Library Senate Executive Board  
Meeting Minutes  
August 4, 2015

Present: Amy Carlson, Mike Chopey, Carolyn Dennison, David Flynn, Ted Kwok, Dore Minatodani, Asako Shiba

Call to order: 10:32 am

1. Approval of Minutes
   Approved the minutes for LSEB’s July 7, 2015 meeting.

2. Reports
   b. Vice-Chair – A. Carlson: No report.
   c. Secretary – C. Dennison: The secretary’s handbook has been updated for the incoming secretary.
   d. Elections Committee – A. Shiba: Dainan Skeem has been elected to serve as secretary.
   e. MFS – D. Flynn / D. Minatodani: Flynn has been appointed to the Committee on Athletics. Minatodani’s committee appointment has not been made final.
   f. UHPA – M. Chopey: Christian Fern has been named to be an associate executive director.

3. Unfinished Business
   a. Department Head Appointment Process
      Chopey sent a request to UHPA asking them to clarify its advice to the Office of the Vice Chancellor of Academic Affairs regarding the process of appointing department chairs. Chopey forwarded UHPA’s response to LSEB members. In the response, Kristeen Hanselman, associate executive director, indicated what UHPA would like to see happen, but the response does not indicate that the University Librarian MUST issue a call for volunteers when a department does NOT have a librarian ranked 4 or 5 who is willing to serve as department head.

      LSEB also identified an executive policy related to this issue,

      Executive Policy (EP) 5.219, Department Chairs, Special Program Directors and Chairs of Academic Subdivisions, and Cooperating Teachers/Counselors and Observation/Participation Teachers
      https://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=5&policyNumber=219
Section III. B. 1. e.
"If no one in these ranks is available, a member of a lower rank, or some appropriate person elsewhere in the College, is appointed as acting chair."

LSEB discussed the next steps that LSEB and the Library Senate may want to take concerning this issue.

**Action Items**

i. Chopey will forward his request to UHPA for clarification and the response that UHPA sent to libsen-l.

ii. Kwok will send out a message to libsen-l that LSEB is drafting a memo in preparation for this month’s Library Senate meeting. Kwok will include a link to the executive policy.

iii. LSEB Advisory Memo to UL

1) LSEB will draft of an advisory memo from LSEB to the University Librarian regarding the need to send out a call for volunteers to serve as department heads when a department does NOT have a librarian with a rank of IV or V who is willing to serve as department head.

2) LSEB will put this memo on the agenda for the next Library Senate meeting, for the Senate’s approval.

3) The memo will be sent to the Library Senate as part of the announcement for the Senate’s meeting on August 18, 2015. The meeting announcement will also include Chopey’s message to libsen-l and a link to the executive policy. The announcement will be sent to the Senate by August 11, 2015.

4. **New Business**

   No new business items were presented for discussion.

5. **Next Library Senate Meeting**

   The Library Senate will meet on August 18, 2015 (10:30 am, Yap Room). In addition to reports from LSEB members, the agenda will have a motion to endorse an advisory memo from LSEB to the UL about the process of appointing department heads

**Adjourned at:** 11:23 am.

**Next LSEB meeting:** September 1, 2015 at 10:30 am in the Yap Room