

**LAUC- I**  
**2011 ~ 2012**  
**Executive Board and Committees**  
**Roster, Charges, and Implementation Tasks**

Executive Board

Last Updated: October 3, 2011

**LAUC – Irvine Chair (IV.5.)**

2011-2012: LAUC- I Chair: Pauline D. Manaka

- a. 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.
- b. Represent LAUC-I in its communications with the University Librarian and library administration, and the campus administration.
- c. Determine the will of the membership and act in accordance with that will.
- d. Expedite LAUC-I business according to the membership's interest.
- e. Bring to LAUC-I's attention to matters of their concern/requiring their response
- f. Report to the membership regularly.
- g. Preside over meetings of the membership and of the Executive Board.
- h. Create ad hoc committees upon the advice and consent of the Executive Board.
- i. Provide annual charges to the LAUC-I standing committees by October 1<sup>st</sup>.
- j. Timely prepares and distributes agendas and minutes 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. Participate in a non-voting capacity in the deliberations of any committee, except for 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.
- m. 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).
- n. Serve as a delegate to the statewide Assembly of LAUC.
- o. Designate alternate delegates to the LAUC Assemblies from the LAUC-I Executive Board in the event that the regular delegates cannot attend.
- p. Prepare an annual report of the activities of LAUC-I to be presented to the members prior to 31 August each year.
- q. Serve as liaison with the library staff organizations and/or other staff groups.
- r. Provide annual supplemental charges by October 1<sup>st</sup> of the year.

**2011-2012 Implementation Tasks**

- a. Hire a LAUC-I students to assist with interpreting at LAUC-I meetings for the vice chair
- b. Work closely with the web master to ensure that content of the LAUC-I website is up to date, accurate and representative of LAUC-I developments.
- c. Embark on a two-year project to finalize the process/path to archive all LAUC-I past years' documents
- d. Embark on the one year project to revise LAUC-I bylaws to match the System wide as best as possible.
- e. Follow all LAUC Executive Board requests as designated
- f. Attend the LAUC-I management Forum as requested and report to LAUC I membership as appropriate.
- g. Serve as liaison to the library employee organization and/or other staff groups
- h. Together with vice chair, meet 3X with UL
- i. Meet with Management Forum monthly

#### **LAUC- Irvine Vice-Chair/Chair-Elect (IV.6.)**

2011-2012 Vice Chair: **Kristin Andrews**

- a. Serve as a member of the LAUC-I Executive Board.
- b. Conduct the fiscal affairs of LAUC-I in coordination with the Libraries' Business Office.
- c. Submit regular financial reports to the Executive Board and the General Membership.
- d. Assume the duties of the Chair of LAUC-I in the Chair's absence or incapacity.
- e. Serve as a delegate to the statewide Assembly of LAUC.
- f. Perform other duties as assigned by the Chair.

#### **LAUC- Irvine Secretary (IV.7.)**

2011-2012 Secretary : **Carole McEwan**

- a. Responsible for the preparation and revision and distribution of minutes of all meetings, i.e. the LAUC-I Executive Board and the General Membership meetings; the distribution of the latter to the membership.
- b. Serve as a member of the LAUC-I Executive Board.
- c. Make sure meetings are run according to protocol..
- d. 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).
- e. Compile and provide public access to a list of the officers and committee members of LAUC-I via the LAUC-I Web site.
- f. Perform other duties as assigned by the Chair.

#### **2011-2012 Implementation Tasks**

- a. Embark on a two-year project to finalize the process/path to archive all LAUC-I past years' documents
- b. In order to expedite the archiving of LAUC- I documents, take a leadership role to assist the chair and executive board as requested, to implement tasks that are specific to these assignments

**LAUC- Irvine Web Master/Mistress:**

2010-2012: **Jeffra Bussmann**

Responsible for the maintenance of the LAUC-I Web site and LAUC-I records with the assistance of other assigned persons, as necessary.

- a. Compile and provide public access to a list of the officers and committee members of LAUC-I via the LAUC-I Web site.
- b. Update the website on a regular basis
- c. Perform other duties as assigned by the Chair.

**2011-2012 Implementation Tasks**

- a. Work with the executive Board to address any areas of the website that require attention because of duplication of information with the dekiwiki or the T:/drive
- b. Work with LAUC-I student employee as requested according to LAUC-I web related/archiving project.
- c. Work with executive board and LAUC-I chair as requested to implement task that are specific to 2011-2012 assignments.

**LAUC – I Member –at- Large (V.2.d.)**

2011-2012: **Yvonne Wilson**

- a. Serve as member of the Executive Board.
- b. Serve as Divisional representative to the LAUC Assemblies (alternating attendance between Spring and Fall Assemblies.)
- 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. Serve as Membership Liaison to LAUC-I to identify issues of significance, encourage and/or promote participation.
- e. Responsibility for LAUC-I Membership Meeting refreshments.
- f. Perform other duties as assigned by the Chair and/or executive board

**LAUC – I Immediate LAUC –I Past Chair (IV.8.)**

2011-2012: **Kristine Ferry**

- a. Serve as member of the LAUC-I Executive Board

- b. Serves as Chair of the Nominating-Elections Committee.
- c. Provide orientation to new members of LAUC-I with regard to the History of LAUC and LAUC –Irvine

**2011-2012 Implementation Tasks**

- a. Working with a committee, update LAUC-I bylaws to match LAUC’s as determined by the LAUC Executive Board
- b. Perform other duties as assigned by the Chair and/or executive board

<b>LAUC – Irvine Standing Committees (VII.)</b>
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LAUC-I standing committee members are normally elected for 2-year terms with the exception of the Library Review Committee (LRC) and the Nominating Committee (NC). The LRC’s members shall serve a term of 3 years; and the NC shall serve only one year, all commencing on September 1 each election year.

Standing Committee charges are included in the LAUC-I Bylaws. Supplemental implementation charges are tasks assigned by the LAUC-I in collaboration with the Executive Board. A special supplemental committee may be appointed during some years, in order to take care of some assigned task(s).

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

2011-2012 Chair: Keith Powell (2012)  
 2011-2012 Library Review Committee Members:  
 Keith Powell (2012); Ying Zhang (2013); Brian Williams (2014);  
 Danielle Kane (2014)

- a. 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.
- b. The LRC reviews non-confidential matters regarding librarian review processes and advises the LAUC-I Executive Board and general membership on these matters.
- c. The committee shall submit an annual report to the LAUC-I membership and the report shall include a statistical analysis of the review actions.

**2011-2012 Implementation Tasks**

- a. Work with the Archiving team to gather and ensure that information that LAUC-I plans to have archived is correct and follows LAUC guidelines and/or bylaws.
- b. Collaborate with LAUC on the discussion of issues related to steps 5 and 6 at the on the librarian level; to ensure that UCI practice is the general practice.

- c. Other requests as submitted by the executive board.

**LAUC-I Nominating – Elections Committee (VII.9.b)**

2011-2012 Chair: Kristine Ferry (2012)  
2011-2012 Nominating Committee Members:  
Michelle Light (2012) and  
Lisa MacKinder (2012).

LAUC-I past chair serves as chair of the nominating committee.  
Appointments to the Nominating-Elections Committee are for a 1-year term, commencing September 1 of that year.

- a. Conduct all regular and supplemental elections
- b. Review LAUC-I bylaws as directed by the Executive Board locally and from system wide LAUC
- c. Actively foster and support representation and nominations all for LAUC-I and LAUC system wide elections, as well as including representatives to UCI Academic Senate committees.

**2011-2012 Implementation Tasks:**

- a. Based upon CPG’s direction, conduct a review of UC Irvine LAUC bylaws, to determine compatibility with those of LAUC system wide.
- b. Revise UCI bylaws if necessary as determined by the LAUC-I executive Board and the Nominating committee.

**Research & Professional Development Committee (VII.8.c)**

2011-2012 Chair: Sheila Smyth  
2011-2012 Professional Development Committee Members:  
Christina Woo (2013)  
Wanda Jazayeri(2013)  
Julia Gelfand (2012)

The Committee on Professional Development shall

- a. Monitor and provide leadership on ongoing professional development and mentoring opportunities for LAUC-I members.
- b. Coordinate LAUC-I activities associated with the LAUC (System-wide)
  - 1. "Call for Research Proposals, UC Research Grants for Librarians."
  - 2. Follow the calendar of projects as provided
  - 3. Read proposals as requested; and assist to make sure that the calendar is met at UCI
- c. Undertake other duties as directed by the LAUC-I Chair and the Executive Board.

**2011-2012 Implementation Tasks:**

- a. Work with LAUC –I to ensure that membership are aware of the many professional opportunities available to them for conference poster/presentation submissions workshops and/or grant writing, particularly the deadlines.
- b. Work with LAUC system wide to explore themes concerning “the new UC librarian” and ways to research promote projects locally.
- c. Help with the LAUC Irvine project to archive its collections as deeply as possible.
- d. Lead the participation in system wide discussions as requested by the LAUC-I Board and chair.
- e. Perform other duties as assigned.

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

2011-2012 Co-Chair: Cathy Palmer,  
 2011-2012 Co-Chair: Kathryn Kjaer,  
 2011-2012 LAUC-I Program Committee Members:  
 Virginia Allison (2013)  
 John Sisson (2013)  
 Cathy Palmer (2012)  
 Kathryn Kjaer (2012)

The Program Committee shall

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

**2011-2012 Implementation Tasks**

- a. Organize and plan for Timely Topics of Lunch with LAUC-I discussion to allow entire library participation. Plan this in collaboration with library-wide groups/programming.
- b. Plan, advertise and implement.
- c. Work with the archiving project to ensure that the correct notes/ program information is being preserved for future access.
- d. Plan and submit program budgeting to Kevin Ruminson’s office of the Associate University Librarian for Administrative Services for approval ahead of time.

**LAUC Systemwide Committees:  
 2011/2012 LAUC-I Representatives**

<b>LAUC Systemwide Committees</b>		
<b>Committee</b>	<b>LAUC-I Representative</b>	<b>Term Length &amp; Completion</b>
Committee on Diversity	Christina Woo	09/2012

Committee on Professional Governance	Dana Peterman	09/2013
Committee on Research and Professional Development	Julia Gelfand	09/2012

**LAUC-I Representation on UC Collection Development Committee** (CDC)

Rebecca (Becky) Imamoto

**LAUC-I Representation on UC SLASIAC**

**Representatives on UC Irvine Academic Senate Committees:  
2011/2012 LAUC-I Representatives**

<b>Committee/Council</b>	<b>LAUC-I Representative</b>	<b>Term Length &amp; Completion</b>
<b>Councils</b>		
Educational Policy (CEP)	<a href="mailto:kandrews@uci.edu">Kristin Andrews</a> kandrews@uci.edu	3yr/2013
Faculty Welfare (CFW)	<a href="mailto:lmurphy@uci.edu">Linda Murphy</a> lmurphy@uci.edu	3yr/2013
Graduate Council (GC)	<a href="mailto:ltanji@uci.edu">Lorelei Tanji</a> ltanji@uci.edu	3yr/2012
Planning and Budget (CPB)	<a href="mailto:jgelfand@uci.edu">Julia Gelfand</a> jgelfand@uci.edu	3yr/2012
Research, Computing and Libraries (CORCL)	<a href="mailto:hughes@uci.edu">Carol Ann Hughes</a> hughes@uci.edu	3yr/2012
Student Experience (CSE)	<a href="mailto:lallison@uci.edu">Virginia Allison</a> lallison@uci.edu	3yr/2013
Undergraduate Admissions & Relations with Schools (CUARS)	<a href="mailto:jeffra.bussmann@uci.edu">Jeffra Bussmann</a> jeffra.bussmann@uci.edu	3yr/2012
<b>Committees</b>		
Privilege and Tenure (CPT)	<a href="mailto:jshoemaker@uci.edu">Joy Shoemaker</a> jshoemaker@uci.edu	3yr/2013
<b>Boards/Subcommittees of CEP</b>		
Subcommittee on Courses (SCOC)	<a href="mailto:yingz@uci.edu">Ying Zhang</a> yingz@uci.edu	3yr/2013
<b>Boards/Subcommittees of CSE</b>		

[Undergraduate Scholarships, Honors & Financial Aid \(BUSHFA\)](#)

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3yr/2013