Library Senate Executive Board

Meeting Minutes
2001-10-01

PRESENT: Ruth Horie (for Chantiny), Chopey, Coleman, Flynn, Geary, Lebbin, Minatodani, Sinclair

EXCUSED: Acosta

RECORER: Chopey (for Acosta)

1. Approval Previous Minutes
   The minutes of the September 10 LSEB meeting have not yet been issued. These minutes can be approved by e-mail when they are received by the LSEB.

2. Committee Reports
   A. Staff Development Committee (Minatodani)
      Susan Johnson has accepted an appointment to the SDC.
      The SDC will have its first meeting this week, and will hold its first event, a lecture by Kimo Keaulana, who is working on the Hawaiian language newspaper indexing project at Bishop Museum, on October 11.
   B. UHPA (Horie)
      A Women's Committee has been formed and is planning an event in October in conjunction with the UH Women's Center clothing drive. Also, members are being solicited to join the Committee.
      The feedback from the Picket Captains meeting on Sept. 2 has been transcribed. Volunteers are being solicited to collate news articles and other documents along with the feedback to create a summary for the Board and the Collective Bargaining Committee. Horie has copies of the transcription of the meeting and will give one to anyone who is interested.
      Particpation in an AFL-CIO rally on Nov. 14, the Martin Luther King, Jr. Parade in January 2002, and other political/legislative events are being planned. Volunteers and ideas are needed.
      Mari Yoshihara (American Studies) is our new Board member representing UH-Manoa Humanities, Library, CCECS, and Library Studies.
      Nominations for a new faculty representative for a 2-year term representing Library Services are due Oct. 1. Horie has been nominated and will run for election to the position. Jim Cartwright has also expressed an interest in running for another term. Horie may nominate Cartwright if he is willing to run.
      Informational meetings will be scheduled on each campus to explain and answer questions about applications for special salary adjustments under the 2001-2003 contract. J.N. Musto advises interested faculty to apply as soon as possible, as the funding is limited. The printed contract will be distributed in about 2 weeks. It is available on the UHPA homepage: http://www.uhpa.org Faculty who have questions should call UHPA at 593-2157.
The Memorandum of Understanding in the contract lists the following procedures:

1. Faculty may apply for special salary adjustments by making a written request to the appropriate Provost, Dean or Director. Faculty may also be nominated on the basis of teaching excellence, outstanding research, or other meritorious service.

2. All requests for special salary adjustments shall be brought before the Faculty Member’s department/division. The department/division shall be given the opportunity to support or not support the request. The department/division position and comments shall be provided to the Provost/Dean/Director.

3. After consultation with the department, the Provost/Dean/Director shall submit a recommendation to the appropriate Senior Vice President. The recommendation shall include a proposed method of funding the request, and a general statement concerning the impact the funding of the request will have upon the programs, faculty workload, and department/division resources.

4. The Senior Vice President shall review the request and submit a recommendation to the President. All requests shall be forwarded to the President, including those not supported for lack of funding or based on the evaluative review.

5. The President shall approve or deny all requests for special salary adjustments after consultation with the University of Hawaii Professional Assembly. The decision of the President shall be transmitted in writing to the Dean, with copies to the Senior Vice President and the faculty member.

6. The Employer will prepare memoranda for individuals who have been determined to warrant a salary adjustment as a result of the procedure. The memoranda will state: a) the amount of the adjustment and b) an explanatory statement setting forth the basis for the adjustment. The Employer agrees to provide a signature line on each such memorandum for the Union to indicate, within ten (10) calendar days of receipt, its concurrence with the proposed adjustments.

(Approximately two million dollars is available system-wide for special salary adjustments. The money is available on a sort of a "first-come, first-served" basis. There are no detailed criteria in the contract for deciding whether an increase will be granted to an applicant, or how much the applicant will be given. Faculty can apply for whatever amount they want. The special salary adjustment is not a one-time bonus, but rather a permanent increase in salary.

Coleman asked the LSEB for suggestions on how it should proceed in disseminating information on the special salary adjustments to library faculty. Should the LSEB make an announcement right away or wait until more information is available?

Lebbin suggested that an announcement be made right away since the funds are limited and available on a "first-come, first-served" basis. Since we do not have much information at this point, the announcement could simply advise library faculty that the funds are available and refer them to the contract, the UHPA office, and the informational meetings for further details.)
LSEB agreed that this would be the best way to proceed. Coleman will
draft a memo to be sent to library faculty by e-mail.

C. Manoa Faculty Senate (Flynn)
The Manoa Faculty Senate held its first meeting of the academic year last
week.
Full minutes will be available later on the Manoa Faculty Senate website at
http://www.hawaii.edu/uhmfs.
Resolution Opposing the Kamoku-Pukele 138 KV Transmission Line
Project was introduced and passed.
President Dobelle will be addressing a meeting of the full faculty congress
on Wed. October 11 at 2:00 p.m.
Interim Chancellor Neubauer described some of his initial activities as
Interim Chancellor, including working with President Dobelle to organize a
process for developing a new strategic direction for the Manoa campus.
Flynn has sent a copy of the 9/24/01 draft of _Communicating Our Vision:
The Manoa Strategic Planning Process_ to each department for review.
Library faculty are asked to make comments on the proposed planning
process as quickly as possible.
Karl Kim, Interim Vice Chancellor for Academic Affairs, encouraged
anyone interested in participating on the planning committees to contact
the Manoa Faculty Senate Executive Committee (SEC).
Coleman said that Jean Ehrhorn has said that she will probably volunteer
to serve on the Physical Plant Working Group. She said that she would like
to see the Library represented on the Academic Affairs Working Group as
well. LSEB agreed that the Library should be represented on this working
group, and that LSEB should put out a call for nominations. The Board
could then select one of the nominees and forward that name to the
Manoa Faculty Senate.
Flynn suggested that it might be good if the Library were represented on
the Steering Committee also.
Gregg Geary will draft a memo to the Library Senate calling for volunteers
or nominations for these two committees.

D. Elections Committee (Chopey)
The Elections Committee expects to meet in the next couple of weeks to
review the draft explanatory cover letter that Chopey is preparing to
accompany the proposed revisions to the Elections Committee's policies
and procedures document that will be sent to the full Senate for a vote.
After the Committee reviews the document, Chopey will send it to LSEB by
e-mail for LSEB approval.
Coleman said that he will be appointing someone to the vacant LSEB
Parliamentarian position.

E. Library Personnel Committee (Geary)
The Library Personnel Committee has met. There are ten (10) applicants
for contract renewal, tenure, or promotion this fall. The LPC is holding
informational sessions for candidates this week in the library, and will be
calling for wide-ranging evaluations in the next couple of days. The
wide-ranging evaluations will be due by October 22.
The LPC has decided that the task of rewriting the Committee's policies
and procedures document should be undertaken by an ad hoc committee
instead of by the LPC itself, due to the heavy workload that the Committee already faces. Two good candidates for such an ad hoc committee have already been identified and have agreed to serve.

Lebbin suggested that an ad hoc committee carrying out the task of rewriting this document might benefit from having the perspective of a not-yet-tenured librarian who has not prepared a tenure dossier yet. The LSEB and Geary agreed that this would be a good idea.

Coleman will draft a memo asking the Library Senate for volunteers and nominations. In the memo, Coleman will mention the fact that tenured and non-tenured librarians are being sought for this committee.

Submitted by Michael Chopey (for Acosta)