Library Faculty Senate

Meeting Minutes
2008-12-09

Present:
LSEB: Lebbin (Chair), Carlson, Cartwright, Christensen, Horie, Kellett, Polansky, Rutter, Saeki
LIBRARY SENATE: Adamson, Flynn, Grosenheider, Hori, Minatodani, Ouchi, Polansky, Riedy, Sack, Sung, Yao
GUEST: Mochida

TOTAL ATTENDEES: 21
TOTAL VOTING MEMBERS: 20
NOTE: 17 voting Senate members are required for a quorum.

Convened:
10:06 am in Hamilton Library Yap Conference Room by Lebbin (Chair).

1. Minutes of 14 October 2008 meeting

It was suggested that the minutes include the official title of the afternoon refreshment, "A Conversation with the Chancellor," in the Chair's report.

MOTION: Horie moved to accept minutes as amended.

Motion seconded by Sack.

MOTION APPROVED by unanimous voice vote of the Senate.

2. Library Travel Funding

Interim University Librarian Mochida attended the meeting to address concerns and questions from the faculty raised by the FY 2006-2008 Travel Funding Report released by administration in the summer. Mochida addressed questions sent to her prior to the meeting as well as questions that arose during the meeting.

Q: What travel policy is being followed now?

PM: Mochida is following the up to $1,000 allowance for travel. There are a number of opportunities within the policy for additional funding for sending people to particular professional development, training opportunities or conferences with presentations where the attendees can bring back information to the Library toward the strategic initiatives. This was listed as administrative travel in the report.

Q: Do travel funds for librarians labeled "Executive" come from the same pool as librarians labeled "faculty" or "Dept Head?"

PM: Travel funding for the division heads is mixed in with faculty travel. When Mochida appointed the interim division heads, she negotiated more support for travel as part of the temporary assignments.
Currently, there is $70,000 in the budget for all travel. Mochida has asked Fiscal Officer John Awakuni to create a separate $10,000 line item for executive (IUL and Division Head) travel and leave $60,000 for faculty travel only. This will help to clarify who is spending what money.

Mochida said she also taps innovation money for sending people to training opportunities and workshops rather than using faculty travel money exclusively.

Q: Where are the travel funds coming from? (The governor froze the use of general funds for several purposes, including travel, in September.)

PM: Travel funding is coming from tuition money. Most of the Library's G funds are tied up in personnel.

Q: Do you feel that a dollar limit per year on librarian faculty travel contradicts the UHPA/BOR Agreement (Article VIII, A.) that states, "the Employer agrees to facilitate the travel of Faculty Members to professional meetings insofar as is possible without interfering with maintaining the efficiency of University operations within available funds?" If travel funds beyond the dollar limit are available and allocating these funds will not interfere with maintaining the efficiency of University operations, shouldn’t more funding be provided to librarian faculty?

PM: Mochida said she doesn't believe the Library contradicts the union agreement. The extent to which travel is supported is delegated to deans and department heads, so setting a limit is not contradictory since it depends on what's available. Mochida would like to have more money in the operating budget so that she can increase travel funding, but it's not available.

Q: If not everyone in a department travels, could the money be shared among the travelers in the department?

PM: Mochida said she is open to such possibilities.

Follow-up Q: Other departments have asked to share money over the $1,000 limit and were denied.

PM: Mochida said she looks to distribute additional funding according to the criteria of the previous policy, such as supporting new librarians.

Q: It was suggested Mochida consider allocating $1,000 per person to each department and let the department head decide how to distribute the money among the librarians in the department.

PM: Mochida is open to the idea, but likes to oversee allocation as she can see the big picture of travel by all people in the library.

Q: It was pointed out that it seems Mochida is picking selectively from the old policy and combining it with the new temporary $1,000 policy, which makes it difficult to know what policy Administration is following.

PM: Mochida said she thought $1,000 per person was the policy, implementing a dollar amount on the criteria of the older policy.

Q: Why not list what the travel was for? I believe we have a right to know how and in
what forums, travelers receiving University funds have been representing the library.

PM: Mochida said she received complaints from some faculty who thought their travel was their business. But if the Library Senate agrees to have that information released, administration can create the report.

Q: Are you willing to negotiate and implement a mutually acceptable travel funding policy with a Library Senate task force?

PM: Mochida said she is willing to negotiate policy, what she was not willing to do was create a faculty committee that reviews all travel because travelers do not submit their funding request paperwork far enough in advance, and an additional review committee would add time and create an unnecessary level of screening as long as there are guidelines to follow.

Q: Are you willing solicit increases in funds from the Chancellor's Office or Vice Chancellor's Office specifically earmarked for faculty travel?

PM: No, and the Library wouldn't get it anyway. The Chancellor expects travel funding to come out of budget allocations, and how the allocated money is spent is the Library's responsibility.

Q: I believe the travel funding allocations must be completely transparent. What does the administration have to hide? Second, I believe that we have a right to know how and in what forums, travelers receiving administrative funds have been representing the library.

PM: Mochida said Library Administration has nothing to hide. Administration can do an annual report. Following the old policy, based on the practice of a $1,000 ceiling, she hopes setting up the separate fund structure for administrative vs. faculty vs. training funding will be clearer.

Q: It was suggested that a separate fund also be set up for APT funding as the faculty contract says must fund faculty.

PM: Mochida said this could result in a reduction from the $60,000 in the faculty pot.

Q: Is there a possibility of applying for more than $1,000?

PM: Mochida is interested in looking at guidelines, and if a task force is willing to look at creating a new weighting system.

Q: Are faculty still filling out a list of planned travel at the beginning of the fiscal year?

PM: No, but Mochida will consider reinstating the practice.

Q: Who would administrative travel cover?

PM: The new category will be primarily for the IUL and division heads.

Q: Could administration increase the per person allowance since faculty aren't using all the travel funding?

PM: Mochida will look to see what the budget can sustain, but if everyone entitled to
funding traveled, the Library might spend too much money again. Mochida added that she needs to project a potential 20 percent budget cut for next year.

Mochida agreed at the end of the year to produce a travel funding report that includes what conferences faculty attended. Mochida also encouraged people to respond on their own what they learned at their conferences in the weekly recap.

Q: Is it possible to use travel money for other than travel, such as webinars, Web conferences or buying materials?

PM: These requests may require a different form.

Q: Is it possible to partially subsidize multiple conferences?

PM: Yes.

3. Status of Library Reorganization and Search for Permanent University Librarian

Library Reorganization

Nothing has happened yet, but Mochida hopes next year to start a serious review of the organization. She is waiting on the strategic action teams to find ideas on how the Library could be better organized to work efficiently.

UL and AUL Recruitment

According to Mochida, the job description for the AUL for Planning and Personnel was submitted some time ago, but the Library did not receive permission to recruit until Sept. 8. On Sept. 9, learned they could not recruit without an exception. Library Administration submitted a request for exception that was not approved because they thought the Library would not have the money to support the position. Mochida redid the request to address their concerns, and resubmitted in mid-October. Mochida had an appointment with Interim Vice Chancellor for Academic Affairs Peter Quigley, who had lost track of the request.

The Assistant UL position got approval for the rewrite of the description from Human Resources and was sent to Quigley's office for Admin approval.

The UL recruitment might be delayed due to recruitment of a permanent VCAA, Arts & Sciences dean and Cancer Research Center director.

Mochida also discussed her impending retirement with Quigley, and said her term is not firm and she could possibly stay longer. She is most concerned about the two AUL positions being vacant for two years as they could be swept by the Legislature.

A comment was made that the "squeaky wheel gets the oil," and the Library may not be squeaky enough. Mochida cautioned not to be "too squeaky" as UH Administration is looking at other specialist faculty who are "too squeaky" and are not sympathetic. UH Admin currently views the Library in a positive light.

Q: Is UH Admin viewing the other specialist faculty unsympathetically because of their
"squeakiness" or because they are not instructional faculty?

PM: The squeakiness brings attention, which leads UH Admin to wonder why they’re even faculty.

Q: What if Mochida just retires?

PM: UH Admin has talked about bringing in outside people in, and had been as well prior to Mochida being appointed IUL. Mochida pointed out that the College of Arts & Sciences has been in an interim situation for 13 years.

Q: How is the Assistant University Librarian position described?

PM: It is now described as Head of Technical and Digital Services, a combination of Collection Services and Library Information Technology.

Q: What if the heads of Public Services and Technical Services are the AULs and the Library does something else with personnel & planning?

PM: This can be looked at again when the Library goes through the full reorg. Admin thought the route they are taking would be faster and more easily approved.

MOTION: Horie moved to adjourn.

Motion seconded by Kellett.

MOTION APPROVED by unanimous voice vote of the Senate.

The meeting was adjourned at 11:14 a.m.

Next Senate meeting: Feb. 10, 2009, at 10 am.

Submitted by Lori Ann Saeki

LIBRARY SENATE
