Library Senate Executive Board

Meeting Minutes
2003-04-09

Present: Bazzell (recorder), Carlson, Chopey, Christensen, Chun, Johnson, Lebbin (Chair)

The meeting was convened at 9:05 AM

ADDITIONS TO THE AGENDA
None

LPC CRITERIA AND PROCEDURES
Lebbin reported that no faculty members volunteered to serve on the Ad Hoc Committee to review and revise the unapproved sections. Lebbin will meet with the LPC members at 11:00 AM on April 8, 2003, to discuss whether LPC will assume this responsibility. There are two main reasons for the revisions to the current criteria and procedures: (1) to include suggestions from previous LPCs, and (2) UHPA contract mandates that the LPC procedures have to be approved by UHPA. Christensen will report on the outcome of the meeting to LSEB members on behalf of Lebbin at the next meeting.

Lebbin also informed the LSEB members that she would distribute the LPC’s response letter to the University Librarian in regards to the disclosure of contract renewal, promotion, and tenure dossiers to the Division Heads. Under the current policy, Division Heads do not have access to individual dossiers although Division Heads are required to submit a wide-ranging evaluation. The LPC letter was to respond the University Librarian’s request to LPC to make dossiers available to the Division Heads, regardless of the current LPC procedures.

LIBRARIAN FACULTY ISSUES SURVEY
The subgroup (Carlson, Christensen, Stone) distributed the draft summary of the primary concerns and recommendations. After reviewing the draft, LSEB has decided:

- Workload/Staffing is the first priority to address.
- LSEB should formulate resolutions/recommendations, including specific examples to submit the Library Administration.
- Christensen and Johnson will draft a resolution/recommendation for LSEB to discuss.

EVALUATION OF DEAN AND ASSOCIATES
Lebbin reported the practice of evaluating dean and associates, which is currently used by the College of Business and Administration. LSEB has decided to investigate this process for possible adoption by the Library.

LSEB MEMBERSHIP CHANGE
There are several membership changes within LSEB. Due to Lebbin's medical leave, Chun will take over as chair beginning at the next meeting. Chun will also appoint a new vice chair, who will perform those duties through August 2003. Chopey will
replace Flynn as the University Senate representative and Yati Barnard will replace Chopey as the Library Elections Committee representative.

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/

** The Senate meeting was preceded by a full Manoa Faculty Congress, at which Chancellor Peter Englert spoke. The text of his remarks may be found at: http://www.hawaii.edu/uhmfs/sessions/2002_03/chancellor_remarks_030319.pdf

** Senate meeting **

1. Approval of February 19, 2003 minutes.

1. Chair's Report -- Mike Forman began with a report of his numerous meetings and other activities for the last month.

2. Committee on Administration and Budget Report -- Robert Bley-Vroman (Chair) -- Bley-Vroman outlined the committee's activities for the past year. Issues of note included: absent senate consultation in the system reorganization (and the averted censure vote), reorganization of the medical school, and a successful classified research resolution among others.

3. Committee on Academic Policy & Planning -- Roger Babcock (Chair) -- Babcock reported on the committee activities over the past year, mentioning that five of six introduced resolutions were passed.

4. Committee on Professional Matters -- Lynne Wilkens (Chair) -- Wilkens introduced an invited speaker, Peggy Hong (System Director of Human Resources) who reminded the Senate of the workplace non-violence policy in place at Manoa, and faculty responsibilities surrounding this policy. A lively Q & A session ensued.

5. All Campus Council of Faculty Senates update -- Mary Tiles (SEC) -- Tiles reported that Linda Johnsrud (College of Education) is working with the ACCFS in setting an agenda for itself, as there is some confusion over the role of ACCFS and its relation to other faculty senates in the new system orientation.

Recognizing no other business, the meeting adjourned.

UHPA (Carlson)
April: UHPA report

Upcoming events:

UHPA Annual Membership Meeting
Friday, April 11, 2003
3:00 pm Kapiolani Community College Auditorium, Ohia 118

UHPA Board of Directors Monthly Meeting
Friday, April 11, 2003
4:30 pm Kapiolani Community College Auditorium, Ohia 118
All members are welcome to attend.
Workshop: Balancing Work & Family in Academia: Fact or Fantasy?
Saturday, April 12, 2003
8:00-2:00 pm Ilima Bldg. Kapiolani CC. see www.uhpa.org/ for registration info.

Associate Executive Director John H. Radcliffe is a Trustee on the Board of Hawaii Employer-Union Health Benefits Trust Fund (EUTF). He has written a report called "The New World Order Regarding Health Insurance for Hawaii's Public Employees." It gives some background on the EUTF. A copy of the article can be found at http://www.uhpa.org/media/NWO_HealthInsurance.pdf

Please attend the EUTF information meetings, as the UHPA and all other public employee union health plans will end on June 30, 2003. Check: https://www.uhpa.org for more information.

Ruth Horie informed me that although there will be another negotiation meeting next week, there is no specific news at this time.

Reminder from Ruth Horie(paraphrased): Reviewing the special salary adjustment applications, as the departmental review step, is important. Please take the time to review the special salary adjustment applications. For equity data, Jean Ehrhorn compiled a salary table that includes name, rank, salary, years of experience, additional academic degrees, and ethnicity. For market data, Sophia MacMillen and Ruth Horie have copies of the "University of Hawai`i Faculty Salary Report" prepared by JBL Associates. As we don't know if this salary adjustment process will be available in the next contract, please consider making an application as soon as possible or at least prior to the end of the contract on June 30, 2003.

Elections Committee (Chopey)
The Elections Committee is distributing the annual Library Senate roster this week. Elections Committee elections will be held this month. There are two outgoing members (Chopey and Minatodani) and three holdover members (Barnard, Barnwell, and Ghosh). This is my last LSEB meeting as Elections Committee chair. The next Elections Committee chair is Rohayati Barnard. She will be attending LSEB meetings beginning next month. Please include Yati as a recipient in any messages you send to LSEB from now on.

NEXT MEETING
Scheduled for May 14, at 9:00 AM at the Admin Conference Room.

The meeting adjourned at 10:37 AM.

Submitted by Tokiko Y. Bazzell (Secretary)