

**LAUC Committee on Diversity
Librarians Association of the University of California**

TO: Sylvia Curtis and Theresa Salazar

FR: Terence K. Huwe, LAUC President

RE: 2004/2005 Charge, LAUC Committee on Diversity

I am delighted to appoint you to serve as Chair of the LAUC Committee on Diversity, for a term commencing October 1, 2004, and ending September 30, 2005.

Administrative Structure

Please note that LAUC committees fall under LAUC Executive Board purview. The LAUC President sets overall priorities for committee work by means of the Committee's charge. The primary duty of each LAUC committee is to fulfill the charge given to it by the LAUC President. Once the Committee's charge has been fulfilled, the Committee may address other issues, with the approval of the LAUC President. However, I would appreciate your communicating to me any issues of concern at any time throughout the year.

Committee Background and Significance

LAUC is proud of its diversity and especially proud of the work of this Committee to highlight, celebrate, and expand our diversity. As members of this Committee, you have a significant responsibility. You need to continue to define and describe the benefits of a diverse community from the point of view of LAUC, by building on the past work of this Committee.

General Charge

For 2004/2005, the Committee is charged with fulfilling its standing charge, as stated in the LAUC Bylaws, Article VIII. Section 1.j.5:

- Advise the President and the Executive Board, and serve as a resource for other committees and LAUC Divisions on issues and initiatives concerning diversity in University libraries.
- Consider and develop recommendations and implementation strategies on matters and initiatives of diversity in University libraries.
- Address other subjects at the request of the President on matters and initiatives of diversity in University libraries.

Special Charge for 2004-2005

Please address the following related tasks as well:

- Systematically review the Committee's web site.
- Continue to add to and update links related to committee and campus activities.

On diversity-related issues:

- Continue to enlist campus committee members in the identification and addition of relevant links to the Committee's Resources on Diversity database
- Continue identifying diversity issues and initiatives related to the UC system, and investigating and publicizing various ways that UC libraries and LAUC members can lend support to these initiatives
- Continue to expand your work to include diversity-related issues beyond recruitment and retention.

Now that the LAUC diversity listserv has been established, publicize and develop its potential as a voluntary vehicle for all UC library employees for discussion, current awareness, announcement of relevant workshops and opportunities, etc., in the area of diversity.

Committee Membership

The LAUC Bylaws call for the members of each standing committee to be appointed by the LAUC President to serve two-year staggered terms. The Bylaws require that Divisions be divided alphabetically into two groups, with each group nominating committee members every other year.

This year, terms of committee members from Irvine, San Francisco, Santa Barbara and Santa Cruz end in 2006. Terms of continuing members from Berkeley, Davis, Los Angeles, Riverside and San Diego expire in 2005. Once all committee appointments have been made, I will send a copy of this message to each committee member. The evolving roster is posted on the LAUC Web site at <http://www.ucop.edu/lauc> and is also under the committee Web site at <http://www.ucop.edu/lauc/pg/index.html> where this charge will eventually be posted, along with committee reports and documents.

Committee Work and Meetings

In order to work within the LAUC budget for the coming year, and due to the special need of other working groups to travel on LAUC business, I specifically request that you plan to conduct your work via conference call. If you believe that one in-person meeting is essential, please formulate a plan and budget request justifying the need for the meeting, as soon as possible. It is my belief that committee business can be conducted via conference call(s), or through the use of other sorts of technology, such as chat, as we have discussed.

Committee Expenses

I will send you a document on LAUC reimbursement procedures; please forward it to your committee members. Different Divisions may handle transactions differently, so they will need to check with their local accounting officers to find out how their Division handles charges to the LAUC account.

Reporting Guidelines

Important: Please note that you will need to send any draft surveys of the LAUC membership to the Executive Board for approval prior to posting.

Your investigations may result in issues that may need to be brought up by the Executive Board for consideration of some sort. Your investigations may result in recommendations for LAUC action of some sort. The Committee may submit recommendations to the LAUC Executive Board for review at any of the scheduled Executive Board meetings.

The Committee is requested to make a brief progress report to the LAUC President by February 15, 2005. The Committee will need to submit a progress report by April 15th, 2005, and present this report at the 2005 Spring Assembly, to be held at UC Santa Barbara. The Committee will also need to submit a final report by September 15, 2005, and present its final report at the 2005 Fall Assembly. LAUC Committee and LAUC Representative Interim and Final Reports should be submitted using the following format, with each section labeled:

SUBJECT LINE: [Committee Name] Report

BODY OF MESSAGE:

TO: LAUC President

FR: [Committee Name]

RE: [Year (e.g., 2004/2005)] [Report Name (e.g., Final Report)]

Committee Charge:

Summary of Action Items:

Body of Report with Discussion and Recommendations [formatted as motions, in keeping with Sturgis]

Names of Committee Members

Attachments (if any)

Thank you for your service to LAUC and your colleagues. We all very much appreciate your efforts on our behalf. Please feel free to contact me if you have questions or concerns about this message.