

**LAUC- I**  
**2010 ~ 2011**  
**Executive Board and Committees**  
**Roster, Charges, and Implementation Tasks**

Executive Board

Last Updated: November 16, 2010

**Chair: Kristine Ferry (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 1<sup>st</sup>.
- 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: Pauline Manaka (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: Tony Lin (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. Perform other duties as assigned by the Chair.

**Immediate Past-Chair: Dana Peterman (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: Julia Gelfand (V.2.d.)**

- a. Serve as member of the Executive Board.
- b. Serve as Liaison to LAUC-I Representatives to UCI Academic Senate Committees, as LAUC-I Membership Liaison, and/or assist the LAUC-I Chair in monitoring the completion of LAUC-I action items.
- c. Perform other duties as assigned by the Chair, 10/11.
  - Serve as Membership Liaison to LAUC-I to identify issues, encourage/promote participation.
  - Co-responsibility for LAUC-I Membership Meeting refreshments.
  - Co-conduct a LAUC Organization Census.

**Member-at Large: Jeffra Bussmann (V.2.d.)**

- a. Serve as member of the Executive Board.
- b. Serve as Divisional representative to the LAUC Assembly
- c. Serve as Liaison to LAUC-I Representatives to UCI Academic Senate Committees, as LAUC-I Membership Liaison, and/or assist the LAUC-I Chair in monitoring the completion of LAUC-I action items.
- d. Perform other duties as assigned by the Chair, 10/11.
  - 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.
  - Co-responsibility for LAUC-I Membership Meeting refreshments.
  - Co-conduct a LAUC Organization Census.

**Web Manager: Jeffra Bussmann**

- a. Non-voting member of the LAUC-I Executive Board.
- b. Responsible for the maintenance of the LAUC-I Web site and LAUC-I records with the assistance of other assigned persons, as necessary.

- c. Solicit feedback from the LAUC-I Executive Board and the LAUC-I General Membership as appropriate.
- d. Perform other duties as assigned by the Chair, 10/11.
  - Act as project manager for the new LAUC-I web site project.

<b>Standing Committees (VII.)</b>
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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: Cynthia Johnson**

Cynthia Johnson (2011), Danielle Kane (2012), Lisa Sibert (2011), Christina Woo (2012)

**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.

**2010-2011 Implementation Tasks:**

1. Continue to work with Library School Interest Group.
2. Create and distribute a survey on Distinguished Step options to LAUC-I membership. Analyze results and share at a General Membership meeting.
3. Examine the feasibility of a more organized mentoring program including conducting an environmental scan of mentee and mentor needs and making a recommendation regarding a mentoring program and how it would interact with other committees and library structures such as Human Resources.
4. In coordination with the Web Manager, determine what committee documents and information should live on the new web site, wiki and T: drive.

**Research and Professional Development (VII.8.c)**

**Co-Chairs: Virginia Allison and Holly Tomren**

Kristin Andrews (2012), Virginia Allison (2011), Sheila Smyth (2012), Holly Tomren (2011)

**Charge:** The Committee on Professional Development shall monitor and provide leadership on ongoing professional development and mentoring opportunities for LAUC-I members. They will coordinate LAUC-I activities associated with the LAUC (System-wide) "Call for Research Proposals, UC Research Grants for

Librarians." and actively seek out past UCI librarian publications eligible for UC eScholarship Repository instance and assist librarians interested in using the Repository. They will also undertake other duties as directed by the LAUC-I Chair and the Executive Board.

**2010-2011 Implementation Tasks:**

1. Make available various deadlines for poster and presentation submissions of key conferences and workshops as well as grant deadlines in one central location. For example, ALA, MLA, SLA, ACRL.
2. Explore and promote the various non-travel options for professional development, including virtual conferencing, local opportunities, writing clubs and the like.
3. Explore feasibility of a research writing club for interested librarians including promoting free resources for those who want to do research and writing.
4. Offer peer-reviewing sessions, either one-on-one or with committee members as an audience for presentations and publications. Provide constructive feedback.
5. In coordination with the Web Manager, determine what committee documents and information should live on the new web site, wiki and T: drive.
6. Create timeline for LAUC systemwide grants.

**Program Committee (VII.8.d)**

**Co-Chairs: Kathryn Kjaer and Carole McEwan**

Kathryn Kjaer (2012), Carole McEwan (2011), Cathy Palmer (2012), Yvonne Wilson (2011)

**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.

**2010-2011 Implementation Tasks:**

1. Organize and plan for Timely Topics programming.
2. Plan, advertise and implement lunch with LAUC-I discussion.
3. Archive program notes, presentation on summaries for later use.
4. Plan and submit budget to Deborah Stansbury Sunday, Associate University Librarian for Administrative Services for approval prior to committing to a program that costs.
5. In coordination with the Web Manager, determine what committee documents and information should live on the new web site, wiki and T: drive.

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

**Chair: John Sisson**

John Novak (2011), Keith Powell (2012), John Sisson (2011), Ying Zhang (2013)

**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.

**2010-2011 Implementation Tasks:**

1. LRC continue working with LHR to investigate the use of the My Data software as a means of making electronic versions of academic review files available for LRC use.
2. Work with Review Initiators submit the completed dossiers to LHR as early as possible (prior to any deadline) so that LRC can review the files promptly.
3. Work with LHR to revise procedures to include Law Dean in the process for appointments and academic reviews.
4. In coordination with the Web Manager, determine what committee documents and information should live on the new web site, wiki and T: drive.

## **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: Dana Peterman (2011)**

Other members to be determined.

**2010-2011 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.