Library Senate Executive Board

Meeting Minutes
12 February 2013, Hamilton Library Room 027

Present: Sara Rutter, Gwen Sinclair, David Flynn, Lori Ann Saeki, Jan Sung, Naomi Chow (recording), Dore Minatodani, Stu Dawrs

Convened: 10:30 a.m.

1. Approval of minutes
   The minutes of January 8, 2012 meeting were approved with corrections.

2. Reports:
   Chair [Dawrs]
   a. LLT (Library Leadership Team)
      i. Library budget – no report at this time
      ii. Travel Funding Committee – encourage volunteers from faculty
         • Discussion – Committee constitution of faculty and APT/Civil service to work on joint recommendation for use and distribution of discretionary funds
            o Faculty requiring travel for tenure and promotion – part of job requirements cf. APT/Civil Service for training support and skill sets. Faculty have professional service embedded into BOR job criteria for tenure and promotion
            o Should there be two distinct pools of money (Faculty travel, APT/Civil Service travel)? Should the travel funding award criteria be separated as the purposes and requirements are distinct?
            o Staff development does not necessarily require travel
         • Discussion – Will funding award be competitive? If so, how do you compare different types of faculty positions to one another (e.g., reference cf cataloging cf access services)?
         • Discussion – Who will decide travel awards? Concerns expressed about using LDC as a decision-making body for travel awards (time commitment, appropriate level of authority, conflict of interests)
         • Action – Rutter was asked to consult with UHPA regarding faculty contract regarding professional development and service and faculty travel
         • Action – Dawrs will place on upcoming February 2013 Library Senate Meeting Agenda
   b. ACCFSC (UH All Campus Council of Faculty Senate Chairs)
Faculty Survey -- The ACCFSC has asked its members to survey faculty senates as to what type of programmatic support faculty would like to see flowing from the UH system administration.

System-Wide Access for Electronic Resources – topic was brought up by representative from West Oahu. President Greenwood was in attendance at meeting – affirmed that it is being reviewed.

- Discussion
  - This is currently being worked on by Library Council and Kris Anderson
  - If resources are to be system-based, would need to have system-level resources allocated such as a dedicated system-wide person to cover licensing issues; Other issues including billing, tech support
  - Explanation needed of the current model – how each campus has separate library with separate funding and individual decision making with regard to serving its constituents – how cost model is currently divided – how we may need to look at a different way of addressing system level needs

- Action – Dawrs to explain the parameters to the ACCFCS and refer to Library Council/Anderson efforts

Vice-Chair [Sung]
University Librarian search committee has made its recommendation to the UHM Chancellor; No word about whether a third candidate will be called to interview. Hope to have things finalized by June 2013.

Secretary [Chow] – no report

LPC [Flynn]
Chair has been selected – David Flynn; Executive summary regarding status of LPC policy and procedures document later under Old Business

Elections [Saeki] – no report

MFS [Sinclair, Minatodani]
Sinclair serves on the Committee on Professional Matters (CPM). It was asked to support a revision to the executive policy concerning tenure upon initial hire. The revision would cover tenure upon initial hire for "partner hires." The proposed revision would include a step to have the receiving department vet the faculty member through its departmental personnel committee. Partners requesting tenure upon initial hire must come from a comparable institution and must have attained tenure at that institution in order to be considered for tenure upon initial hire at UH. CPM's resolution supporting the proposed revision will go before the full MFS for approval soon.
UHPA [Rutter]

a. UHPA is conducting a straw poll via email regarding affiliation with NEA including pros and cons of affiliation

b. Rutter asked for guidance on providing path for consultation for faculty with issues including internal conflicts as UHPA tends to address professional matters related to faculty contract rather than workplace issues. Is there an intermediary process before things may get to a grievance level? Recommendations for referral to Personnel Office (Ann Marcia) and Admin AUL (Susan Weber); and University’s EAP (Employee Assistance Program)

3. Old Business:

a. **Update on Working Group on Strategic Planning**
   Group has completed a vision statement; working on the mission statement, and values—will meet on February 14, 2013

b. **Revisions to Library Senate Constitution & By-Laws to clarify procedures when an elected board member resigns or otherwise cannot fulfill duties**
   No news

c. **Update on request for information from IAUL Weber regarding process to fill position vacancies**
   Weber responded via email on 2/12/13 – Quote – “The bottom line is that except for grant funded positions, all requests to fill library faculty positions must be approved by the Vice Chancellor for Academic Affairs. There is no set timeline; however, the Interim University Librarian, our senior executive, is responsible for the appropriateness of the expenditures approved in accordance with campus goals and objectives and within the Library’s existing budget and position count allocation.”
   - Discussion – It appears that vacant positions won’t necessarily be swept; forwarding positions to VCAA means starting the hiring process; Library admin does not want to begin hiring process at this time
   - Current understanding from LLT discussions is that IUL Geary is waiting to see outcome of UL hiring process; if it does not go through, Geary/Admin will reconsider whether to begin hiring process for vacant positions.
   - Question – Can we consider casual/temporary hires in the meanwhile?

d. **Budget (information) request for library admin. Team**
   No movement or information shared yet. Dawrs again extended invitation to Geary to attend the February 19, 2013 Library Senate meeting.
e. Revision of LPC Policies and Procedures
   Flynn briefly explained a table he created that lists the 2009 and 2010 Senate-adopted revisions to LPC Policies and Procedures that are yet to be approved by campus administration. LPC will share this information with the Senate and carry on with the work to have our most recently revised document approved by UHPA and campus administration in time for use with this year's tenure, promotion and contract renewal applicants.

4. New Business:
   a. ACCFSC Poll
      Dawrs will send out an email to poll the Library faculty.

   b. Library Administrative Team Transition in June 2013
      Dawrs brought up issue of how might Senate have a voice with the transition in June? What can Senate as a body recommend?
      • Discussion – Emphasize consultation, also communicate with Chancellor and Vice-Chancellor that there is need to consult with library faculty regarding any needed interims for UL, IAULs.
      • Question – how is consultation defined?

Meeting Adjourned: 12 noon

Next Meeting: March 12, 2013, 10:30 a.m., Hamilton Library Room 027