Library Senate Executive Board

Meeting Minutes
2005-11-09

Present:
Flynn, (chair), Cartwright, Frost, Minatodani, Riedy, Rutter, Sack (recorder), Schultz

Excused:
Peacock, Sack

Convened:
The meeting was called to order by Flynn at 9:05 am in the Yap Conference Room, A153.

1. Approval of 2005-10-26 Minutes.

The minutes were approved as corrected.

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

Flynn (chair) reported on tabulating the results of the faculty evaluation of library administrators done on 31 October, by Sara Rutter, Elaine Schultz and David Flynn. The tabulators verified the legitimacy of each envelope containing reviews. They then removed the sealed inner envelopes, destroyed the outer envelopes and shuffled the inner envelopes. They then opened the inner envelopes, separating the reviews into a pile for each administrator reviewed. They tabulated the reviews for each category according to rating. David entered the figures into an Excel spreadsheet and created some graphs reflecting the results.

Rutter (MFS): The Manoa Faculty Senate will meet at 3:00 p.m. on 16 Nov. in Law School Auditorium to discuss UARC and possibly to vote on resolutions before the senate. The report of the ad hoc committee on the UARC is on the Senate web site. In addition, hard copy of the report as well as the report outside counsel prepared and sent the committee are available at Sci/Tech reference desk along with the additional binder the attorneys provided of Dept. of Defense materials.

Riedy (Staff Development): Two new members on committee are Lea Domingo (ILL) and Dawn Kawano (Asia). Continuing members in addition to Allen are Nancy Sack, Gwen Sinclair and Beth Tillinghast. In last meeting committee began plans to have Excel workshops taught by Carol Kellet and HTML workshops, possibly taught by Beth Tillinghast made available to staff. Allen also reported that funds are available for professional development.

Schulz (LPC): indicated that the committee is making progress on reviews. She cited a problem in credit an alternate member now receives for service. Current policy reads that an alternate must serve on LPC for two semesters in succession to receive credit. Now, however, all contract renewal evaluations occur in the fall along with tenure and promotion, so no evaluations occur in the spring. After current cycle of evaluations has been finished, LPC will draft a revision of this policy to present to
LSEB and the Senate.

Frost (Elections Committee) reported that they are almost ready to begin the elections for LPC; the election should occur shortly after 15 November.

Cartwright (UHPA): No report.

3. Senate agenda, 23 November 2005

Flynn will email Library Senate members that meeting scheduled for 16 Nov. will be postponed until 23 Nov. and held in room 301 at 9:00 a.m.

Two items will be on the agenda.

I. Discussion of the results of the faculty evaluation of library administration
II. Report of the meeting called by Vice Chancellor Neal Smatresk, with representatives from Conflict Resolution; Diane Perushek, Robert Schwarzwalder and David Bruner; LSEB members.

4. Distribution of reports of evaluations of library administrators

We decided to provide a paper copy for each department in the library, with departments having more than five library faculty receiving two copies. Since Diane Perushek will be out of town until Friday 18 November, we will not send out the results until then.

We delayed full Senate meeting for one week since we will not have distributed the results until after the regularly scheduled Library Senate meeting.

After considerable discussion, LSEB decided unanimously to send the evaluation results of Diane Perushek to Vice Chancellor Smatresk and the evaluation results of Robert Schwarzwalder to Diane Perushek on Monday 21 November.

Flynn will prepare a cover letter and an executive summary to accompany the results.

All printed copies of the results going to the Library Departments will carry wording on cover that materials should be restricted to voting members of Library Senate.

Flynn will draft a memo to Ed Yuen thanking him for his response and saying that since the review was not part of the established evaluation, LSEB will proceed with what the Library Senate has authorized it to do.

5. New business

None.

The meeting was adjourned at 10:45 am.

Submitted by James Cartwright