TO:  Library Faculty  
FROM:  Allison Cowgill, Recorder  
SUBJECT:  Library Faculty Minutes, February 5, 1987  
Present:  25

Administrative Matters

Leo Cabell announced that twenty-two Apple Macintosh personal computers will be installed in Norlin M350 sometime this spring. Initially, these will not be hooked up with PAC. The Computing Center will be responsible for this site and there will be a teaching assistant to help students with questions or problems. Software on hard disk will be available for use with these computers. Sharon Gause requested a list of this software on hard disk so that any questions can be readily answered. Leo Cabell will request such a list from Paula Rosen.

Leo Cabell announced that some departmental rooms in Norlin are being converted into a Humanities Center; included are the French, Robert Z. Lee, and Mabel Van Duzee rooms. This is a result of the Vice-Chancellor's effort to find office space for Comparative Literature. There will be some renovation and the center will contain small collections from those individual rooms as well as materials from the German room. Since this area is already assigned to those individual departments, this should have no impact on current space use in Norlin.

Leo Cabell announced that President Gee will visit Norlin next Wednesday, February 11, 1:30-3:00 p.m. This will be the fourth campus library he has visited. The visit will begin in Administration and will then move to the Staff Lounge for a library-wide meeting at about 1:45 p.m. All library staff and faculty are invited and the discussion will focus only on library issues. Members of the Boulder Faculty Assembly Library Committee are also invited.

Leo Cabell noted that Chris Zafiratos, Associate Vice Chancellor for Academic Affairs, has announced that a Boulder Campus Outreach Council has been appointed to solicit applications from faculty for funding outreach programs. This council will function similarly to the Council on Research and Creative Work, and will consider applications which will help make Colorado's citizens aware of the value of the University. Forms are available from the Office of Academic Affairs, Campus Box 40. Nora Quinlan noted that she has a copy of this form; Leo Cabell will obtain a copy to file in Administration for interested faculty. Nora Quinlan added that she has also received application forms for an outreach program offered by the Colorado Endowment for the Humanities. A copy of that will be available in Administration too.

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Faculty Matters — Martha Jo Sant, Moderator, substituting for Marianne Burke

1. The minutes of the November and December meetings were approved.

2. Committee Reports:

a. Faculty Personnel Committee: Chair Sheryl Horner noted that all faculty should have received evaluation packets. She stressed it is very important to follow the enclosed calendar and stressed that three complete sets of the "yellow sheets," including the original and the extra page four, must be submitted to Leo Cabell by February 13. Any questions should be addressed to members of the Committee.

b. Travel Committee: Chair David Fagerstrom reported that there is $2,300 available in the travel fund and encouraged faculty to apply for this money.

c. Sabbatical Committee: Leo Cabell noted that the Libraries' recommendations for sabbatical will be considered at the February Regents' meeting.

d. Promotion and Reappointment Committee: Leo Cabell noted that all paperwork for the current group of appointments has been forwarded and will be considered by the Regents in May.

e. Nominations Committee: Ellen Robertson stated the Committee is looking for a volunteer to replace Allison Cowgill as recorder until her term ends in June. It would be easier to find a volunteer than to have an election for such a short term. Interested individuals should contact her. In response to this report, Ben Lo Bue moved that the Libraries Senior Administrative Secretary take faculty meeting minutes as is done in other departments on campus.

Herfet Rebuilda seconded. The motion passed. Leo Cabell suggested that the Moderator notify the Director of this motion. Ellen Robertson added that the Nominations Committee will not take any action unless instructed.

f. Library Advisory Board: Chris Busick reported that the Dance and Theater Department may still use the Staff Lounge if its request for renovation funds is approved.

3. Old Business

Revision of the Faculty Handbook: the Faculty Personnel Committee moves that Section 1639, Search Committees — Membership have the following added as a new last paragraph:

If the search is for a department head or unit supervisor, a subordinate faculty member, if there is one, from that department shall be a member of the search committee.
In the following discussion, Joan McConkey said that this might eliminate someone in a small department as a candidate if they must serve on the search committee. Other discussion focused on the use of the word subordinate, and additions of such phrases as "if appropriate" at the end of the statement. Skip Hamilton moved, and Busick seconded, that the addition read:

If the search is for a department head or unit supervisor, a subordinate faculty member, if there is one, from that department, shall be, if appropriate, a member of the search committee.

The motion passed. Jan Nelson then moved, and Chris Busick seconded that the phrase "or unit" be added after department in the third line. A vote was then taken on the revised sentence which reads:

If the search is for a department head or unit supervisor, a subordinate faculty member, if there is one, from that department or unit, shall be, if appropriate, a member of the search committee.

The motion passed. Sheryl Horner noted that the sentence is awkward but it was noted that the Faculty Personnel Committee may make changes in such phrasing as long as content is not affected.

Faculty Search Handbook: The Faculty Personnel Committee moved that the following revisions be made in Section VIII., Internal Search:

R. Advertising of the position
   A notice of the vacancy shall be sent to each faculty and staff member of the University Libraries at least seven working days before applications are closed.

D. Statement of Policy
   It is the preference of the faculty that a formal internal search be made for all positions to be filled from within the Libraries faculty or staff. All interested and qualified persons should be given the opportunity to apply and be considered for all faculty openings. Open searches give a sense of fairness to the search process and promote faculty and staff morale.

Nancy Carter expressed concern about who is included in Section B. Are Law Library faculty and staff considered part of the University Libraries even though that is a separate entity? Leo Cabell noted that all advertised searches must be national searches now because of Vice-Chancellor Ekstrand's policy on faculty recruitment. He suggested that that policy should be closely examined before modifications in the Faculty Search Handbook occur. After further discussion, Ben Lo Bue moved and Harriet Rebouldeia seconded, that
this motion be tabled indefinitely.
The motion passed.

4. New Business

Joan McConkey noted that there is now no faculty representative on the Staff Cabinet and asked if this position should be on the next ballot. She then moved, and Susan Anthes seconded, that the position of Faculty Representative on Staff Cabinet be placed on the ballot for election.
The motion passed. Nora Quinlan volunteered to fill this position until the next election.

Marcia Maister stated that she would like the elected Boulder Faculty Assembly representative to make regular reports on the BFA and be a part of each agenda. Joan McConkey noted that Carol Krismann is that representative. It was also noted that she is attending BFA meetings even though she is on leave this semester. It was agreed to put this on the agenda, and Ben Lo Bue stated that he and Deborah Pink also serve on the BFA.

5. Announcements

Deborah Pink announced that the Graduate Researcher will begin on February 17, and she will be calling faculty as necessary in her referrals.
Leo Cabell announced that telecommunications for the CARL system are being upgraded. New connections between Norlin and CARL, and CARL and the branches will provide the Libraries with almost double the capacity.

There being no further business, the meeting was adjourned.