

LAUC-I Annual Reports 2004-2005

1. Office/Committee Name: Chair pro tempore, Jan.-Aug., 2004; Vice Chair pro tempore, Oct. 2004-Jan. 2005; Member-at-large, Sept. 2004-Oct. 2004

2. Membership and Terms: 2004/2005, 1 year appointment

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.

LAUC-I Bylaws: Article IV Officers. Section 7. The duties of the Vice Chair 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 2004-2005 Year:

In September of 2004, I was appointed to Member-at-large to fill a vacancy. In October 2004, Bill Landis resigned as LAUC-I Chair to take a position at CDL. This made Judy Ruttenberg the new Chair of LAUC-I. Judy and the LAUC-I Executive Board confirmed me as Vice Chair pro tempore for the remainder of the year.

Judy Ruttenberg resigned as LAUC-I Chair in January of 2004, as she had to go on parental leave and travel to China to bring her adopted daughter Jia Jia home to Irvine (all of which she let me know when she asked me to accept an appointment as Vice Chair pro tempore). Thus, I am became LAUC-I Chair pro tempore. Judy had been an incredible Chair; she put LAUC-I in such great shape; she made my job so easy. Therefore, the LAUC-I Executive Board decided not to fill the position of Vice Chair between then and the installation of new officers following the next election. We did however continue to send three delegates to the Spring Assembly in Santa Barbara.

Those of you who've done your math correctly will have resolved: it is possible in a single year to choose not to run for any LAUC position but end up serving in three. If that's not an incentive to run for office, I don't know what is.

Because of the unusual circumstances outlined above, from January through August of 2005, I performed the duties of Vice Chair and some of the duties of immediate past Chair as well as the duties of Chair.

5. Key Accomplishments (coordinate with charges above):

- Executed charges as delineated above.
- Kept meetings on agenda.
- Reduced length of meetings whenever possible.
- Promptly filled, with the Board's advice, numerous vacancies in LAUC-I offices (including Chair, Vice-Chair, Secretary, Member-at-large) and numerous vacancies on LAUC-I standing committees and in representation on Faculty Senate Committees.
- From January through August of 2005 performed the duties of Chair and
- Provided LAUC and LAUC-I orientation to several newly hired librarians.
- Honored Judy Horn as first Librarian Emeritus.
- Invited library assistants attending library school to LAUC-I Membership meeting with special guest Terry Huwe.
- Invited LAUC Chair, Terry Huwe, to visit Irvine, attend LAUC-I Board meeting, and speak at Membership meeting.

Some LAUC-I highlights for 2004/2005 included:

- The inclusion of all LAUC-I Committee Chairs on the Executive Board was continued.

- Chair and Board established and maintained positive and productive communications with the Library Executive Council.
- *Librarians@UCI* was created.
- Two exciting and valuable Timely Topics programs were presented:
 - ✓ *Top Technologies & Trends and the CDL Metasearch Infrastructure Project* featuring Roy Tennant was held on Monday, April 11, 2005.
 - ✓ *Establishing an Institutional Repository* presented by Susan Gibbons on Friday, August 5, 2005.
- Lunches-with-LAUC-I was continued with numerous interesting and educational sessions:
 - ✓ *Public Speaking Skills* with Manuel Urrizola was held on Nov. 10, 2004.
 - ✓ *Webcast: "Faculty Perspectives on Professional Library Services in an Era of System Wide Planning"* was shown on Dec. 9, 2004.
 - ✓ *Webcast of LAUC Fall Assembly & discussion of issues* was held on Dec. 16, 2004.
 - ✓ *Discussions of ALA Midwinter, etc., and information sent to candidates in their interview packets* was held on Feb. 10, 2005.
 - ✓ *Retention and Job Satisfaction in the UCI Libraries* with Judy Kaufman, David Coffey, Rina Vecchiola, and Manuel Urrizola was held on March 17, 2005.
 - ✓ *LAUC Bylaws Report & Drafts Discussion* led by Kay Collins and Liza Vick was held on May 19, 2005.
 - ✓ *General discussion on recent conferences* was held on August 18, 2005.
- Two highly successful Career Recruitment and Outreach Programs were presented:
 - ✓ *Hot Prospects: Information Careers in the Information Age* was held on Tuesday, Oct. 26, 2004.
 - ✓ *Panel of Library School Students* was presented on Feb. 24, 2005.
- LAUC-I hired a talented student worker who:
 - ✓ assisted Secretary and Chair;
 - ✓ worked on *Librarians@UCI* Web site;
 - ✓ processed LAUC-I paper archives;
 - ✓ assisted librarians with mounting information on *Faculty Profiles*.
- Three LAUC-I delegates attended the fall and spring LAUC Assemblies and reported back to Membership.
- Membership adopted proposal for Librarian Mentor of the Year award.
- Membership discussed many important issues including scholarly communication, strategic directions, mentorship, position papers, etc.
- Elections were held on schedule and with a slate of candidates for all positions.

6. Recommendations for the Coming Year:

- Hire a student worker to process paper archives and assist librarians with Faculty Profiles.
- Urge and assist all librarians to create and maintain faculty profiles.
- Strengthen the academic status and recognition of librarians.
- Shorten LAUC-I Board meetings to 60 or 90 minutes.
- Make Vice Chair permanent coordinator of *Librarians@UCI*.

- Have Program Committee coordinate Timely Topics.
- Have Academic Librarianship Committee coordinate Career Recruitment and Outreach Program.
- Refer new librarians seeking mentorship to Professional Development Committee for guidance.

Submitted by: Manuel Urrizola

Date: August 31, 2005