Library Senate Executive Board

Meeting Minutes
2001-12-03

Present: Coleman, Ouchi (for Geary), Chopey, Minatodani, Flynn, Sinclair, Horie.

Absent: Acosta, Lebbin.

Recorder: Chopey (for Acosta)

Staff Development Committee (Minatodani)

No report.

Manoa Faculty Senate Representatives (Flynn)

Flynn reported highlights of the 11/21 Manoa Faculty Senate meeting:

President Dobelle attended the meeting. This was the first time he had addressed the Senate at a Senate meeting. He announced recent appointments (Paul B. Costello, Vice President for External Affairs and J. R. W. "Wick" Sloane as Chief Financial Officer for the University of Hawai'i system). He commented that revenue in Hawaii is off significantly. His "rightsizing" plans include letters sent to approximately 230 individuals (APTs) giving a one year notice. President Dobelle clarified that these individuals are not being let go at this time, but are being told that the option is there. He announced the appointment of Ah San to expedite capital projects. Dobelle would like to see $265 million of capital projects completed in 12-24 months. He said we need to do a much better job at marketing the UH.

A special "placeholder" course number has been established for registering students at UHM who will be participating in international exchange programs. This will show the credits on the student's transcripts until the course grades and descriptions from the overseas institution are received and can be evaluated by UHM.

Strategic Plan committees have been appointed. Jean Ehrhorn will serve on the Physical Environment Working Group and Ruth Marie Quirk will serve on the Technical Advisory Committee.

The "open space technology" event "DEFINING OUR DESTINY: AN OPEN SPACE EVENT" has been scheduled for February 1. All faculty are welcome to attend. For more information, see http://www.uhm.hawaii.edu/vision/index.html

All Campus Council of Faculty Senate Chairs (ACCFSC) (Sinclair)

Coleman thanked Sinclair for attending the ACCFSC meeting on Kauai in his place on November 15.

Sinclair reported highlights of the meeting. A big topic of discussion was the Manoa general education core and the transferability of credits earned by students at community colleges. It is felt by many at the community colleges that community college courses are held to an unreasonably high standard and over-scrutinized.
Dobelle attended the meeting. His comments were much the same as those he made at the MFS meeting. Neubauer also spoke about Strategic planning issues.

Distance education, while important to library faculty, did not appear to be a high priority among the other senators. Of greater concern were articulation, faculty salaries, and campus facilities.

**Library Personnel Committee** (Ouchi)

Five tenure and/or promotion dossiers were submitted this semester. Four have been completed by the LPC; one is still being worked on.

Six contract renewal applications were submitted this semester. The contract renewal interviews are being scheduled by the LPC now. All interviews will be completed by December 12. The LPC will finish making its comments by December 17.

The LPC made a recommendation that interviews be deleted from future guidelines for T/P candidates and replaced with written questions from the committee and written responses from the candidates. The questions and answers will then be submitted with the candidate's dossier to the TPRC.

**Elections Committee** (Chopey)

The 2002-03 LPC elections were conducted by the Elections Committee in November. In the final election, 44 ballots were distributed, 36 ballots cast. Sophia McMillen and Ted Kwok were elected to two-year member terms. Ruth Marie Quirk and James Adamson were elected to one-year terms as alternates.

The revised policies and procedures document that the LSEB approved is ready to be sent to the full Senate for comments anytime. The Elections Committee would like to give the membership a couple of weeks to comment on the proposed revisions before putting it to a vote.

**UHPA Representative** (Horie)

The 2001-2003 UHPA/BOR collective bargaining agreement has been mailed to members in bargaining unit 7 and posted on the web. A copy will be provided for reference in the Hawaiian Collection.

The UHPA website ([http://www.uhpa.org/](http://www.uhpa.org/)) has been updated with a summary of the new contract questions and answers at the joint visits to campuses. Most of the questions had to do with the special salary adjustments.

It was brought to the attention of the faculty representatives that at least 1 application was made from the library faculty more than a month ago. Concern was expressed for moving any and all applications through the procedure in a timely manner. Paragraph 17 of the summary states:

17. There are no timelines in the procedures, but the requests cannot just be "pocket vetoed." Neither deans, provosts, or department chairs can just "sit on" these requests. Requests can be made at any time. There is no "deadline for filing."

Horie requested that the LSEB join with the faculty representatives in approaching Library Administration on this matter. The first step in the procedure in which
comments from the department/division are gathered need not and should not wait for the new University Librarian to be on board. Sample departmental procedures and guidance are available from UHPA and the UH.

Sinclair moved that the LSEB send a memo to Library Administration asking them to take action on the request. Minatodani seconded the motion. The Board voted unanimously to approve. Coleman will draft the letter and send it to Ehrhorn.

Other

There was discussion about what the LSEB should do to formally welcome the new University Librarian. The Staff Association will be hosting a reception for her in Hamilton Library. There was also discussion about whether the LSEB or the Staff Association or the Staff Development Committee should invite Dobelle to the event. The consensus was that the new UL's welcome party in the library was probably not the best time to invite Dobelle to the library.

Another issue that was discussed was what kind of gesture the LSEB could make to thank Jean Ehrhorn for her service as the Interim University Librarian. A separate party or lunch is one possibility, but the Staff Association does not have the funds for such an event. If such an event is held, it will have to be paid for by attendees. Another possibility is to recognize and thank Jean at the reception to welcome the new UL.

Sinclair will check with Thelma Diercks to find out whether Administration is planning any kind of event for Jean. Coleman will begin drafting a formal statement from the LSEB recognizing and thanking Ehrhorn for her service.

There was a discussion about when the next full Library Senate meeting should be held. Ehrhorn might like to address the full Senate before turning over the reins to the new UL. The new UL will also probably want to address the full Senate soon after taking office. An important agenda item for the next full Senate meeting will be the revised LPC procedures and criteria document. That work will not be completed any sooner than January.

Coleman asked whether 1:30 is still a good time for everyone to attend these meetings. No better time was suggested.

The next meeting is scheduled for Monday, January 7, 2002 at 1:30 p.m.

Submitted by Michael Chopey (for Acosta)