Library Senate Executive Board

Meeting Minutes
2005-09-07

Present:
LSEB: Cartwright, Flynn, (chair), Horie, Minatodani, Rutter, Sack (recorder), Schultz, Stone

Excused:
Peacock, Riedy

Convened:
The meeting was called to order by Flynn at 9:10 am in the Yap Conference Room, A153.

After welcoming new board members, Flynn noted that we have a number of continuing items on our agenda for the year and several new matters that will come up for discussion in the near future. Flynn reminded us that all meetings would be conducted according to parliamentary procedure, although LSEB meetings will be less formal than full senate meetings. He clarified that the LSEB chair may vote in LSEB meetings and has the right to vote at full senate meetings, but generally does not. As an ex officio board member, the UHPA representative may also vote at LSEB meetings; the parliamentarian, however, is not a board member and may not vote at LSEB meetings.

1. Confirmation of roster and terms

LSEB reviewed the term of each of its members. The web page will be updated.

2. Reports of officers, standing committees, and MFS representatives.

Flynn noted the September 7, 2005 letter he sent to the University Librarian notifying her of the change in LSEB leadership, the need to discuss with the new LSEB her request for the board’s advice on management concerns and Inviting the UL to submit requests for agenda items on topic for either LSEB or Senate meetings.

Flynn has revised the Manoa Faculty Senate guidelines for use in the Library Senate. He will distribute them to members prior to the next full senate meeting.

Flynn reported that members of the outgoing and incoming boards met on August 31 with Karen Cross and Kem Lowry, representatives of the UH Program on Conflict Resolution. Vice-Chancellor Smatresk had requested the meeting. Notes were taken and minutes will soon be distributed. Flynn will send the UL the schedule of senate meetings and remind her that at any time she may request that an item be put on the senate agenda.

Sack reported that outgoing secretary Ted Kwok has transferred to her all the LSEB files as well as a secretary handbook he had created.
Stone (Elections): nothing to report.

Schultz (LPC): The first orientation session for preparing contract renewal and promotion/tenure dossiers was held Friday, September 2. A second session will be held today.

Minatodani (MFS): Prompted by an HGEA lawsuit, the BoR recently changed the rules for hiring employees on soft money even though the Manoa Faculty Senate had disapproved of the proposed revision. Interim Chancellor Denise Konan addressed the senate, naming this the "year of the student." The UARC report was disseminated.

Rutter (MFS): The UARC ad hoc committee is still waiting to see the contract between NAVSEA and UH, a management plan from the VCRGE, and a report from the outside counsel who will report to the committee and the SEC on their analysis of the UARC process and management.

Cartwright and Horie (UHPA): In 2004 the Library Senate voted to approve a Memorandum of Understanding relating to minimum rank for department chairs. UHPA said that the language needed to be revised and the organizational structure of Library Services defined. Cartwright and Horie drafted new language and UHPA approved it. The draft will be discussed at the next senate meeting and the Elections Committee will hold another round of voting. UHPA will cosponsor a study of salary equity for women and minority faculty. The union is also campaigning for a minimal salary at each rank and will request money from the legislature to cover any salary increases.

3. Senate and board schedules for 2005-2006

The proposed schedule was reviewed and approved.

4. Review/evaluation of library administrators

The latest versions of the evaluation form and instruction sheet were distributed for review.

5. Inventory of selected examples in support of no confidence vote

The inventory will go to the senate for review. Pending approval, it will then go to Diane. Board members thanked Christensen and Kwok for compiling the inventory. LSEB will continue to amend the inventory as needed.

6. New business

There was a brief discussion about the wisdom of posting LSEB and senate minutes to a publicly accessible web page.

7. Old business
LSEB will follow up on the travel policy memorandum.

The meeting was adjourned at 10:23 am.

Submitted by Nancy Sack, Secretary