Library Faculty Senate

Meeting Minutes
2008-07-15

Present:
LSEB: Cartwright, Christensen, Johnson, Kellett, Lebbin, Polansky
LIBRARY SENATE: Adamson, Chang, Chopey, Flynn, Furuhashi, Herring, Hori, Horie, Ouchi, Paseng, Peacock, Riedy, Rutter, Saeki, Sinclair

TOTAL ATTENDEES: 21
TOTAL VOTING MEMBERS: 21
NOTE: 18 voting Senate members are required for a quorum.

Convened:
10:05 am in Hamilton Library Room 301 by Johnson (Chair).

1. Minutes of 30 May 2008 meeting

The minutes were approved by a voice vote.

2. Reports

Elections - Cartwright announced the winner of the electronic elections for Vice Chair/Chair Elect as Sara Rutter and secretary as Lori Saeki. The committee held off on appointing a new Staff Development Committee chair pending discussion on whether staff development should remain under the purview of the Library Faculty Senate. LSEB reported no such discussion was underway and Elections Committee should pursue appointing a chair of Staff Development.

LPC - Guideline revisions approved by the Union and UHM Administration. The committee is still working on guidelines for granting tenure upon initial appointment.

Chair - Johnson reported the All Campus Council will next meet on Aug. 21.

Johnson received an announcement regarding the proposed reorganization of the Office of the Vice President for Academic Planning and Policy and will circulate to Senate members via e-mail.

Johnson sent IUL Mochida two formal memos regarding 1) the AUL positions and library-wide organizational review and 2) clarification and context of the previously provided document describing the eight positions in the supplemental budget request. She received no direct response, but Mochida did extend an invitation for LSEB members to attend the LDC discussion on her proposal to combine collection services and information technology under one AUL for Technical and Digital Services.

Johnson was preparing another memo to Mochida regarding the faculty travel report, which had not yet been received.
3. Old Business

a) Library Supplemental Budget request for 8 positions - follow up questions

The Senate had additional questions and requests for clarification regarding the Library Administration Response to the House Finance & Senate Ways and Means Committees, 2008 Supplemental Budget (http://www.hawaii.edu/libsen/2008SuppBudgetNarrative.pdf):

- Clarification was requested regarding the request description for two Library Instruction Support positions on page 8 of the document. It currently states, "ONE [original emphasis] librarian is dedicated to working with hundreds of faculty and thousands of students," which was noted as misleading.
- Concern was also raised that the Instruction Support Specialists would perform BOR designated faculty responsibilities, such as developing curriculum and teaching material, but were not described as librarians.
  - The Union also shares these concerns, and it was reported that UHPA has drafted a "unit clarification," and are trying to work it out with UH administration before going to the Hawaii Labor Relations Board.
- Question: Where will the IT positions be located?
  - Johnson reported IUL Mochida said none of the positions have been specifically assigned to a department.
- Question: Where in the process are these positions? When will they be advertised?

MOTION: Cartwright moved that the Senate Chair draft a formal memo addressing these concerns and submit to the Senate for approval or modification to be sent to Library Administration.

Motion seconded by Peacock.

MOTION APPROVED by unanimous voice vote of the Senate.

b) Faculty Travel Funding

As Johnson reported earlier, the Senate had not yet received the faculty travel report from library administration.

Several concerns were raised regarding travel funding:

- The faculty is too complacent in allowing funding to stay at the $1,000/person level and need to ask administration for more funds.
- If not everyone is travelling, where is the money going?
- Administration's process of granting money should be transparent.

MOTION: Kellett moved that the Library Senate draft a memo to Administration to reinstate the travel policy temporarily suspended due to budget restrictions in 2004.

Motion seconded by Cartwright.

DISCUSSION: It was pointed out that some librarians may receive less or no travel funding under the previous policy.
A suggestion was made that the Senate wait to see the travel funding report from Administration before making any decision.

MOTION: Horie moved to table the discussion until after Administration releases the travel funding report.

Motion seconded by Kellett.

MOTION APPROVED by unanimous voice vote of the Senate.

c) Composition of Search Committees

Johnson asked for volunteers to serve on an ad hoc committee on the composition of Library search committees. Interested parties may contact her directly.

d) Reorganization and Job Descriptions for AULs

IUL Mochida had circulated to Department Heads and LSEB a memo re: Reorganization Strategy and Filling of AUL vacancies dated July 8. Attached to the memo was a draft position description for a new AUL for Technical and Digital Services, who would oversee a combined Information Technology and Collection Services division. Mochida invited LSEB members to attend the July 17 LDC meeting for discussion on the proposed reorganization strategy.

The Senate raised several questions and points for clarification regarding the memo and draft position description.

- According to Mochida’s memo, the first step in the reorganization process is "to perform an internal review." What constitutes an internal review?
- What is the strength of the proposed structure and why was it selected? What other structures were considered?
- Some Senate members had heard that the Chancellor’s office had suggested that the Library temporarily appoint an AUL for Planning, Administration and Personnel and allow the new UL to fill the position permanently. However, according to the memo, the Library would begin a search for this AUL as soon as University Administration signs off on the description for this position.
- Where would Collection Development be located in the new organization chart?
- Under the essential qualifications for the position, it was suggested that experience be required in information technology AND technical services.

MOTION: Herring moved that Johnson represent the Library Senate and address these concerns on behalf of the Senate at the LDC meeting.

Motion seconded by Cartwright.

MOTION APPROVED by unanimous voice vote of the Senate.

4) New Business

a) Use of Special Elections

The Senate was unable to take action on the Resolution on the Rank of Department Heads at the Jan. 22 meeting due to a lack of quorum. The resolution was later approved via a special electronic election. This led to a call for the Senate to review
the use of special elections.

The point was raised that special elections are held to elect people, not issues. The dialogue on an issue that happens at a meeting is important before voting on the issue.

It was countered that discussion of this issue had taken place at prior meetings and an electronic vote allowed more people to participate.

The Parliamentarian pointed out that according to Roberts Rules, if the Senate does not have a quorum it can do one of three things: 1) try to get a quorum, 2) set time for a new meeting, or 3) adjourn.

During this discussion, several members left and the Senate lost quorum. The discussion was tabled to the next meeting.

Next Senate meeting: Aug. 12, 2008, at 10 a.m.

Submitted by Lori Ann Saeki

LIBRARY SENATE
