

LAUC- I
2008 ~ 2009
Executive Board and Committees
Roster, Charges, and Implementation Tasks

Executive Board

Last Updated: 07/01/09 MCB

Chair: Mitchell Brown (IV.5.)

- a. Represent LAUC-I in its communications with the University Librarian and library administration, and the campus administration and community.
- 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 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 staff organizations and/or other staff groups.

Vice-Chair/Chair-Elect: Dana Peterman (IV.6.)

- 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: Lisa Sibert (IV.7.)

- 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 provide public access to a list of the officers and committee members of LAUC-I via the LAUC-I Web site.
- e. Responsible for the maintenance of the LAUC-I Web site 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: Linda Murphy (IV.8.)

- 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: Holly Tomren (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, 08/09.
 - Serve as Liaison between Executive Board and LAUC-I Representatives to UCI Academic Senate Committees.
 - Serve as reporter to LAUC-I Membership on LAUC Assembly attended as representative.
 - Assist the Chair in monitoring the completion of LAUC-I action items.
 - Co-responsibility for LAUC-I Membership Meeting refreshments.

Member-at Large: Lisa Sibert (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, 08/09.
 - 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.
 - Assist the Chair in monitoring the completion of LAUC-I action items.
 - Co-responsibility for LAUC-I Membership Meeting refreshments.

Standing Committees (VII.)

LAUC-I standing committee members are elected for 2-year terms with the exception of the Library Review Committee (LRC) whose terms shall be three years, 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: Katherine Harvey

Katherine Harvey (2009), Keith Powell (2009), Kristin Andrews (2010), Judy Bube (2009)

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

2008-2009 Implementation Tasks:

1. Revise and implement the final version of instruction for Creating a Profile in the UCI Faculty Profile System and on the Career Center's "Career Connections" System.
2. Complete revision of CROP brochure and encourage more librarians to become resource librarians. Add names of librarians who volunteered to be resources librarians. Remove any names of librarians who have left.
3. Continue to promote the mentor program to encourage UCI undergraduates and staff to explore the librarian profession. Activities may include working with the UCI Career Center, participating in campus career fairs, organizing panel discussions, and promote ALA's recruitment web site.
4. Coordinate with Professional Development Committee on updating and maintaining the *Librarians@UCI* website and UCI Librarian profiles in the UCI Faculty Profile System <<http://lauci.lib.uci.edu/recruit/libdir.html>>. Develop trainers to assist librarians in creating faculty profiles.

Professional Development (VII.8.c)

Chair: Kristine Ferry

Kristine Ferry (2009), Brian Williams (2009), Ying Zhang (2009), Michelle Light (2010)

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 (System-wide) "Call for Research Proposals, UC Research Grants for Librarians."
2. Undertake other duties as directed by the LAUC-I Chair and the Executive Board.

2008-2009 Implementation Tasks:

1. Coordinate with Academic Librarianship Committee on updating and maintaining the **Librarians@UCI** website and UCI Librarian profiles in the UCI Faculty Profile System <<http://lauci.lib.uci.edu/recruit/libdir.html>>. Develop trainers to assist librarians in creating faculty profiles.
2. 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.
3. Promote the LAUC-I mentorship program.
4. Proposal to create a UCI Libraries "instance" on UC eScholarship Repository to showcase and facilitate open access to UCI librarians' peer-reviewed research. Coordinate details with AUL Lorelei Tanji is the UC eScholarship Repository liaison for our campus.

Program Committee (VII.8.d)

Chair: **Becky Imamoto and Bob Johnson**

Vicki Grahame (2009), Kathryn Kjaer (2009), Becky Imamoto (2010), Bob Johnson (2010)

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.

2008-2009 Implementation Tasks:

1. Organize and plan for Timely Topics programming.
2. Plan, advertise and implement lunch with LAUC-I discussion.
3. Review and update the "LAUC-I Program Series: Rollover Professional Development Funds" document, last updated 14 January 2004.
4. Archive program notes, presentation on summaries for later use.
5. Work with Aimee Loya to develop complementary programs with Human Resources. She has been helpful in the creation of evaluations for the committee.
6. Work with the Business Office on procedures for submitting professional development and reimbursement forms.

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

Chair: **Dan Tsang**

Dan Tsang (2010), John Novak (2011), John Sisson (2011), Abraham Yu (2009),

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. The LRC reviews non-confidential matters regarding librarian review processes and advises the LAUC-I Executive Board and general membership on these matters. The committee shall submit an annual

report to the LAUC-I membership and the report shall include a statistical analysis of the review actions.

2008-2009 Implementation Tasks:

1. Encourage more staff to not only attend interview sessions, but to also take the time to submit comments on the applicants. Staff comments are valuable and are appreciated. The LAUC-I EB proposed that at one LAUC-I General Membership meeting each year the LRC lead a discussion of value of comments submitted about interview candidates.
2. Document the mundane procedures that were not appropriate for inclusion in the APM documents. In consultation with the LAUC-I EB and LHR update and edit committee procedures as needed.
3. Along with Library Human Resources demonstrate at a LAUC-I General membership Meeting how the electronic review files system is used by LRC.

Nominating-Elections Committee ((VII.9.b)

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: Linda Murphy (2009)
Other members to be determined.

2008-2009 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: 08/09 LAUC-I Representatives

LAUC Systemwide Committees			
Committee	LAUC-I Representative	Term Length & Completion	Contact Information
Committee on Diversity	Becky Imamoto	09/2009	rimamoto@uci.edu (949) 824-2639
Committee on Professional Governance	Michelle Light	09/2009	michelle.light@uci.edu (949) 824-7193
Committee on Research and Professional Development	Brian Williams	09/2009	bwilliams@uci.edu (949) 824-0473
Shared Libraries Facilities Board	Wanda Pittman Jayazyeri	2yr/2010	wpjaz@uci.edu (949) 824-4982

LAUC-I Representation on Academic Senate Committees

Committee/Council	LAUC-I Representative	Term Length & Completion
Councils		
Educational Policy (CEP)	Cathy Palmer cpalmer@uci.edu	3yr/2010
Faculty Welfare	Carole Mc Ewan cmcewan@uci.edu	2yr/2010
Graduate Affairs	Lorelei Tanji ltanji@uci.edu	3yr/2009
Planning and Budget	Julia Gelfand jgelfand@uci.edu	3yr/2009
Research, Computing and Library Resources	Carol Ann Hughes hughes@uci.edu	3yr/2009
Student Experience (CSE)	Robert Johnson robjertj@uci.edu	3yr/2010
Committees		
Privilege and Tenure	Kristine Ferry kferry@uci.edu	3yr/2010
Boards/Subcommittees of CEP		
Subcommittee on Courses	Sheila Smyth smyths@uci.edu	2yr/2009
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Boards/Subcommittees of CSE		
Undergraduate Admissions & Relations with Schools	Cynthia Johnson cynthiaj@uci.edu	3yr/2009
Undergraduate Scholarships, Honors & Financial Aid	Judy Bube jlbube@uci.edu	2yr/2009
Special Committees		
Senate Parking Oversight (Committee may not be continuing)		

last updated: October 20, 2008