Library Senate Executive Board

Meeting Minutes
2007-09-27

Present:
Chopey, Christensen, Grosenheider, Horie, Johnson, Kellett, Solyom, Wermager

Excused:
Lebbin

Convened:
The meeting was called to order by Johnson at 9:30 am in the BHSD Conference Room

Johnson proposed the appointment of Sara Rutter as Vice-Chair during Johnson’s sabbatical (October 15, 2007 – April 15, 2008). Johnson also appointed Ruth Horie as Senate Parliamentarian for another year term, ending 31 August 2008. LSEB concurred with both appointments.


2. Senate Participation in the Library Strategic Planning Discussion

The group discussed the parameters of Senate participation in the Library’s strategic planning process. Johnson proposed a public talking space (e.g., Wiki, blog) to encourage and record library-wide comments on the planning discussion.

Grosenheider suggested including Library Senate involvement for feedback and wordsmithing toward the end of the process. Christensen recommended involving the Senate much earlier to forestall a potential situation if a draft document contained contentious issues that then might stall or jeopardize the planning process.

The group agreed that the Senate should be involved only in appropriate issues (i.e., faculty status and role, professionalism, organizational language) and not in every aspect of the planning discussion.

Solyom pointed out we may want to look closely at the language of the “functional narrative” to the Library’s organization chart as it is an important official document that sometimes does not get revised as much or as frequently as other planning documents. LSEB could work to change it if it does not mesh with new planning documents. Grosenheider noted that Ehrhorn has plans to lead an organization role and review discussion.

With two members (Grosenheider and Kellett) of the Planning Logistics Team (PLoT) serving on LSEB, the group felt it will be adequately appraised of the progress of the planning process.

Regarding Senate involvement in the strategic planning process, the group agreed on the following points:
• Encourage cross discussion and Library-wide participation in the process
• Utilize technology, such as Wikis or blogs, to facilitate feedback and dialogue
• Request status updates from PLoT members, especially on faculty-related matters
• Formal review by the Library Senate of draft planning documents

3. Communication with Interim University Librarian on Advertised Faculty Positions and Rank

Johnson summarized the Library’s practice of recruiting department heads at Ranks 2 or 3, which is not in compliance with the BOR Agreement (Article 23) that states: “Only Faculty Members with a Rank of 4 or 5 shall be eligible to serve as the Department, Division, or Program Chair.” Issues and problems related to this controversial practice were discussed. The group would like Library Administration to comply with Article 23.

Johnson will draft for LSEB review a memo of understanding to the Interim University Librarian, requesting compliance to Article 23.

4. Regular Meetings with the Interim University Librarian

The group agreed that regularly scheduled meetings with Mochida would be beneficial. Blocking off regular meeting times would be most efficient. Johnson will poll LSEB availability, explore and schedule convenient monthly meeting times with Mochida.

5. Communication with Manoa Chancellor Hinshaw

Johnson noted LSEB has not yet received a reply from the Chancellor regarding an email request to meet with her. It was suggested that a phone call to her secretary may be more effective. It was also recommended that the Library Senate thank the Chancellor for her decision to move funding for the Library in the proposed interim budget from Tier 3 (rarely funded) to Tier 1 (usually funded). Johnson will follow-up.

6. Next Senate Meeting

Since Johnson will go on sabbatical in October, she will confer with Vice Chair Lebbin about scheduling the next Senate meeting. Some topics for future discussion include: strategic planning process, meetings with Mochida, MOU on Article 23, BOR changes discussed in the recent Manoa Council of Chairs meeting.

7. Committee Reports

Solyom (Elections Committee) noted that the recent revision to Election Committee Policies and Procedures included amending Committee membership from five members to three. The ballot failed to mention that a parallel amendment should occur in the Senate By-Laws Article 1, Section 3c. Rather than conduct a second ballot, she proposed that the amendment to the By-Laws be implemented based on the results of the first ballot, which passed with well over the necessary two thirds majority of those voting. LSEB decided to have a voice vote on amending that
language in the By-laws at the next full senate meeting.

Kellet (MFS representative) reported that she is the Chair of the Manoa Faculty Senate Faculty Services Committee.

Johnson proposed that LSEB have a Webmaster appointed to maintain and update the Library Senate Webpage. Not every newly elected Secretary may be proficient in HTML coding and Web design. Having to learn these tasks creates a new burden for the person in addition to doing the regular secretarial duties. LSEB agreed. Johnson will seek out an individual interested in becoming the Library Senate Webmaster.

Grosenheider (Staff Development) reported the Staff Development series of Web 2 workshops began this Wednesday (26th) and was well-attended.

8. New Business

None

Submitted by Paul Wermager, secretary