Library Senate Executive Board

Meeting Minutes
2003-07-09

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

The meeting convened at 9:07 AM

ANNOUNCEMENT

Bazzell reported that she would update the LSEB Secretary's manual before the next secretary (Jane Barnwell) takes over in September. The manual has not been updated for a long time.

Bazzell also asked for a volunteer to take minutes for the next meeting (8/13) since she will be on vacation. Susan Johnson volunteered to take minutes for Bazzell.

LSEB MEETING TIME AND PLACE FOR SEPTEMBER 2003 TO AUGUST 2004

The Committee decided to meet every 2nd Tuesday of each month between 9:00 am and 10:30 am in Room 112. Bazzell will reserve the room for the following dates:

2003: 9/9, 10/14, 11/12 (Room 117), & 12/9
2004: 1/13, 2/10, 3/9, 4/13, 5/11, 6/8, 7/13, & 8/10

ARTICLE IX AND ARTICLE XXII

After the Library-wide faculty senate meeting with UH and UHPA officials on June 18, 2003 (see also the Library Faculty Senate Meeting Minutes), LSEB received LPC's suggestions regarding the procedure via email on June 25, 2003. Based on the LPC's suggestion and member discussions, the LSEB made the following decisions:

1. Article IX: Department or Division Procedures Governing Tenure, Promotion, and Contract Renewal
   Johnson moved that the Memorandum of Understanding (MOU) would be inserted under Article IX. Chopey seconded and the change was approved.

   MOU to ARTICLE IX.B.(c) reads:

   "All tenured Librarians with Board of Regents appointments at the University of Hawaii at Manoa Library are eligible for election to the Committee..." and section C. Tenure & Promotion Procedures V.3.b.9. The Committee's responsibilities and duties include:

   "Voting on the application and recording the vote count."

   MOU to ARTICLE IX.B.PARAGRAPH 4, RE DEPARTMENT HEADS NOT SERVING ON THE DPC, reads:

   "It is the Library Senate's understanding that our current policies and procedures are acceptable to UHPA and the University Administration, that department heads in the Library are able to serve on a library personnel committee."
2. Article XXII: Appointment, Duties, and Compensation for Academic Chairs
LSEB decided to add the Memorandum of Understanding (MOU) to Article XXII, which reads:

"Given the organizational structure at the University of Hawaii at Manoa Library (UHM Library), it is not feasible for the UHM Library to comply with the proposed language in the UHPA-UH Counter Proposal. All tenured and tenure track librarians can assume a Department Chair position."

3. The LSEB recognizes that the intent of the new contract language is to protect new faculty and tenure-seeking faculty from having to serve as department chairs, and agrees that this is desirable when possible. However, it seems that it may not be feasible for some departments in the Library to operate without tenure-seeking Librarians as department chairs, and therefore the LSEB recognizes the Library’s need to develop its own internal policies and procedures governing the selection of department chairs.

4. Therefore, four issues will be placed on the Library faculty election ballots with a two thirds majority required for passage of each issue. The four issues are: (1) Agree/disagree with the idea to include MOU under Article IX, (2) if (1) is approved, agree/disagree with the MOU language developed by LSEB, (3) agree/disagree to attach the MOU language regarding Department Chairs to Article XXII, and (4) if (3) is approved, agree/disagree with the MOU language developed by LSEB.

5. Chun will notify Sack (acting Elections Committee chair) while Barnard is on a business trip. She will determine how soon the Elections Committee can facilitate the elections.

6. Although the memoranda will be exchanged between the Library faculty and UHPA, the election results will be provided to the Library Administration because it directly impacts Library Administration.

CHANGES TO LPC POLICIES AND PROCEDURES
Christensen explained how LPC would proceed with revisions to the LPC Policies and Procedures, which were requested by UHPA (see also the Meeting Minutes on June 10). LPC will distribute a cover letter to the Library faculty that provides background information, a summary of the proposed revisions, and the revised language to the Library Personnel Committee Policies and Procedures. LPC will ask the Library faculty to review the documents and conduct an election for passage. If approved, the new version will be sent to UHPA and the University Administration.

LSEB acknowledged the LPC's plan.

HOUSEKEEPING
Effective today, David Flynn assumed the role of LSEB Vice Chair until September 2003, while Chopey assumed the role of Senate representative.

COMMITTEE REPORTS
UHPA (Carlson)
July: UHPA report

The next Faculty Forum for UHPA representatives will be October 25, 2003. Carlson is a member of the faculty forum agenda committee. Although the faculty forum is an
informational and educational meeting for UHPA representatives, input from the library faculty for specific information or issues to be discussed is welcome. Please let Amy Carlson know by phone or email (acarlson@hawaii.edu; 956-7692). Ruth Horie and Jim Cartwright may be attending the October 25 as well.

Ruth Horie is attending the NEA annual meeting representative assembly in New Orleans as a delegate from UHPA.

**LPC (Christensen)**
The LPC met weekly through June and the first part of July.

The committee gathered information and drafted wording for a Memorandum of Agreement to UHPA concerning Article IX of the current contract. LPC transmitted the draft to LSEB for review and for the establishment of a procedure to obtain a faculty vote on the memorandum.

The committee also drafted changes to the LPC Policies and Procedures (the changes were either requested by UHPA or were simple housekeeping matters). Christensen submitted the draft to LSEB for review as preparation for putting the changes to a vote by the Library Faculty Senate.

**NEXT MEETING**
Scheduled for August 13 (Wednesday), at 9:00 AM at the Admin Conference Room.

The meeting adjourned at 10:50 AM.

Submitted by Tokiko Y. Bazzell (Secretary)