

**Library Faculty Senate**  
August 20, 2013  
Hamilton Library Yap Room

**Voting Members:** Amy Carlson, Michael Chohey, Naomi Chow (recording), Ross Christensen, Stu Dawrs, Carolyn Dennison, Janet Dombrowski, David Flynn, Eileen Herring, Susan Johnson, Eleanor Kleiber, Jodie Mattos, Dore Minatodani, Rohayati Paseng, Sara Rutter, Gwen Sinclair, Dainan Skeem, Hisami Springer, Jan Sung, Nackil Sung, Mabel Suzuki, Yoon Lim (Jude) Yang, KT

**Non-Voting Members:** Irene Herold, Claire Schultz

**Meeting Convened at 10:35 a.m.**

- I. Approval of minutes for July 16, 2013 Library Faculty Senate Meeting.**
  - a. Minutes approved.
  
- II. Reports:**
  - a. **Chair [Dawrs]**
    - i. Dawrs thanked outgoing Executive Board members for their service during the 2012-13 term including Dore Minatodani for service with Manoa Faculty Senate, Lori Ann Saeki on the Elections Committee, Mike Chohey on Library Personnel Committee.
  
    - ii. Dawrs welcomed UL Irene Herold to the Senate meeting.
  
    - iii. Dawrs provided a summary of the Senate year in review.

From Dawrs' notes:

September

In September, in response to a Senate resolution and with the interim library administration's blessing, the Working Group on Strategic Planning was formed.

October

In October, the Senate adopted two motions that were then conveyed to Interim University Librarian Geary, along with an invitation to discuss the motions with the senate at its November meeting. The first expressed the Senate's collective concern regarding the decision to place a stop on hiring for all current and impending faculty vacancies. The second motion requested the establishment of a consultative process to address instances where a faculty vacancy arises and the Library Administration is considering either an internal reassignment to fill that position or a re-assignment of that position to another department within the library.

### December

In December, following the announcement that the interim library administration would not be forwarding any vacant position justifications to the Vice-Chancellor for approval and out of concern that this action could result in vacant positions being swept from the library, the LSEB contacted IAUL Weber to request clarification on the current UH-Manoa campus policy regarding the return of vacant positions to the chancellor's office.

Also in December, the LSEB contacted IUL Geary regarding the status of the Elsevier/Science Direct contract, following an email that was sent to the CDMC by IAUL Weber indicating that the contract had been entered into. The LSEB requested information on the scope of the contract, the potential effect of the contract on the Library's current base budget, and the status of negotiations with UH administration to increase the library's base budget.

On instruction of the Senate, in December the LSEB asked that senate members submit in writing their questions regarding the budget. These were compiled and forwarded to IUL Geary, along with an invitation for the entire admin. team to attend the Senate's January meeting to discuss the budget situation.

### February

In February, the LSEB requested further information from IUL Geary as to what the recently formed budget committee was, and how its deliberations might best be communicated with the Senate.

### May

In May, the Senate asked LSEB to contact VCAA Dasenbrock to enquire about establishing a mechanism for faculty to provide input and feedback on the Interim AUL positions.

Also in May, following the announcement of swept and abolished positions, the Senate passed a motion empowering LSEB to send a letter of objection to Chancellor Apple and his administrative team.

### June

In June, the LSEB contacted IUL Geary to ask if any plans were in place to pursue return of abolished positions during the remainder of his appointment.

LSEB also conveyed its concern to IUL Geary that discussions about how to allocate funding and positions across campus could potentially be occurring during the period between his departure and UL Herold's arrival. Rather than communicate these concerns directly to the Chancellor, the LSEB concluded that this was an issue that the library administration should be

taking to campus administration, and so asked the IUL to convey the message upward.

An electronic survey was conducted to ascertain the Senate's major concerns to be communicated to Irene.

- b. **Vice-Chair [J. Sung]** – No report.
- c. **Secretary [Chow]**  
Welcomed incoming Secretary Eleanor Kleiber and reported that they've begun training on Secretarial duties and responsibilities.
- d. **Library Personnel Committee [Flynn on behalf of Ouchi]**
  - i. Flynn reported that his election to the Manoa Faculty Senate made him ineligible to continue as the elected LPC chair. LPC met and elected Sharon Ouchi as LPC chair for the remainder of the 2013 calendar year. Flynn will remain as a committee member.
  - ii. LPC will hold a Question/Answer meeting re: contract renewal, tenure and promotion on September 9, 2013 at 1 p.m. in the Hamilton Library Yap Room
  - iii. LPC will hold a separate meeting with UL Herold to discuss LPC functions and processes
  - iv. The LPC continues to seek campus and union approval of the Library Senate's most recently adopted LPC Policies & Procedures (dated April 30, 2013); however, it may not be approved in time for use by applicants during this academic year. The Library Senate's amended document was forwarded for approval on May 6, 2013.
- e. **Elections [Dennison]** – No report.
- f. **Manoa Faculty Senate (MFS) [Sinclair, Flynn]**
  - i. Sinclair to resign due to change of position to interim Associate University Librarian; Election for another representative will occur
  - ii. Flynn appointed to Committee on Student Affairs
- g. **University of Hawaii Professional Assembly (UHPA) [Rutter]** – No report

### **III. Old Business:**

Tabled for this meeting

### **IV. New Business:**

- a. Dawrs provided a recap of the Library Senate Executive Board (LSEB) meeting of August 13, 2013 where UL Herold was invited by LSEB to hear about the structure, function, and responsibilities of the Library Faculty Senate as a body. The results of the UHM Library Senate Survey, June 8 - 14, 2013, Executive Summary and Results were shared with Herold. Discussion centered around the desire for better lines of communication between Library Senate and Library Administration, the idea of lines of responsibility between Administrative and Senate work, and the concept of shared governance.
- b. Herold was invited to speak to the Senate. Highlights of her remarks include:

- i. She is here to listen and learn, and learn from the inside view
  - ii. Understood that the survey reflected the pulse of the eleven people who responded
  - iii. She see the issues as including:
    - 1. Communication
    - 2. Sense of a need for process
    - 3. Hoping to provide process as the UL
    - 4. The content of the issues and discussion comes from everywhere and everyone
    - 5. Her premise is that of good intentions and good will to accomplish things together
    - 6. If there are problems, please communicate with her
    - 7. Sees the need for a process to address the faculty lines that have been vacant
      - a. Mentioned that five (5) positions are Legislatively mandated or provided via outside funds, or currently underway already such as the Congressional Archivist, Okinawan Librarian (SPAS funding, mandated), Inouye Papers processing archivists (outside funding), temporary position for collection assessment at Sinclair Library (underway)
        - i. Process – Herold has outlined to LLT and will get feedback from LDC
        - ii. Memo sent outlining process
        - iii. Spreadsheet containing templates for three sheets will be sent to LDC (Department chairs will represent the faculty)
          - 1. Priority activities “must be filled”
          - 2. Activities that we’d like to do if we had a position
          - 3. Potential upcoming openings over next 5 years (e.g., retirements)
        - iv. Sheets will be brought to the table to discuss
        - v. Factors to keep in mind:
          - 1. Faculty and staff positions all come out of a single budget
          - 2. UHPA contract requires salary increases and back pay
          - 3. Legislatively mandated rescissions – need to verify whether cuts are required
- iv. Report from UL
  - 1. Herold went to a budget retreat
  - 2. No plans to reorganize library this year
  - 3. Possibility of temporary hires for positions that don’t fit neatly into current organizational structure

4. Library strategic plan should link to UHM strategic plan, Chancellor's initiatives, focus on Hawaiian place, student success, research institution
  - a. Herold to meet with Strategic Planning Working Group on August 27, 2013
  - b. Aim to review in an open forum
  - c. Try to get to commonly shared priorities, role to move things forward
5. Hope to submit budget request by November
- c. Floor was re-opened for discussion
  - i. Dawrs inquired if a member of the Admin Team might attend Senate meetings on a regular basis, noting that there are clauses in Robert's Rules of Order to call executive sessions for discussion with only senate voting members
  - ii. Dawrs emphasized a more active consultation between Admin and Senate, noted that J. Sung as incoming Senate chair will attend LLT meetings
  - iii. Suggestion from membership made to "sing the library faculty's praises" to academic departments – for the UL to advocate and uphold the library and be proud and supportive; UL responded that she will be the library's and library patrons' biggest advocate
- d. Dawrs passed the gavel to the incoming Chair, J. Sung and welcomed Johnson as the incoming vice-chair and thanked the Senate for the opportunity for a great learning experience
- e. J. Sung thanked the outgoing executive board members including Chair, Secretary, LPC, MFS, as well as new UL Herold

**V. Meeting Adjourned at 11:30 a.m.**

**Next Meeting:** September 17, 2013, Hamilton Library, Yap Room