Library Senate Executive Board  
Meeting Minutes  
September 10, 2013, Hamilton Library, Yap Room

Present: Jan Sung (Chair), Susan Johnson (Vice-Chair), Eleanor Kleiber (recording), Sharon Ouchi (LPC), Carolyn Dennison (Elections), David Flynn (MFS), Monica Ghosh (UHPA)

Convened at: 10:35 a.m.

1. Approval of Minutes  
   a. The minutes of the July 9, 2013 LSEB meeting were approved.
   b. The minutes of the August 13, 2013 LSEB meeting were approved as amended.
   c. The minutes of the September 4, 2013 emergency LSEB meeting were approved.

2. Reports  
   a. Chair  
      i. J. Sung has confirmed that according to the Library Senate by-laws, LSEB officers cannot serve on the MFS. Therefore before September 16, 2013, the MFS executive committee will send out an email to library faculty seeking nominations to the MFS.
      ii. M. Ghosh requested a clarification about UHPA representation on LSEB. D. Flynn clarified that according to the bylaws, the UHPA representative is an ex-officio member of the LSEB, and that they have full voting rights. However, the Chair needs to appoint the UHPA chair as a member of LSEB.
      iii. ACTION: Chair verbally appointed M. Ghosh as ex-officio member of LSEB and will follow up with an official email.
   b. Vice-Chair – no report
   c. Secretary  
      i. E. Kleiber anticipates being unable to complete her full term as Secretary of the Library Senate. She requested a special election be scheduled for February 2014 so that she can train her replacement.
   d. LPC  
      i. S. Ouchi reports that there are a total of 7 applications being reviewed by LPC this year (3 tenure, 3 promotion, and 1 contract renewal).
      ii. This year only, applicants may choose to use either the 2008, or the 2013 versions of the LPC Policies & Procedures. This choice is made possible by the Memorandum of Agreement on Departmental Personnel Procedures for Library Services, signed by Reed Dasenbrock, Vice Chancellor for Academic Affairs, and James Kardash, Associate Executive Director, UHPA.
      iii. The main difference between the 2008 and 2013 versions of the LPC Policies & Procedures is that if a candidate should select to use the 2013 version, the LPC will not solicit wide-ranging evaluations.
      iv. S. Ouchi, as LPC Chair, will be reviewing the 5 year periodic evaluations of 3 Department Chairs.
   e. Elections – no report
   f. MFS
i. There is an MFS meeting next week. No business is anticipated, only reporting

ii. D. Flynn will serve on the Committee of Student Affairs

g. UHPA

i. The UHPA faculty representatives meeting is scheduled for Saturday, October 19, 2013, from 8:30am-12pm at the Ala Moana Hotel.

ii. The deadline for submitting applications for supplemental insurance* with Royal State is today, September 10. As of today, the group has not met the minimum 15% participation to waive the Statement of Health Form Requirement. There is no deadline to submit the form for naming beneficiaries, but the sooner it is on file the better.

3. Old Business

a. Update on Working Group on Strategic Planning

i. A final report of the Working Group has been sent to Administration

ii. ACTION: J. Sung will ask the Working Group if they have completed their work. If they have, J. Sung will send out thank-you letters to the committee members for their service.

b. Update on travel policy committee

i. Administration has made a decision on this policy.

ii. It was determined that since this was not a Library Senate committee, no further Senate action is required.

4. New Business

a. Vacancy Planning and Prioritization process

i. ACTION: this item will be added on the agenda for the September 17, 2013 Library Senate meeting.

Meeting Adjourned at: 11:40 a.m.

Next Meeting: October 8, 2013, Yap Room