

LAUC Web Manager Report

TO: Diane Mizrachi, LAUC President
FR: Julie Lefevre, LAUC Web Manager
RE: 2015-16 Report, March 2016

LAUC Website & Web Manager Background

The LAUC website (lauc.ucop.edu) is the primary mode of communication about LAUC's activities and policies. The site includes news announcements, event information, minutes, committee rosters, and other resources. It is the main public face of the organization, and the primary source of current and archival information on policies, committee work, and member research.

The LAUC web manager is an appointed two-year position that rotates among librarians at different UC campuses. The web manager duties are the following:

- add and update content, including:
 - featured content
 - 'Meet our Members' profiles and photos
 - committee rosters
 - division rosters
 - events (meetings, assemblies, deadlines)
 - grant recipients table
 - revisions to other static pages
- monitor the site's technical functionality and troubleshoot problems
- manage technical support contract with web developer Five Paths
- oversee the overall design, navigation and functionality of the site
- manage user accounts and training for additional site users

I am in the third year of my appointment, having agreed to serve an additional year to facilitate the transition to the newly redesigned website, which launched in August 2015.

Summary of Action Items

- Met with Lia Friedman, Chair of Diversity Committee, via telephone to discuss workflow and updates for Meet our Members section. Implemented the committee's suggestion to add a link to the submission form on the Meet our Members page as a way to make the submission process easier and more visible.

- Met with the Web Content Committee (WCC) in person at UC Berkeley for initial discussions of the WCC's charge. Provided background and answered questions about the new site design and architecture to help the committee make informed suggestions for enhancements.
- After the WCC had made their initial report to the Executive Board, I met with the chair of the WCC, Cody Hennesy, at UC Berkeley to discuss in more detail the committee's suggestions and next steps.
- Updated the Grant Recipients Table with 70 End of Funding Reports and twelve proposals.
- Made regular and timely updates to the site for meeting minutes, agendas, featured content, deadlines, Meet our Member profiles, and roster changes.

Future Actions

- Act on WCC's proposed enhancements:
 - Review WCC's suggestions to determine which website enhancements can be done by me, and which should be outsourced to our web development firm, Five Paths.
 - Submit a request for bid and timeline from Five Paths.
 - Present Executive Board with plan for implementation, including costs and timeline.
- In light of changes to the website architecture and hosting environment, review and update the LAUC Website Policies and submit to the Executive Board for review.
- Finish writing the LAUC Website Manual, which includes content guidelines and technical details about the site.
- Meet with incoming Web Administrator to train him on managing both the technical and content updates for the site.