 2 above and to strengthen communications between the Library Review Committee and the LAUC-I Executive Board and Membership. All proposed revisions approved by Membership vote in June 2004.
7. Reorganized the LAUC-I meeting schedule:
 - Changed Membership Meetings from monthly to 4-5 per year (quarterly plus as needed).
 - Instituted a series of monthly Lunches with LAUC-I, discussion forums on various professional/library issues.
8. Developed template for LAUC-I Annual Reports from Committee Chairs and Officers.

Career Recruitment and Outreach Program (CROP?):

Approved and began implementation of Career Recruitment and Outreach Strategic Plan developed to increase awareness of and interest in careers in libraries and archives among UCI students and staff.

<http://lauci.lib.uci.edu/0304/career/>

1. Academic Librarianship Committee developed a roster of some 20+ UCI "Resource Librarians," who serve as consultants to discuss library school and career considerations and options.
<http://lauci.lib.uci.edu/0304/career/resource.htm>
2. Established strong contacts with the UCI Career Center, including collaborative panels and workshops, promotion of careers in libraries and archives, and referrals of interested students to the Resource Librarians.
3. Program Committee presented a library program on "Opportunities in Librarianship: Careers in Libraries and Archives" on March 3rd that drew approximately 50 library staff and student assistants.
4. Developing a Career Recruitment and Outreach brochure and web site to be available fall 2004.

Professional Development:

1. **Mentoring:** Professional Development Committee developed *Recommendations to Foster an Environment of Mentoring in the UC Irvine Libraries*, which encourages and defines mentoring relationships, articulates general expectations of mentors and mentees, outlines program goals and the role of LAUC-I. <http://lauci.lib.uci.edu/0304/mentoring.pdf>
2. **Programming:** Developed a proposal for the use of Professional Development funds remaining at the end of each fiscal year. Library Administration approved our proposal for Rollover

Professional Development Funds to support “a significant program or workshop(s) that is of potential interest to all UCI librarians and that is generally beyond the scope of regular LAUC-I funding.” <http://lauci.lib.uci.edu/0304/RolloverFunds.pdf>

Our first annual Timely Topics program was presented in May by Melanie Hawks from ARL under the title *Getting the Most Out of Your Job: Issues Facing Academic Librarians*. It included a presentation on Collaboration in Organizational Culture and a workshop on work/life balance. In addition to many LAUC-I members, the program was attended by a number of librarians from other libraries in the Southern California region. <http://lauci.lib.uci.edu/springprogram2004/>

Professional Personnel Issues:

1. Completed final review and adoption of *Guidelines for Interpretation of Criteria for Librarian Personnel Actions within the UCI Libraries*. <http://lauci.lib.uci.edu/0304/Criteria1203.pdf>
2. Encouraged the development of policies and procedures for *Emeritus Status for Librarians*. Document developed by library administration and approved by LAUC-I Executive Board in June 2004.
3. Completed extensive review of *Academic Personnel Procedures for Librarians (APP-L)*. Many of the revisions were routine/editorial changes. The most substantive change that LAUC-I proposed and was ultimately approved was the restriction of the role/participation of the UL to the final review of the file. <http://hr.lib.uci.edu/performanceevaluations/performanceLibrarians.php>

6. Recommendations for the Coming Year:

1. Participate actively (provide leadership?) in upcoming review of University Librarian. Work to assure a responsible and candid process and assessment.
2. Continue to develop and expand the Career Recruitment and Outreach Program. Create UCI recruitment brochure and web site.
3. Reaffirm and strengthen communications between Executive Board/Membership and Library Review Committee.
4. Promote articulated policies/procedures regarding termination of librarians.
5. Work to develop enhanced understanding/articulation of the meaning of Career Status at UCI and what it means to “plateau” at a particular rank/step.
6. Work to reaffirm and strengthen the academic status and recognition of librarians.
7. Investigate and promote telecommuting options for librarians.
8. Complete Librarian Data Collection Project. Analyze data re. staffing and workload levels, personnel equity, etc.

7. Documents Archived on LAUC-I T drive (agendas, minutes, other):

All Executive Board and Membership agendas and meeting documents.

Submitted by: Joan Ariel

Date: August 23, 2004