Meeting Convened with quorum at 10:30 a.m. in the Yap Room, Hamilton Library

Meeting began at 10:35 a.m.

1. Approval of minutes for October 16, 2012
   a. Minutes were approved

2. Reports
   a. Chair (Dawrs)
      i. ACCFSC
         a. No further discussion about UH System, All-campuses access to e-resources yet
         b. MRC Greenwood – Board Of Reagents looking at metrics to measure monetary value of faculty work – asking faculty to stand behind her to present united front with BOR (values to our work in library annual reports – something similar in library – parallel development)
         c. Dawrs suggests that we might want to consider metrics for valuing our work in the library
         d. Comment – UHPA may need to look at this if the value is then compared with salary (affect on salary, workload)
      
      ii. LLT
      
      Budget as currently approved by UHM Admin is flat – no increases. Geary still working on negotiating $1.5 million increase added to base included inflation rate to cover ScienceDirect contract – due to be signed in early December, $700,000 from outreach college still on the way. Geary will not pay for SD with current budget – so will know one way or another within a couple of weeks. Chancellor says cancelling SD is not a choice (is necessary), but has not offered additional monies as yet.

      iii. LSEB
      
      LSEB had two discussions to bring forward to the full Senate --
      a. Potential revisions to LPC policies and procedures with regard to filling or replacing position when person not able
to finish term – currently – LSEB appoints – versus elections
b. **What is LSEB’s role and its parameter as speaking for Senate as a whole and its appropriateness.** May want to revisit at some point – not broken so leaving as is

b. **Vice Chair** (J. Sung – absent – no report)
c. **Secretary** (Chow – no report)
d. **Library Personnel Committee / LPC** (Chopey)
i. Review of Tenure and Promotion applications is been finished
ii. Sent to dept heads; deadline to send to Geary is Dec. 13th
iii. Thanked alternatives for serving
iv. Contract renewals being worked on now – to be done by 12/7/12
e. **Elections** (Saeki—absent – no report)
f. **Manoa Faculty Senate** (Sinclair/Minatodani)
i. Sinclair – Send comments and suggestions about ongoing Post Tenure review for UHM faculty to G. Sinclair (Note: currently no consequences to misbehavior)
g. **UHPA** (Horie/Rutter)
i. Ghosh has agreed to succeed Horie as UHPA representative in January 2013
ii. Dawrs thanked Horie for service

3. **Old business**
a. **Update on Working Group on Strategic Planning** (Sinclair)
i. Seven members: Stu Dawrs, Gwen Sinclair (co-chair), Naomi Chow, Carol Fukumoto, Melissa Arakawa, Claire Schultz, Jerrold Shiroma (co-chair)
ii. Looking for one more civil service public service member
iii. Environmental scan in process
iv. Looking at old strategic plan (updating not replacing)
v. Appreciative inquiry session scheduled for 11/20/12
vi. Will plan another AI in January (more communications to come)

4. **New Business**
a. **UL response to senate memos** (Geary)
i. Geary entered at 11 a.m.
ii. Geary read responses (text follows below)
iii. Emailed text of Response to Faculty Senate Motions 11-20-12 –

To: Stu Dawrs, Chair, Library Faculty Senate  
From: Gregg S. Geary, Interim University Librarian  
Re: Response to Senate motions dated 10/22/12  
Date: 11/19/12  

The Library Administration thanks the Senate for communicating its concerns outlined in the two motions forwarded to the Administration. We also appreciate
the Senate’s recognition of our efforts to foster an open dialog and to broaden representation from among the staff.

Regarding Motion 1: To clarify, the Administration has delayed recruitment of hires rather than implementing a “hiring freeze” since the latter may only be imposed by the Governor. In the matter of casual hires to help fill positions until filled by permanent personnel, the Library Administration supports this concept. It will have to be applied on a case-by-case basis depending on need and availability of funds.

Administration recommends that departments utilize their Division Heads to communicate their staffing needs to the Administration. We further recommend that, where possible, this information be shared with the Library Leadership Team (LLT). In addition, the Administration will work with Division Heads and the LLT to identify resource needs across the Library and seek ways to address them prudently and equitably.

Regarding Motion 2: The Administration notes that the Senate captured the spirit of Article XXV, Rights of the Employer, found on page 49 of “The Agreement” between the State of Hawaii and the Board of Regents and the University of Hawaii Professional Assembly, dated January 16, 2010, which states:

“The Employer reserves and retains, solely and exclusively, all management rights, powers, and authority, including the right of management to manage, control, and direct its personnel and operations except those as may be modified under this Agreement.”

The Administration agrees that we must work within this framework. While we cannot guarantee that open dialog will be possible in every case, we recognize and share your concern that openness is preferable.

- **Comment** – Concern about LibraryAdmin getting broader feedback and having greater spread of information
  
  **Response from Geary:**
  
  i. Wants to work within the current structure
  ii. Training for department heads for facilitating communication
  iii. Plans more regular meetings for LDC

- **Comment** – re: delayed recruitment – can transfers occur – from department to department as transfer would be revenue neutral? – may need to be explicitly stated – can it be communicated that transfers may be entertained/considered (announcement from Admin that vacancy, and that transfers may be considered )
  
  **Response from Geary:** Geary will take under consideration

- **Question** – regarding $1.5 million for Science Direct
Response from Geary:
Money needs to be from new source as there is no room in current allocation (allocation is spread throughout the year), so allocation is currently “spoken” for – no other money available

• **Question** – can Geary and Fujiwara give budget update presentation  
  **Response from Geary:**  
  Will consult with Fujiwara

• **Comment** -- $1.8 million compared to $1.5 million?  
  **Response from Geary:**  
  Geary is leveraging Science Direct (SD) to move us back to where the library budget was before the start of the recession in 2009  

  Geary -- Even if Science Direct is cancelled, will still be paying for part of the deficit (e.g., reduced Elsevier subscription) – so no more money for personnel

• **Comment** – still $0.3 million deficit even if SD covered? Could we still hire?  
  **Response from Geary:**  
  Yes, could begin to look at hiring again. Let new UL make decisions – figure out where to make strategic placements – use casuals in the empty positions currently to not adversely impact workflow

• **Comment** -- Is reallocation of resources different than reorganization?  
  **Response from Geary:**  
  Reorganization is change in reporting structure

• **Discussion** ensued about philosophy of allowing new UL to leverage resources, and impact on personnel and workflow. Question of length of time between UL settling in and getting permanent positions filled?  
  Differences in views of how long a new UL will need to get vision and plan up and running

• **Comment** on how to apply for retention of librarian positions by a department head?  
  **Response from Geary:**  
  Geary to check to see if position is kept in library – not just swept outside of library

• **Question:** Do we need to get into line for getting positions returned to library (retirements) vs. delayed recruitment (versus reallocation within the library)  
  **Response from Geary:**  
  Geary will check to see how far communication needs to go for request for “return of positions” with retirements; Geary responded that justifications for position returns will go through
• Clarification question – if Science Direct is not renewed (no $1.5 million), would we purchase other items for $800,000 -- $1 million (title by title or pay-per-view) but will need to reallocate
Response from Geary:
Response – will still need to cut as there still is a budget deficit – have to cut elsewhere in budget

• Question – budget presentation could it include historical trends with personnel and materials/operations (how much spent on each) – are they competing? One at expense of the other? Workload, labor, etc. concerns?

• Question – looking at FTE, not just budget allocation; also want to see what types of positions that have been hired (librarians, apt, temporary/casual positions, civil service)

(New Business, continued)

b. Establishment of ad hoc Library Personnel Committee (Chopey)
LSEB discussed whether senate wants to appoint ad hoc committee to prepare the next version of LPC policies and procedures
   a. Last version approved by senate has not been approved by Vice Chancellor McCreary – LPC sent back a revised version, but not yet returned
   b. Do we want to revise/revisit? Wait for new LPC? Then have them advise on how to proceed? (election is going on currently –Friday is deadline)
   c. Comment—has LPC done the revisions in the past?
   d. Comment – sometimes ad hoc committee helps
   e. Chopey -- There are other changes that the Vice Chancellor’s office had requested but have not been incorporated in yet – e.g., collegial behavior, unit’s standards for authorship (what is considered authorship in that field). Need VC’s response to draft that has been submitted before going on with other revisions; on the list – wide ranging evaluations
   f. Table until new LPC on board—Tabled until December or January

Meeting adjourned at 11:40 a.m.Next Meeting: December 18, 2012 at 10:30 a.m., Hamilton Library, Yap Room