Library Senate Executive Board

Meeting Minutes
2003-02-13

Present: Bazzell (recorder), Chopey, Chun, Flynn, Johnson, Lebbin (Chair), McMillen (for Christensen), Stone

The meeting convened at 9:07 AM.

ADDITIONS TO THE AGENDA

- Lebbin added a report on a new proposal for cooperation between the Manoa Faculty Senate Executive Committee (SEC) and the unit level senates.

LPC CRITERIA AND PROCEDURES DOCUMENT

- Lebbin reported that the Ad Hoc Committee met on February 11, 2003. The Committee completed the final revisions and the documents are ready for vote.
- LSEB will distribute the final documents of the Criteria and Procedures to Library faculty on February 18, 2003.
- LSEB decided that two weeks allows enough time for Library faculty to review the documents and voting can start on Tuesday, March 4, 2003.
- Lebbin will draft a memo explaining the voting process and the issues of post-tenure review and sabbatical procedures/guidelines (see #5). Once approved by the LSEB members, it will be sent to faculty.
- LSEB agreed that the Ad Hoc Committee would review the post-tenure review and sabbatical procedures/guidelines sections for consistency with the rest of the document. LSEB will send these sections to the Library faculty for comment and voting after the Ad Hoc Committee is finished.

LIBRARY SENATE DOCUMENTS

- Following up per the January LSEB meeting, Bazzell reported that she and Stone met Jim Cartwright to discuss a depository for LSEB documents.
- Cartwright agreed that the LSEB documents should be stored in the UH Archives.
- Cartwright will review existing and future documents and archive them.
- Cartwright requested that relevant electronic documents be submitted in both text files and in hard copies.
- As for the LSEB documents, all the documents through August 2002 have been transferred to Cartwright. On an annual basis, the LSEB secretary will give the incoming secretary, the current-term documents in September. The new secretary will deposit these previous term documents by December of the same year. This will provide the new secretary with the chance to review the recent history.
- The discussion with Cartwright did not include the other committee documents. Bazzell will attempt the same arrangement for documents generated by the Staff Development Committee and Elections Committee. LPC was excluded because it does not retain its working documents nor record minutes. However, the LPC representative will check with current LPC group to see if there are LPC files.
that should be archived.

- Each committee will establish a schedule for documents' transfer to the Archives based on their own needs.
- Cartwright asked Lebbin for a list of senate chair names in each unit so that he can contact them to see if they are interested in a similar arrangement.

ALL CAMPUS COUNCIL OF FACULTY SENATE CHAIRS (ACCFSC)

Lebbin reported that the ACCFSC requested each faculty senate's approval or disapproval of the resolution on committees. After much discussion, LSEB decided not to submit the resolution to the Library faculty for vote. The main reason lies in the ACCFSC's main purposes, procedures, and functions. LSEB believes that the current ACCFSC's functions are unclear to members, as is the upcoming voted resolution.

<Background Information>
ACCFSC is a system-wide committee that advises the president on governance issues, information sharing between campuses, and faculty participation. ACCFSC meets monthly and the Chair of LSEB is a member of the committee.

The proposed resolution states:
"Be it resolved that the appointment of faculty representatives to any committee (including search committees for administrators) shall be conducted only through appropriate faculty governance bodies."

a) search committees for academic administrators above the department level;
b) academic planning and policy committees;
c) budgeting planning and implementation policy committees; and
d) student-faculty relations policy committees.

The appropriate faculty governance body in each case is the primary campus faculty senate. Where a campus possesses more than one senate, it is presumed that, in the case of issues arising the impact of which is felt most immediately at the level of some subunit, the primary faculty senate will defer to the faculty governance body of the unit most immediately affected.

COOPERATION AMONG THE MANOA SENATES

Lebbin reported that Mike Forman, Manoa Senate Executive Committee Chair, proposed (1) to share its minutes, and (2) to have chairs of faculty senates be representatives to the Manoa Senate Executive Committee. The reason is to promote cooperation and coordination among senates at Manoa as there are currently no cohesive efforts between the senates. Chun suggested that the LSEB by-laws be revised to make the Library's Manoa Senate representative the LSEB chair. The issue will be further discussed at the next meeting.

INVITATION TO UHM CHANCELLOR PETER ENGLERT

Lebbin received a suggestion from a Library faculty member for LSEB to invite Englert. A similar suggestion was made in January at the LSEB meeting. LSEB agreed that before inviting Englert, we should determine what information Englert has received about the Library. For example, Perushek mentioned that he suggested that the Library should cooperate with other Departmental libraries on campus and he had requested the survey results from the Library Administration. Lebbin will request the Library Administration to share the survey results and report to Englert. The issue will be discussed at the next meeting.
COMMITTEE REPORTS

Manoa Faculty Senate (Johnson)
Full draft minutes will be available soon on the Manoa Faculty Senate website at: http://www.hawaii.edu/uhmfs/

1. A welcome and thanks from Chair of the Senate -- Mike Forman

2. Minutes of December 11, 2002 meeting were adopted as amended. Some discussion of Faculty Housing inequities took place at this time; Mary Tiles will pursue this issue through UHPA.

3. Chair's report: Forman first gave a Chancellor's report, as Chancellor Englert was not present, followed by his Chair's report.
Highlights include:
A: Proposed budget cut issues. (Englert)
* Announced budget cuts will NOT affect merit pay/salary adjustment funds.
* Across the board cuts will NOT be implemented
* Chair's operating funds will NOT be touched
Englert plans to target discretionary $$ and get "loans" from departments with surpluses. He welcomes ideas from faculty on this matter.

B. Upcoming WASC visits -- March 17-19 will be a "system" visit, and March 19-21 will be a Manoa visit. Remember that WASC accredits campuses, not systems, so the system visit is a courtesy only. Please see the system report at: http://www.hawaii.edu/ovppp/WASCsystemportfolio.pdf
The report for Manoa, with the freshest Manoa statistics, will be available soon at: http://www.hawaii.edu/WASC/UHM
Faculty is invited to comment on their unit's descriptions in these documents.

C. Peace letter campaign -- Carolyn Stephenson
All faculty are encouraged to write old-fashioned letters to President Bush about the potential military action against Iraq. This was an offhand suggestion from Senator Inouye, who will hand-deliver the letters to Bush's office in Washington. Drop-off boxes are located around campus, including the pink boxes near circulation in Hamilton Library. Email letters are also possible - mail to <peacelet@hawaii.edu>, but paper letters are preferred. For more information see: http://www2.hawaii.edu/~peacelet
DEADLINE for this campaign is NOON on January 25th!

4. Resolutions --
A resolution on admission criteria for Home Schooling students passed.
A resolution on Faculty Representation, brought to the Senate by the All Campus Council of Chairs, was passed after amendment. Part of this discussion centered around the increasing importance of the All Campus Council of Chairs as a system body.

5. Committee Reports --
Committee on Faculty Services Chair Rhonda Black called for a member of the College of Natural Sciences to fill a vacancy on the Writing Intensive committee.

Recognizing no other business, the meeting adjourned.

UHPA (Carlson)
On January 20, 2003 UHPA members participated in the Martin Luther King Jr. parade, sponsored by the Dr. Martin Luther King, Jr. Coalition-Hawaii. 48 UHPA marchers signed-in for the event. At least five members of the Library Faculty participated with family and friends.

From the January 11, 2003 Board of Directors meeting, Ruth Horie reported that contract proposals have been submitted to UH Administration. The Regents approved a budget proposal that included $29 million for salary faculty increases. The UHPA proposal will need $41-42 million to bring faculty to the 50th percentile with peer institutions in two years and the 80th percentile by the end of four years.

Negotiations are ongoing, but with no agreement as of January 31, 2003 we are, by law, at an impasse. Information regarding the negotiations and UHPA contract proposals went out to Library Faculty on January 23, 2003.

NEXT MEETING
Scheduled for March 12, at 9:00 AM at the Admin Conference Room.

The meeting adjourned at 10:42 AM.

Submitted by Tokiko Y. Bazzell (Secretary)