Library Faculty Senate

Meeting Minutes
2007-10-10

Present:
LSEB: Chopey, Christensen, Grosenheider, Johnson (chair), Kellett, Lebbin, Wermager (recorder), Solyom
LIBRARY SENATE: Bazzell, Carlson, Cartwright, Herring, Hori, Horie, Kwok, Mattos, Ouchi, Peacock, Riedy, Rutter, Saeki, Yao

TOTAL ATTENDEES: 22
TOTAL VOTING MEMBERS: 22

Convened:
1:35 p.m. in Hamilton Library Room 113 by Johnson (chair).

1. Minutes of August 7, 2007, meeting approved.

2. Chair's Reports

- Library department heads are now included in the Manoa-wide Council of Chairs and several have attended meetings. Rutter was thanked for facilitating the inclusion of library department heads to the Council.
- Revisions to the Senate Constitution and Bylaws were recently approved via online voting. Solyom was thanked for setting up procedures for online voting and conducting the voting. The changes will be forwarded to the Interim University Librarian and UHPA.
- Chair appointed:
  - Sara Rutter as Vice-Chair during Chair's sabbatical
  - Ruth Horie as Parliamentarian for another year
  - Lori Saeki as Webmaster of the Library Senate Web page
- Letter was sent to Chancellor Hinshaw on behalf of the Library faculty thanking her for moving the Library to Tier 1 level for the interim 2008 budget.
- Topics discussed at the All Campus Council included shared governance and the new agreement between UHM and KCC for dual enrollment of students.
- LSEB has discussed the planning process with Grosenheider.

3. Committee Reports

**Staff Development** – Grosenheider reported a series of 10 Web 2.0 workshops are planned for the year. The first Web 2.0 was a great success.

**Library Personnel Committee** – Polansky will be the LPC Chair for 3 upcoming Tenure/Promotion applications. Chopey will return as Chair for the contract renewal applications.

**UHPA Representative** – Lebbin will send out notes about the recent UHPA Faculty Forum.
4. Vote on revision to Senate Constitution and By-laws regarding membership of Elections Committee

Solyom reviewed the recent changes made to the Elections Committee Policies and Procedures and to the amendments of the Library Senate Constitution and By-laws, along with rationales for the changes. With there being no further discussion, Solyom made a motion: "Wording of the Constitution and By-laws of the University of Hawaii at Manoa Library Senate be revised to reflect the changes approved recently by the Senate." (Note: A motion that comes from a committee does not require a second.)

The motion was approved by a voice vote of the Senate.

5. Senate Participation in the Library Strategic Planning Process

Johnson noted that during several LSEB meetings some of the following areas about the strategic planning process were discussed with Grosenheider: how the faculty senate can be involved in the process, the need for the process to be transparent and involve sincere participation by all parties, the library senate would be most involved in those areas germane to faculty concerns and not every issue, and concern that the library organizational chart and its accompanying narrative do not reflect current library operations. LSEB also discussed the use of online discussion tools (blog) for all library staff to see what is being discussed and be able to comment anonymously if needed.

LSEB proposed a three-fold way for library senate participation in the strategic planning process: (1) Regular consultation in LSEB with the two Planning Logistics Team (PLoT) members (Grosenheider and Kellett); (2) Request review of the final PLoT draft before submission to Mochida; (3) Request all library faculty to participate in the process.

In response to a question about the planning process timeline, Grosenheider reported the PLoT team members are now undergoing training and actual meetings may begin in January since the semester is drawing to a close and the upcoming holidays may interfere with participation. Mochida has requested some input from the planning process to feed into the budget planning by March. Other departments on campus (Arts & Sciences) are undergoing their own strategic planning. Any faculty member who identifies a concern is urged to bring it to LSEB so it can be more widely discussed.

Christenson, Rutter and Grosenheider have met with Dr. James Hollyer, chair of the Manoa Faculty Senate Library Task Force, to discuss the library strategic planning process. The task force is planning to do a survey of library users and that environmental scan of the library will be incorporated in the planning process. Grosenheider noted he has just concluded meetings with all department heads and some departments and will be summarizing those inputs.

Questions about the re-org were raised. What is happening with it? What's the Library Senate's role in it? Who and what positions are involved? It was noted that Ehrhorn will spearhead a later re-org discussion. Other expressed concerns: the depletion of faculty ranks to management, posting of library department head positions at Ranks 2
or 3 that is not in compliance with the BOR Agreement, and possible merger of 
Collection Development and Collection Services. Johnson said a memo of 
understanding will be sent to Mochida regarding the problem of posting department 
heads at Ranks 2 and 3.

6. New Business

Cartwright inquired about the evaluation of administrators. The Senate had decided 
previously to conduct reviews of library administrators every 2 years, and it's time for 
such a review. If the evaluation is delayed, we lose momentum and do not have a 
consistent precedent for future administrators. It was noted that a Manoa Faculty 
Senate committee is working on setting up a review of the Chancellor.

Concerns were expressed about the written comments gathered from the last 
evaluation. Since other units and campuses are engaged in similar evaluations and 
have expressed concerns about confidentiality versus sunshine laws, it was 
suggested that we seek advice regarding public release of free-form written 
comments.

A motion was made and seconded that: "LSEB consider scheduling the evaluation of 
library administrators, taking into consideration the state's sunshine laws."

The motion was approved by a voice vote of the Senate.

The meeting was adjourned at 2:12 p.m.

Submitted by Paul Wermager, secretary

LIBRARY SENATE

Voting faculty members: James Adamson, Genie Alvarado, Kristen Anderson, Tokiko Bazzell, David 
Brier, Amy Carlson, James Cartwright, Soonyoung Chang, Martha Chantiny, Michael Chopey, Ross 
Christensen, Lynn Davis, Stu Dawrs, Thelma Diercks, Linda Engelberg, David Flynn, Wil Frost, Lynette 
Furuhashi, Gregg Geary, Monica Ghosh, Alan Grosenheider, Carol Hasegawa, Randall Hensley, Eileen 
Herring, Joan Hori, Ruth Horie, Susan Johnson, Krissy Kahikina, Daniel Kane, Carol Kellett, Theodore 
Kwok, Vickery Lebbin, Norma Matsukawa, Jodie Mattos, Dore Minatodani, G. Salim Mohammed, 
Dongyun Ni, Sharon Ouchi, Rohayati Paseng, Karen Peacock, Patricia Polansky, Ruth Marie Quirk, Allen 
Riedy, Sara Rutter, Nancy Sack, Lori Ann Saeki, Gwen Sinclair, Bronwen Solyom, Hisami Springer, Mabel 
Suzuki, Beth Tillinghast, Paul Wermager, Kuang-Tien Yao, Jan Zastrow. (TOTAL FACULTY MEMBERS: 
54)

Non-voting non-faculty associate members: Wayne Agunat, John Awakuni, Jody Boyne, Ellen 
Chapman, Kyle Hamada, Ann Marcia Ishiki, Tom Ishimoto, Lois Kiehl-Cain, Tsui-Hung Lai, Sean Lai Hipp, 
Wing Leung, Paula Mochida, Mason Nakadomari, Sunyean Pai, Steve Pickering, Christine Takata, Faith 
Tanaka, Lynette Teruya, Alexis Weatherl, Jerard Yagi. (TOTAL ASSOCIATE MEMBERS: 20)