Library Senate Executive Board

Meeting Minutes
1999-02-08

Present: Ted Kwok, Kris Anderson, Ross Christensen, Eileen Herring, Vicky Lebbin, Karen Peacock, Roberta Winjum
Absent: Erica Chang, Martha Chantiny,

The meeting was convened at 12:35 p.m. in the Administration Conference Room.

Minutes from the January 11, 1999 meeting were approved as amended by email.

COMMITTEE & REPRESENTATIVE REPORTS:

LIBRARY PERSONNEL COMMITTEE (Anderson)
Kris Anderson, the new LPC Chair, reported that there are three contract renewals scheduled for Spring.

ELECTIONS (Chang)
No report.

STAFF DEVELOPMENT (Lebbin)
No report.

MANOA FACULTY SENATE (Peacock and Christensen)
HECO's proposed option to run power lines through the UH Manoa campus rather than on Waahila Ridge was discussed at the last Senate meeting and plans were made to have them make a presentation. Subsequently HECO's environmental impact report was rejected so this is no longer an issue.

Increases in tuition and fees were approved for the Schools of Nursing and Medicine. The fees will go directly to the Schools similar to the current situation at the School of Law.

The ad hoc committee on the Undergraduate Experience at Manoa has been relying the on English Department's participation in it's learning communities. However, due to budget cuts, the Department lost 4 positions. These faculty members taught 16 sections of English composition and this is forcing the Department to reconsider its participation in this program. More meetings are planned on this problem.

UHPA (Chantiny by email)
A Faculty Forum will be held on 2/13 for UHPA Faculty representatives. There will be reports from the Adhoc Committee on Distance Learning, and the contract Negotiating Team; Mike McCartney will be the guest speaker. The other agenda item is report and discussion of current issues on individual campuses. If anyone has any issues they would like me to report, please let me know by 2/12.

OLD BUSINESS:
No Old Business.

NEW BUSINESS:

**Special Report from Staff Training Ad Hoc Committee (Ehrhorn/Diercks)**
The current proposal is a result of a process that began 2 or 3 years ago when the Department Heads Group identified their own training needs. This lead to consideration of the training needs of the entire organization. Two questionnaires were sent out trying to identify the training needs of various groups within the Library. The current proposal combines the needs of members of the Department Heads Group with those identified in the surveys. The plan has been sent to the Department Heads Group for discussion, but it has not yet been approved or implemented. Lebbin and Kwok have met with the ad hoc committee to determine the potential interactions between current Staff Development Committee activities and those contained in the staff training proposal.

The *ad hoc* committee felt that the Library Administration should be responsible for job skills training while the Staff Development Committee should focus on enrichment and development. Additionally, the Administration’s staff training proposal provides continuity in training opportunities which cannot be guaranteed by the Staff Development Committee since its membership changes annually. However, it is understood that there will always be some overlap requiring communication between the two groups. The *ad hoc* committee suggested that the training proposal provides a formal structure for possible future activities when funding becomes available. For example, it includes a 25% FTE, but, in reality, this is not currently possible. Also, the calendar included in the proposal contains examples of types of training in which the attendee is required to bring back the information and training others in the Library.

On the specific question of computer training, Ehrhorn stated that this is an administrative responsibility. Desktop Network Services department will be responsible for this when the current head can return to his department full time.

**LSEB's Response to the Training Proposal**
The training proposal has the support of the LSEB and the Board encourages its implementation by Administration. When it is implemented, ongoing communication with the Staff Development Committee will become necessary. Regardless of whether the plan is implemented, the Board requests that Administration take the following actions:

- publish their guidelines for how they award funds for training
- publish procedures for applying for Administrative support for individual training

The Chair will make a formal response to Administration containing this information.

Since the training proposal is not currently being implemented, there does not appear to be any need to make any changes in the goals and objects of the Staff Development Committee.

Next meeting will be March 1, 1999 at 12:30 p.m.

The meeting adjourned at 1:30 p.m.

Respectfully submitted,