Library Senate Executive Board

Meeting Minutes
2005-04-20

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

Excused:
Schultz

Convened:
The meeting was called to order by Christensen (chair) at 10:03 am in Hamilton Library, Room 113.

1. Approval of 2005-04-06 minutes.

Approved

2. Additions

UHM Chancellor's Award for Outstanding Service: A library faculty member suggested that the LSEB write in support of a nomination for John Awakuni (UHM Library Fiscal Officer) for the UHM Chancellor's Award for Outstanding Service. The LSEB is in favor of doing this but wants to act on behalf of the full Senate. The Board agreed and will recommend such an action to the Senate. Senate approval will be ratified at the next full Senate meeting. The deadline is May 6 to get written support to Jane Kageura.

Input to UH Strategic Plan: An email was sent on Tuesday April 19 to department heads to get input/ideas for library goals in order for LDC members to meet on April 21 to form a set of unified goals to present at the campus-wide strategic planning implementation workshops on Monday April 25. Then on Tuesday April 26 the proposed action plans will be presented. Diane Perushek, University Librarian, will not be at the LDC meeting. It was agreed that there are flaws in the process including: no time to gather and discuss goals properly among faculty/staff; possibly including ideas/opinions of individual faculty and passing them off as representing a particular group or unit; we don't know the University Librarian's goals; and taking ideas on Monday and including them on Tuesday without discussion from a larger group. Library-wide goals need library-wide discussion.


The Board discussed the various sample documents gathered for the evaluation of library administrators. It was felt that there was enough information to establish content for a review instrument. There was further discussion about broad categories, specific criteria, rating systems, ground rules, who to survey, and who to review. The Board agreed on the following and will make such a recommendation to the Senate: the evaluation should be a faculty-only survey; the faculty will review the University Librarian and all other UH management positions in the library separately; the review
of administrators will include how well their administrative unit runs and is managed; and the rating system will be kept simple and allow for comments. All members of the Board will read all of the working documents in preparation for detailed discussion of categories and criteria. Christensen and Kwok will collate a master draft of categories and criteria for the Board.

3. Personnel Actions in the Library

Christensen briefed the Board on the results of a search for policies and procedures regarding internal transfers and the creation of search committees. A request to Jean Ehrhorn for such information was also made. No policy for internal transfers was found in the UH Library personnel policies, UHM personnel policies, Board of Regents policies, and UHPA contract information. Christensen recommended that the Board focus on the issue of internal transfers for now and recommended that the Board request from Perushek any policies governing internal transfers. If none exist, then ask that such policies be created in consultation with the faculty. It was agreed that a policy for reassignment (internal transfer) be integrated and aligned with the policies and procedures for recruitment and hiring, including a search/evaluation committee and consultation with affected departments.

The question was raised whether or not K.T. Yao's transfer violated hiring and recruitment policies. Questions were raised about what happens in the absence of a policy for reassignment; about what Administration can and can't do; and about what prerogatives faculty have.

The Board agreed to have Christensen draft a memorandum to Perushek (University Librarian), requesting any policies governing internal transfers. If none exist, then ask that such a policy be created in consultation with the faculty. The Board will discuss issue again once the memorandum has been drafted.

4. Committee Reports

Tabled.

5. Next Meeting

Executive Board, May 4, 2005, 10:00+ am. Location Hamilton Room 113.

6. Adjourned

12:06 am

Submitted by Theodore Kwok, Secretary