Library Senate Executive Board

Meeting Minutes
2002-10-09

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

The meeting convened at 9:04 AM.

1. ADDITIONS TO THE AGENDA
   None.

2. LIBRARIAN FACULTY ISSUES SURVEY FINDINGS - RANKING
   Ranking: Lebbin distributed a list of the categorized issues to the members. There are three major categories, each category containing eight issues (24 total). The members will review the document and provide feedback via email no later than Wednesday, October 16, 2002.
   After some discussion, LSEB decided that the survey findings will be sent out to the Library Senate members for further ranking, by importance, of the eight issues within the three categories. The members will also be asked to rank the top five priorities among all 24 issues. After the rankings are tallied, LSEB will review and prioritize the issues to be dealt with during this LSEB term (through August 2003).
   Target Date: The target date for distribution of the list is Wednesday, October 23, 2002. The Ranking volunteer group (Lebbin, Johnson, & Minatodani) will work on the wording of the survey.
   Procedure: Chopey agreed that the Elections Committee would handle the ranking survey as a special poll. LSEB agreed that the turnaround period would be five days.

3. LPC PROCEDURES DISCUSSION MEETINGS
   Note Takers: Lebbin solicited for volunteer note takers for the two discussion meetings. Johnson will lead and take notes for the meeting on October 24. Ann Stone tentatively agreed to be a note taker and Johnson will take over if Stone’s schedule conflicts.

4. LIBRARIAN WORKLOAD
   Horie confirmed that the workload and salary information is requested by UHPA as soon as possible. The UH and UHPA want to have the new contract agreed upon by the Dec. 2002 so that it can be presented to the Legislature in Jan. 2003. UHPA wants to be more effective on the issue of librarian workload.
   Chun and Flynn informed the Board that few university libraries posted workload statements and those that were posted lacked detailed written descriptions. However, some defined workload by number of work hours.
   The Board agreed that the issue is important and that it needs to be adequately discussed. Therefore, the Board cannot meet UHPA’s December deadline. The Board would like to take time to consider additional feedback from the Library Senate members on this issue. Flynn and Horie will provide more information at a later date and the Board will see what level of priority this issue is given by the
LIBRARIAN FACULTY SALARIES
The Board discussed the fact that salary levels should take into account external factors such as the cost of living, institutional size, and status of librarians on campus. Horie will emphasize these factors to UHPA when they conduct a salary comparison. Chun suggested that we should check the newest edition of the ARL Annual Salary Report.

COMMITTEE REPORTS
Manoa Faculty Senate (Flynn)
Next full Manoa Faculty Congress is scheduled for October 16, 2002, 3PM, Law 2. Next Manoa Faculty Senate meeting will follow the Congress on October 16, 2002.

The Manoa Faculty Senate held its first meeting of the 2002-2003 academic session on September 18, 2002. Highlights are outlined below.

1. Introduction of new Senate Executive Committee (SEC) -- Mike Forman, Chair of the senate, introduced the other members of the 2002-2003 SEC.
Denise Antolini (Law), Parliamentarian
Meda Chesney-Lind (Women’s Studies), Senate Secretary
Martha Crosby (Information & Computer Sciences)
David Flynn (Library Services)
Frank Sansone (Oceanography), SEC Secretary
Mary Tiles (Philosophy), Vice-chair

2. Peter Englert, Chancellor, UHM -- Addressed the Senate. Main theme was his plans for a consultative approach to decision making.

3. Resolutions
CAPP
- Resolution Relating to UH Manoa Policy on Concurrent Undergraduate Degrees -- approved.
- Resolution Relating to the Approval of an LL.M. (Legum Magister - Master in Law) for Foreign Law Professionals at the William S. Richardson School of Law -- approved.
CAB
- Resolution in Support of Draft Manoa Strategic Plan -- approved.

LPC (Suzuki)
The LPC conducted two informational sessions on the current tenure and promotion and contract renewal process on September 18. Candidates have been advised that the 1997 Library Personnel Committee policy and procedure will still be in effect. Candidates have also been encouraged to attend the campus-wide sessions held by the Office of the Chancellor and the UH Faculty Mentoring Office.

Deadlines for the submission of the dossiers have been set:
Tenure and promotion: October 18
Contract renewal: October 28

The Library Personnel Office has issued the announcement regarding wide-ranging evaluations from library faculty and staff. Deadline for the evaluations: October 18.

The meeting adjourned at 10:00 AM. Next meeting: scheduled for November 13, 2002, at 9:00 AM at the Admin. Conf. Room.

Submitted by Tokiko Y. Bazzell (Secretary)