

**LAUC-I Annual Reports  
2003-2004**

1. Office/Committee Name: Vice-Chair/Chair-Elect
2. Membership and Terms: Bill Landis
3. Standing Charge: (from LAUC-I Bylaws)

"Section 7. The duties of the Vice Chair (Chair-Elect) shall be as follows:

  - 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. Conducts the fiscal affairs of LAUC-I in coordination with the Libraries' Business Office.
  - e. Submits 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."
4. Supplemental Charges/Tasks for 2003-2004 Year:
  - a. Ad Hoc Task Force on LAUC-I Archives
  - b. Ad Hoc Special Spring Program Planning Committee
  - c. Ad Hoc Task Force on Librarian Data Collection
  - d. Ad Hoc Career Recruitment and Outreach Task Force
5. Key Accomplishments (coordinate with charges above):
  - 3a. Attended LAUC Spring and Fall Assemblies as LAUC-I delegate.
  - 3d & e. Conducted fiscal affairs of LAUC-I by monitoring its accounts and preparing regular (approximately monthly) financial reports for both Executive Board and the Membership meetings.
  - 3f. In consultation with Chair and newly elected Vice-Chair/Chair-Elect, prepared proposal of appointments for the 2004-2005 year for UCI Academic Senate Committee vacancies and for LAUC Committee vacancies.
  - 4a. With other members of Ad Hoc Task Force on LAUC-I Archives (Ruttenberg, Tunender), prepared a recommendation, accepted by the Executive Board, for use of the T:\LAUCI\ directory hierarchy as the repository for files of record for the LAUC-I Archives from this year forward. This recommendation serves as an implementation of some of the recommendations from a report on the LAUC-I Archives prepared by an earlier Ad Hoc committee.
  - 4b. Chaired the Ad Hoc Spring Special Program Planning Committee (see separate report, at T:\LAUCI\2003-2004\Committees, on the "Timely Topics" program presented on 15 June 2004).
  - 4c. The recently appointed Ad Hoc Task Force on Librarian Data Collection has not yet begun its work.
  - 4d. Served as a member of the Ad Hoc Career Recruitment and Outreach Task Force and participated in meetings with staff from the UCI Career Center, on a PhD career information panel hosted by the Career Center, and on a panel for a LAUC-I program on librarianship targeted at UCI Libraries staff and student workers. Report on this task force will be submitted by its chair, Joan Ariel.

6. Recommendations for the Coming Year:
  - a. Complete the implementation of the report on the LAUC-I Archives by developing a records retention schedule for LAUC-I for approval by the Executive Board, and by developing a plan for the transfer of the existing LAUC-I Archives to Special Collections and Archives and for their eventual processing. Re-charge the Ad Hoc Task Force for another year to accomplish this.
  - b. Carry out the work of the recently appointed Ad Hoc Task Force on Librarian Data Collection (hopefully for discussion by the Executive Board in September or October).
  - c. Continue to develop and expand the Career Recruitment and Outreach Program under the leadership of the Immediate Past Chair.
  - d. With \$7,500.00 in funding provided by the Executive Council, plan and implement a fall and a spring “Timely Topics” program through the appointment of an Ad Hoc committee for each.
  
7. Documents Archived on LAUC-I T drive (agendas, minutes, other):
  - T:\LAUCI\2003-2004\0304 Annual Reports
  - T:\LAUCI\2003-2004\Executive Board\Vice-chair (Landis)
  - T:\LAUCI\2003-2004\2003-2004 Meeting Documents\ExecBd Financial Reports
  - T:\LAUCI\2003-2004\2003-2004 Meeting Documents\GenlMtng Financial Reports
  - T:\LAUCI\2003-2004\Committees (Working files)\AdHoc Committees\AdHoc Special Spring Program Planning Committee

Submitted by: Bill Landis

Date: 2004-08-17