

**LAUC-I Annual Reports
2007-2008**

1. Office/Committee Name: Vice-Chair/Chair-Elect
2. Membership and Terms: Mitchell Brown
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 2007-2008 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 2007-2008 year for UCI Academic Senate Committee vacancies and for LAUC Committee vacancies.
6. Recommendations for the Coming Year:
 - a. "LAUC-I Representatives on UCI Academic Senate Committees document" is out of date (last updated in 2003) – Since the last update, some committees have been added, deleted, merged, etc. Continue with the charge developed in 2007-2008 and appoint an Ad Hoc committee chair to complete a review against the LAUC-I roster.
 - b. Continue to develop and expand the Career Recruitment and Outreach Program under the leadership of the Immediate Past Chair and Chair, Academic Librarianship Committee..
 - c. With \$7,500.00 in funding provided by the Executive Council, plan and implement a fall and a spring "Timely Topics" program through the Program Committee.
 - d. Updated and fixed all the broken links for Lunch with LAUC programs to LAUC-I website: <http://lauci.lib.uci.edu/>. Entries for 2003-04 to 2007-08.

- Update archive and links to new listserv hosted by campus computer services (NACS) for General Membership listserv (liblauci) and Executive Committee listserv (liblaucieb). The new lists were migrated December 2007.

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

- All 2007-2008 documents are archived on the LAUC-I 2007-2008 T drive folder: <T:\LAUC-I\2007-2008>. Most documents and reports are also archived on the LAUC-I Web site < <http://lauci.lib.uci.edu/0708/0708archive.html>>.
- General membership meeting agendas and minutes: < T:\LAUC-I\2007-2008\0708 General Membership Agenda & Minutes>
- Quarterly & Annual Reports from LAUC-I Standing Committees and the Academic Senate Committees: <T:\LAUC-I\2007-2008\0708 Quarterly & Annual Reports>
- Calendar < T:\LAUC-I\2007-2008\Calendar>
- LAUC-I Standing Committees and the Academic Senate Committees <T:\LAUC-I\2007-2008\Committees>
- Executive Board meeting agendas and minutes < T:\LAUC-I\2007-2008\Executive Board>
- Executive Board with Library Executive Council meetings agendas and minutes <T:\LAUC-I\2007-2008\Executive Board with Executive Council>.
- Transition Meeting <T:\LAUC-I\2007-2008\transition meetings>

Submitted by: __Mitchell Brown__ Date: __2008-12-19__