Library Senate Executive Board

Meeting Minutes
2008-09-23

Present:
Carlson, Cartwright, Christensen, Flynn, Horie, Kellett, Lebbin, Polansky, Rutter, Saeki

Convened:
The meeting was called to order by Lebbin at 10:05 a.m. in the BHSD Conference Room.

1. Minutes of July 29, 2008, meeting were approved.

2. Reports of Officers, Standing Committees, and MFS Representatives

Manoa Faculty Senate Representatives: Christensen reported that the Chancellor attended the most recent Manoa Faculty Senate meeting and shared dismal projections for the University's budget. She also clarified that while there is a statewide moratorium on new hiring, UH can ask for exceptions for new recruitment, but must provide a strong justification to do so.

The Chancellor also announced she is forming a "Process Committee" with representation from UHM administration, the Manoa Faculty Senate, and students to examine possibilities for "strategic budget cuts" rather than across-the-board cuts. The committee may also look into redistributing positions among University units following the large number of retirements expected in the next couple of years.

ACTION: Christensen will request the names of the faculty members on the Process Committee.

UHPA Representative: There is a new members-only Web site devoted to bargaining: http://www.uhpa.org/uhpacontract The next bargaining session is scheduled for Sept. 29. The next campus information meetings are Sept. 30, noon, Bilger 150, and Oct. 15, 3pm, Art 132. The UH has rejected UHPA's contract proposal. Both UHPA and UH proposals are on the bargaining Web site. One UH proposal is to require faculty who are voting on promotion applications to be at the rank of or higher than the rank sought by the applicant. UHPA will begin allocating $5 per month from dues to the political action fund, for candidate endorsements. The $5 will not increase the amount already being deducted from paychecks. Anyone who does not want $5 to be allocated for this purpose should file an "allocation objection" form by Sept. 30, 2008.

Parliamentarian: Flynn offered a reminder that the UHPA Representative is a voting member of the Executive Board.

LPC: Polansky distributed the Committee's recommendation for a procedure for tenure upon initial appointment.

ACTION: LSEB should preview and comment via e-mail. The recommendation will be
brought to the full Senate at the Oct. 14 meeting.

**SDC:** A meeting is scheduled to discuss the status of the Staff Development Committee.

**Elections:** No report.

**Chair:** Lebbin distributed her notes from the previous meeting of the All-Campus Council to the Library Senate via e-mail. Lebbin was invited to and will attend an Afternoon Refreshment with Chancellor Hinshaw Oct. 22.

### 3. Review of Current Library Faculty Senate Issues

#### A. Future of Staff Development

**Status:** Staff Development Committee drafting recommendation for Library Faculty Senate review and approval.

Postponed. Committee is still discussing.

#### B. Report to House Finance and Senate Ways & Means Committee

**Status:** Johnson drafted memo based on concerns raised at the July 15 Library Faculty Senate meeting. At the Aug. 12 meeting revisions were recommended to the memo and Johnson was to incorporate the changes, seek LSEB approval on the revisions, and send the memo to the IUL. The revisions have not been made.

Lebbin will incorporate revisions to the memo recommended at the Aug. 12 Senate meeting and seek LSEB approval prior to sending to IUL Mochida.

#### C. Travel Funds

**Status:** FY2006-2008 report distributed at Aug. 12 Faculty Senate meeting. Johnson received an updated report from the IUL on Aug. 23 that delineates librarian faculty, division heads and department heads. The revised report is posted on the Library Faculty Senate Web page at [http://www.hawaii.edu/libsen/2008travelreport2.pdf](http://www.hawaii.edu/libsen/2008travelreport2.pdf)

Lebbin will clarify with IUL Mochida if Library Administration considers the $1,000/year per faculty member practice or policy. The faculty travel report will be on the agenda for discussion at the next full Senate meeting.

#### D. Rank of Department Heads

**Status:** LSEB received a memo from the IUL on April 22 responding to the resolution.

The Board decided to postpone this issue until a permanent University Librarian is hired.

#### E. Bylaw Revision to Enable Electronic Voting on Issues

**Status:** Cartwright volunteered at the Aug. 12 Library Faculty Senate meeting to draft
options.

Cartwright offered three options for moving business when the Senate is regularly unable to meet quorum. 1) Lower quorum; 2) Amending the bylaws or establishing a “special rule of order” beyond Robert’s Rules of Order; or 3) Make no change. Cartwright determined Senate quorum is already low and further lowering it would not be a reasonable option. Cartwright distributed proposed wording for either a bylaws amendment or a Special Rule of Order to allow for electronic voting.

ACTION: LSEB will review the draft and discuss at the Oct. 28 LSEB meeting on whether to recommend an amendment or special rule of order at the following full Senate meeting. Parliamentarian Flynn will research such an amendment or special rule to assure it would not be a violation prior to the next LSEB meeting.

F. Funding for UH Manoa Library

Status: Johnson sent memo with resolution to the Chancellor on Aug. 13. No response. Christensen shared resolution with the Manoa Faculty Senate Committee on Administration and Budget.<

Christensen reported the MFS CAB was not predisposed to sponsoring the type of resolution presented. In particular, they did not support arguing for exempting the Library from the 2 percent University-wide budget cut. CAB was willing to support the effort to request the Chancellor release the remaining moneys granted to the Library in the supplemental budget. CAB suggested recrafting the resolution to focus on releasing the supplemental budget and including some of the consequences should the Library not receive the rest of the funding.

Christensen offered to redraft the resolution, but will wait until the State’s and University’s budget picture becomes clearer. Christensen will also speak with IUL Mochida for more information on what the Library would not be able to do if it does not receive the rest of the supplemental budget.

G. Composition of Search Committees

Status: Johnson asked for volunteers at July 15 Library Senate meeting. Amy Carlson and Jim Cartwright volunteered.

H. Library Reorganization

Status: Johnson attended the July 18 LDC meeting and shared concerns raised at the July 15 Library Faculty Senate meeting. Johnson attended the meeting and sent notes on the meetings by e-mail to the Library Faculty Senate on July 18.

I. Recruitment for Permanent University Librarian

Status: Johnson sent memo to the Chancellor on Aug. 5. No response.

Items G-I to were postponed due to lack of time.

Next LSEB meeting: Tuesday, Oct. 28, 10 a.m., BHSD Conference Room.
Meeting adjourned at 11:40 a.m.

Submitted by Lori Ann Saeki