Library Senate Executive Board

Meeting Minutes
2003-05-14

Present: Barnard, Bazzell (recorder), Carlson, Chopey, Christensen, Chun (Chair), Flynn, Johnson, Stone

The meeting convened at 9:04 AM

ADDITIONS TO THE AGENDA

The member welcomed Chun as LSEB Chair, who is serving out Lebbin's term. Bazzell will update the LSEB Roster web page to reflect the recent changes.

LPC CRITERIA AND PROCEDURES

Christensen reported on the meeting held between the LPC members and Lebbin in regards to the future process of the LPC Criteria and Procedures. It was acknowledged that there is no official deadline to complete the revisions. Since UHPA does not possess the Library's current Criteria and Procedures, Hori, LPC Chair, requested the University Administration (Louise Kubo) to forward copy to UHPA and Hori was informed that this was accomplished on May 12, 2003. LPC will discuss a plan regarding the revisions after the conclusion of contract renewal period. Christensen will report to LSEB after LPC's plan is finalized.

Christensen also will forward the LSEB members a copy of LPC's response letter to the University Librarian on the disclosure of contract renewal, promotion, and tenure dossiers to the Division Heads.

LIBRARIAN FACULTY ISSUES SURVEY

Johnson and Christensen distributed the LSEB members a draft of the resolutions/recommendations related to the Workload/Staffing issue that is to be addressed to the Library Administration. Johnson will email a revised draft to include suggestions made during the meeting. The final version of the letter follows:

"Following the Librarian Faculty Issues Survey of last year, workload and staffing clearly emerged as primary concerns among survey respondents. The Library Senate Executive Board believes that it is vital that these concerns be addressed and has identified potential activities that Administration could undertake to help all of us address these issues. Some of these activities may already be underway. In order for LSEB to focus its own efforts, it would be useful to know what plans Administration has to address these issues. The Board's next meeting is June 10th, and we hope to have received from you a response, however preliminary, that addresses these concerns.

These suggestions can be acted upon concurrently; therefore they are not prioritized in the following list.

1. Recognizing the mission, goals, and priorities of the library, provide appropriate levels of staffing.
   o Fill vacant positions, and provide library-wide updates on status of vacancies.
   o Create new positions.
   o Establish grant-funded positions.
   o Use short-term appointments.

2. Perform a formal assessment of operations/organization - a systems analysis that would
include processes and positions, and identify problem areas where workload is too heavy or staffing is not adequate (i.e. cataloging and acquisitions backlog). This should include:

- An analysis of staffing levels historically - say over the past 10 years - and how these levels have changed.
- How - or if - changes in library operations have been concomitant with staffing level changes.
- Design and implement operations and/or staffing configurations that resolve workload problems.

3. Articulate Administration priorities that identify activities that can be realistically accomplished with the staff we do have. Perhaps these priorities could be set in the current revision of the library strategic plan.

We look forward to working with you on these important issues."

The LSEB also decided to announce the advance meeting agenda via libsen-l effective the next meeting. After the minutes are uploaded to the LSEB web site, the Secretary will announce it to the faculty members via libsen-l.

**HOUSEKEEPING**

Flynn reminded Chun of her official participation on the ACCFSC and encouraged her to attend all meetings. Johnson will contact Lebbin to provide Chun with any announcements she may have.

**COMMITTEE REPORTS**

**Manoa Faculty Senate (Johnson)**

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

1. Minutes of the April 16th, 2003 faculty senate were approved.

2. Chair's Report -- Mike Forman reported on his activities for the entire year, estimating that his time spent on chair duties over the year at around 30 hours per week, although in the previous week the work of a single committee commitment totaled 30 hours by itself! Forman cited areas of progress during the year, and reminded the senate of some work that is still unfinished, such as the revision of the senate bylaws.

3. SEC liaison introductions of Standing Committee Chairs

   a. Committee on Administration and Budget -- Outgoing SEC liaison Frank Sansone thanked committee members and introduced Chair Robert Bley-Vroman, who gave a brief updated report on the committee's activities over the year. He then introduced two documents to the Senate. A document entitled "Consulting with the Manoa Faculty Senate", which provides practical guidelines/timelines for the Manoa and System administration to follow in seeking consultation was introduced, discussed, and accepted. A "sense of the Senate" document that addresses the proposed name changes to UH system community colleges was introduced and accepted. The second document Guidelines for consulting

   b. Committee on Faculty Service -- Outgoing SEC liaison David Flynn thanked committee members and introduced Chair Rhonda Black, who reported on the 100+ recommendations provided to the SEC for faculty service positions over the past year.

   c. Committee on Student Affairs -- Committee on Athletics -- Outgoing SEC liaison
Meda Chesney-Lind thanked the committee members and the chairs of the Committee on Student Affairs (Amelia Jenkins) and the Committee on Athletics (Marian Melish); Senator Halina Zaleski presented a report for the latter.

d. Committee on Academic Policy and Planning -- SEC liaison Mary Tiles thanked committee members and introduced the co-chair of CAPP, Roger Babcock, who presented a brief update of the committee's work in the past year.

e. Committee on Professional Matters -- Outgoing SEC liaison Denise Antolini thanked committee members and introduced chair Lynne Wilkens, who also provided a report on committee work during the year.

f. General Education Committee -- SEC liaison Martha Crosby thanked committee members and introduced chair Jeanne Oka, who provided a report on this very active committee's work over the past year.

4. Introduction of SEC candidates -- Chair Forman introduced the SEC candidates that were present, Barry Baker, Ron Bontekoe, Tom Hilgers, Roger Lukas, Jill Nunokawa, David Sanders, Tom Schroeder, and Janice Uchida.

5. New Senator Amarjit Singh (Engineering) extended his statements of last month and gave senate members a glimpse of some of the issues he would like to address in the coming year. Issues center around wasteful spending and administrative accountability.

Recognizing no other business, the meeting adjourned.

**UHPA (Carlson)**

Faculty can view the tentative 2003-2005 agreement from:


Issue 2 of the Bargaining Journal were distributed to all UHPA members at the end of April. In addition, meetings were held on most campuses April 28-May 2 regarding the tentative agreements.

Member Survey:
The announced telephone survey has been postponed. It may be done in the fall.

National Education Association:
A new website [http://www.owl.org/](http://www.owl.org/) is available as a free service for educators to connect with each other and access useful information.

The NEA Annual Meeting and Representative Assembly will be held July 1-6 in New Orleans. Mary Tiles, Jim Tiles, Bill Puette, Adrienne Valdez, Richard Guillory, and Ruth Horie will attend as voting delegates. The theme is "United States of Education Great Public Schools for Every Child." Website: [http://www.nea.org/annualmeeting/](http://www.nea.org/annualmeeting/) If there are any issues that LSEB is interested in monitoring at the meeting, please let Ruth know.

The UHPA Board of Directors passed a resolution of support on May 10th, urging members to join the registered nurses of the Hawaii Nurses' Association on the picket line at Wahiawa General Hospital, as they are able, when not on duty at UH. The nurses are seeking fair pay, safe staffing, reasonable premiums for the medical plan, and a retiree medical plan. They go back to the bargaining table 7pm Wed. May 14,
Elections Committee (Barnard)
April 2003
Elections Committee Election (2003-2005 member term) Vacancies: Two
Ballots distributed: 54 Ballots cast: 38
Elected: Nancy Sack, Carol Kellett

May 2003
The committee is conducting an election for the position of Vice-Chair/Chair Elect. An election for Secretary will follow the VC/CE election.

NEXT MEETING
Scheduled for June 10, at 9:00 AM at the Admin Conference Room.

The meeting adjourned at 10:03 AM.

Submitted by Tokiko Y. Bazzell (Secretary)