Library Senate Executive Board

Meeting Minutes
2004-10-20

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

Convened:
9:07 am in Hamilton Addition Yap Conference Room A153

1. Approval of Minutes

Minutes of July 13, 2004 approved with corrections.

Full Senate minutes of August 10, 2004. LSEB discussed ways to summarize this
minutes. Christensen and Kwok will edit and route a draft to LSEB and the full Senate
for approval.

Minutes of September 29, 2004 approved.

2. Additions to the Agenda

Memorandum of Understanding (MOU) Regarding Article 23 of the UHPA
Contract (Christensen/Horie): Horie briefed the Board on the status of the MOU. The
MOU was passed from Ed Yuen (UH Administration) to J.N. Musto (UHPA). Musto
wants the rewrite to be in the affirmative without sounding like the librarian faculty
want a waiver and to be excluded from the current provision. It would be best to
explain the library's organizational situation and to define what we want. This
approach might serve as a model for other faculty tracks (e.g., specialists and
researchers) who have similar situations as the faculty in the librarian track. Horie and
Cartwright will draft the new wording for the Board to review and for the Senate to
vote on.

Some of the issues specific to the library's organizational situation include: recruiting
faculty specifically for a department chair/head position versus selection from within a
department; whether or not Administration can force a faculty member to be a
department head; hiring rank for librarians; tenurable rank for librarians; department
heads at a lower rank and possibly un-tenured having to deal with personnel actions
(e.g., signing documents and assessing faculty at higher ranks); departments with only
one or two faculty.

3. Officers Reports

No reports.

4. Committee Reports

Christensen discussed LSEB returning to having Committee Reports submitted in
writing as well as orally. LSEB reaffirmed the practice.

**Staff Development Committee** (Barnard): Barnard appointed John Awakuni (Hamilton Library Fiscal Officer) as an ex officio member of the Staff Development Committee.

**UHM Faculty Senate** (Chopey, Rutter): Chopey reported that the Committee on Athletics made a recommendation to the Chancellor for a new Faculty Athletic Representative. Rutter reported that the Committee for Academic Policy and Planning (CAPP) objected to the circumvention of the Board of Regents policies and procedures in the establishment of a PhD program proposed for Hawaiian language at UH Hilo. LSEB members briefly discussed issues of concern for the library. For example, the library is functioning as a "system" when it comes to matters such as IntraSystem Loans. This directly affects the pressure on resources and services of UH Manoa Library. Also, UH Manoa generally has the infrastructure to support PhD programs. Resources in libraries that support PhD programs tend to be primary resource materials. Few libraries in the system have enough primary resources to PhD programs.

**Elections committee** (Sack): No report.

**Library Personnel Committee** (Wermager): The LPC starts deliberations next week and continues for two months. There are 11 cases -- 6 tenure/promotion and 5 contract renewal.

### 5. Review of Library Administration

**Communication:** Christensen briefed the Board on the state of communication with Library Administration. A memorandum has been sent to Diane Perushek (University Librarian) posing questions about UH administered reviews of the University Librarian (Diane Perushek), Associate University Librarian (Jean Ehrhorn), and Assistant University Librarian (Robert Schwarzwalder). Prior to the memorandum, LSEB received preliminary input and background information from Ehrhorn and Board members. UH Administration has conducted a 360 review in the past with a limited scope of participants and advertisement. Documentation was also found regarding Library Administration's attempt at reviewing division and department heads, but there was no follow through. LSEB agreed that the chair will draft memorandums to Smatresk (VCCA), Englert (Chancellor), and UHPA.

**Models for Review:** Christensen suggested the Board begin investigating models and sources of review instruments. It has become clear that a Library Faculty Senate review of Library Administration will probably be different from whatever review has been performed in the past by UH Manoa Administration, especially in terms of who participates, how a review is conducted, and why such a review is necessary. As a start and to divide up the work, Flynn will do research in the business literature and non-profit organizations; Rutter will look into UH Manoa CTAHR's faculty review of its dean and some review instruments used at the University of Michigan.

### 6. Library Senate Records and Management

Kwok, as LSEB Secretary, made several recommendations for Board discussion -- [1] redo the Senate website to raise the identity/profile of the Senate, to make the site more useful to the constituency, and to clean up the structure and organization of the
files on the website; [2] move the Senate website back to ITS to re-affirm control and simplify access to the account; [3] standardize the document management of the Senate, including the formats and structure of documents, the decisions on distribution and disposition of documents, and the maintenance of most documents in electronic format; [4] create an officer/board handbook to improve operational consistency and continuity among exiting and entering Board members; and [5] establish a Library Senate office, by requesting the use of a small library room (such as those for doctoral students) from Library Administration.

LSEB approved all items. A number of issues arose in the discussion: [1] Rutter indicated that Library Administration is thinking about a library-wide intranet. The Board agreed that when such a intranet materializes, the Board will consider whether or not a Library Administration managed intranet serves the needs of the Library Senate; [2] Kwok reported that he received a file folder of senate materials from the previous secretary; however, many Board members remember that there used to be a large box of senate materials passed from secretary to secretary. It is unknown at this time as to the disposition of the box. Kwok will investigate.

7. Announcements

Horie announced that UHPA will be holding two meetings on October 25 and 26, 2004, at 12:30 pm, in Hawaii Hall Room 208 for Manoa Campus Faculty Representatives to discuss and review the current contract. Cartwright added that they are trying to get on top of faculty concerns and the issues faculty are facing. Library faculty who have such matters to discuss may contact Jim Cartwright, Amy Carlson, and Ruth Horie.

8. Next Meeting

Full Senate, November 3, 2004, 9:00-10:00. Hamilton Yap Conference Room A153.

The meeting adjourned at 10:42 am.
Submitted by Theodore Kwok (Secretary)