Library Senate Executive Board
Meeting Minutes
April 8, 2014, Hamilton Library, Yap Room

Present: Jan Sung (Chair), Susan Johnson (Vice-Chair), Asako Shiba (recording), David Flynn (MFS), Monica Ghosh (UHPA)

Absent: Carolyn Dennison (Elections)

Convened at: 10:35 a.m

1. Approval of Minutes
   a. The minutes of the March 11, 2014 LSEB meeting were approved after corrections.

2. Reports
   a. Chair – Sung
      i. Attended the last ACCFSC meeting, in which the presidential search and BOR Policy on Research were discussed. The effects of the both issues on the library faculty would be minimum.
   b. Vice-Chair – Johnson – no report
   c. Secretary – Shiba
      i. Has been working on membership management to keep the list up to date, including listservs and web site updates.
   d. Elections – Dennison
      i. No report from Dennison (absent)
      ii. According to the Elections Committee Policies and Procedures, nominating elections for a Vice-Chair and Secretary need to be conducted by June 22, and Election Committee members by May 1.
      iii. Sung will remind Dennison of the upcoming elections.
   e. MFS – Flynn
      i. Attended the March 19 MFS meeting. One important decision was the approval of resolution on the proposal for two new degree programs.
      ii. Plans to attend the next MFS meeting, which agenda includes resolution for periodic review of faculty and resolution for proposed parking rates.
   f. UHPA – Ghosh
      i. Was able to attend the March 14 faculty leadership series session. UHPA members should have received two ballots for Board representatives from Manoa - one for three-year term and the other for a special election for two-year term. The deadline to cast ballots is April 16. Encourages everyone to vote.
      ii. Another UHPA representative from the Library will be needed, in order to replace Rutter who does not intend to continue to serve after her current term ends. Ghosh is willing to continue. LSEB members were asked to let Ghosh know of any faculty, particularly junior faculty, who show an interest to serve as a representative.

3. Old Business
a. Guidelines for Internal Transfers of Faculty
   i. The guidelines dated Feb. 14 contain an incorrect statement “the Library Administration has drafted these guidelines with the Library Faculty Senate.” The two volunteer faculty members who were consulted by the Administration in drafting the guidelines were not representatives of the Library Senate.
   ii. The BOR policy section referred in the guidelines should read §1-10.b instead of §1-6.b. Besides the incorrect section number, the guidelines also seem to misinterpret the BOR policy section that states “It is the policy of the University to maintain and strengthen organized and systematic involvement by faculty in academic decision-making and policy development.” Since the issue of faculty transfers is a personnel matter – not a matter related to “academic decision-making and policy development” – it is not appropriate for the guidelines to note that the Administration worked on the guidelines with the Library Senate to be consistent with the BOR policy.
   iii. Sung will draft an email sent to Sinclair suggesting the revisions mentioned above.

4. New Business – none

Meeting Adjourned at: 11:12 a.m.

Next Meeting: May 13, 2014, 10:30 am, Yap Room