Library Senate Executive Board

Meeting Minutes
2004-09-29

Present:
Barnard, Cartwright, Chopey, Flynn (vice chair), Kwok (recorder), Rutter, Sack, Wermager

Convened:
9:00 am

1. Approval of Minutes

Minutes of September 15, 2004 approved.

2. Additions to the Agenda

One item under New Business (Kwok)

3. Officers Reports

Flynn (Vice-Chair) reported that the memorandum of understanding between UHPA and UHM Administration is on its way to approval at UHM Administration. Flynn also asked whether the Senate should consider the impact on the UH Manoa Library of the proposed PhD program at UH Hilo. Flynn requested that the brief introduction to the Robert's Rules of Order that Horie (parliamentarian) provided to LSEB be also provided to the full Senate. Flynn also requested that LSEB establish a schedule to request from Senate members items to bring to the attention of LSEB and the full Senate. There was discussion about the importance of making members feel comfortable raising issues, whether individual or departmental, that have bearing on the goals and programs of the University Library.

4. Committee Reports

UHM Faculty Senate (Chopey, Rutter): Rutter reported that the Committee for Academic Policy and Planning (CAPP) is discussing a PhD program proposed for Hawaiian language at UH Hilo. A question arose as to if and how much should UH Manoa be involved. CAPP was also asked to respond to the proposal and budget to reorganize the chancellor's office. Chopey reported that the Committee on Athletics is in the process of making a recommendation to the Chancellor for a new Faculty Athletic Representative.

Elections committee (Sack): Sack reported that the memorandum from the Library Personnel Committee regarding changes to the LPC Policies and Procedures was distributed on Monday, 27 September 2004.

Staff Development Committee (Barnard): Barnard reported that the Staff Development Committee had their first event on Monday, 27 September 2004 -- a lecture by Thomas Lim on the preservation of historical buildings in Hawaii. Also, the
SDC will meet with John Awakuni (fiscal officer) regarding issues raised about staff not being reimbursed.

Library Personnel Committee (Wermager): Wermager reiterated the Election Committee's report and ask how the vote will be handled at the full Senate meeting on 6 October 2004. LSEB decided the vote will be taken by "voice," unless there is a call for clarification.

5. Review Of Library Administration

LSEB discussed recent feedback from the Maui Community College (MCC) Faculty Senate. MCC has a faculty-administered review of administrators. Discussion continued on preparations needed for the next several full senate meetings, especially resources for Senate members, information from Neal Smatresk (Vice-Chancellor for Academic Affairs), and further information about the MCC process.

6. New Business

Email Distribution Lists (Kwok): Since there have been a number of questions from Senate members about the management and membership of libsen-l and libfac-l, Kwok requested that LSEB discuss the issue. LSEB discussed the history of libsen-l/libfac-l and decided, regardless of the history and use of these two lists, to make the membership of the lists match the list names. LSEB recommended that [1] libsen-l represent all members of the Library Senate (voting and associate members), [2] libfac-l represent only the voting members, and [3] the LSEB Secretary manage both lists. A motion was made and seconded [via email] regarding these three items.

Note: The regular voting members of the Library Senate are all library faculty who: (1) hold Board of Regents appointments, (2) hold positions that are half-time or more, and (3) hold appointments that are no shorter than four months. The Associate Members of the Library Senate are the University Librarian, the Associate University Librarians, librarians with less than half-time appointments, and APT (Administrative, Professional and Technical) staff. They are non-voting members of the Senate. [See Library Senate Constitution, Article II]

7. Next Meeting

Full Senate, October 6, 2004, 9:00-10:00. Hamilton Room 306.

The meeting adjourned at 10:00 am.
Submitted by Theodore Kwok (Secretary)