Library Senate Executive Board

Meeting Minutes
2002-09-11

Present: Bazzell (recorder), Chopey, Chun, Flynn, Horie, Johnson, Lebbin (Chair), Ouchi (for Suzuki).

The Chair welcomed new members Ann Stone (Staff Development Chair), Kyungmi Chun (Vice Chair/Chair elect) and Tokiko Bazzell (Secretary).

1. APPROVAL OF MINUTES
   Acosta has been working on the revision of the previous minutes (for the last Board members).
   The Board agreed that the Secretary would distribute minutes within one week of the meeting and the Board would approve by email.

2. ADDITIONS TO THE AGENDA
   None.

3. LPC CONTRACT RENEWAL/TENURE/PROMOTION PROCEDURES
   Lebbin reported that the ad hoc Committee would meet this afternoon (9/11/02) and prepare the report to be presented in the near future.
   Two discussion meetings are scheduled:
   October 24, 2002 (Thursday) 10:00 - 12:00, moderated by Susan Johnson
   November 1, 2002 (Friday) 1:00 - 3:00, moderated by Vicky Lebbin
   Lebbin will solicit two volunteers to take notes during each meeting by email later.
   Flynn will ask the Systems Department to reinstitute the web discussion list by October 3, 2002.

4. VOTING ON CRITERIA AND PROCEDURES DOCUMENTS
   The Board agreed to use a section-by-section vote to approve Criteria and Procedures documents.

5. LIBRARIAN WORKLOAD
   Librarian workload issues were discussed at the full faculty meetings and a suggestion was made to create a document before the next contract negotiation period (6/30/03).
   The Board agreed that librarian workload issues were important in terms of the Library's negotiation over new positions, providing guidance to the directors, measurement of overload situations, etc.
   However, the Board recognized that creating such documents will require time and effort. Meeting the June 30, 2003, deadline for the next contract talks may not be realistic. The Board agreed to investigate further without creating a new committee at this time. Meanwhile the following actions will take place:
   Horie will contact UHPA and get more information on UHPA's needs regarding such a document. The findings will be reported at the next meeting.
   Flynn will check whether similar documents already exist.
   Other members will explore information on this issue.
Once the priority ranking of the Faculty concerns is complete, the Board will discuss the issue further.

6. COMMITTEE REPORTS
From Horie (UHPA):
UHPA participated as a marching unit in the Sept. 2 Labor Day Parade from Magic Island to Kapi`olani Park. There were approximately 40 marchers, including 3 from Library Services.

Election ballots for two new faculty representatives are due by 4:30pm Sept. 11, to the UHPA Office. Ballots may be postmarked, faxed with a cover sheet identifying the sender, emailed, or hand carried. Martha Chantiny's 2-year term is ending and Ruth Horie is resigning after 1 year to serve on the Board representing Manoa at large. Dave Brier, Amy Carlson, Jim Cartwright, and Monica Ghosh are running. Results will be announced on Sept. 14.

The fall Faculty Forum for faculty representatives will be held on Sat. Sept. 14. Sessions on faculty representative orientation, special salary adjustments, bargaining, and political action are on the agenda.

The voter registration drive continues, aiming for the general election. Members will soon be receiving a packet of one-page personal statements by the major gubernatorial candidates. An endorsement ballot between the Democratic and Republican gubernatorial candidates will come out after the primary election. The Board will make an endorsement only if there is a clear majority based on ballots returned.

Jim Kardash, UHPA associate executive director, stated that he would be happy to make written responses on email to specific questions from the ad-hoc committee regarding the draft LPC procedures. He also conveyed that the faculty voice carries most weight in writing procedures, and that the main UHPA concerns are that faculty clearly understand the procedures as written and that their rights as individuals are clearly stated.

This will be my last LSEB meeting as UHPA faculty representative. Next month, one of the new faculty representatives will attend the meeting. Thank you all for a very interesting and fulfilling year.

From Suzuki (LPC)
The Library Personnel Office has provided all probationary and temporary librarians with copies of the 2002/2003 tenure and promotion forms and criteria for their information. Contract renewal forms will be issued shortly. The deadline for submitting T&P dossiers is October 18. Contract renewal dossier deadline follows approximately 10 days later (depending on the number of T&P candidates).

Informational sessions from the Manoa Chancellor's Office as well as the Office of Faculty Mentoring and Leader Development Program have been announced. The LPC will conduct its own informational session shortly.

The Personnel Office (Jean Ehrhorn) has advised that all candidates follow the 1997 LPC procedures.

The LPC for Fall 2002 consist of Mabel Suzuki (chair), Sharon Ouchi (secretary), Ted Kwok, Sophia McMillen, and Elaine Schultz. Alternates:
Ruth Marie Quirk and James Adamson.

Next meeting: October 9, 2002, at 9:00. Admin. Conf. Room.

Submitted by Tokiko Y. Bazzell (Secretary)