LIBRARY FACULTY MEETING MINUTES
February 7, 1991


Moderator: Martha Jo Sani

1. Administrative Report

J. McConkey announced that as of February 10th the University administration has set up new travel regulations. Those faculty members wishing to use University funds for previously authorized travel expenses, must use either a University Diner's Club card or a ghost card to charge these expenses. They will no longer be able to charge expenses on their own credit card for reimbursement later. Numerous travel agencies in Boulder will have access to this "ghost card" arrangement. When airline tickets are purchased through a travel agent on the ghost card, the tickets will then be sent to the University for distribution among the faculty. The reason for this change in procedure is to assist the University in tracking the use of travel funds on campus.

J. McConkey also announced that most of the travel money set aside for the present year has either been spent or committed. Anyone with further plans for travel before June 30th should turn in their travel authorization forms as soon as possible.

J. Williams discussed his recent budget hearing with Bruce Ekstrand. Because of an apparent economic downturn in our state, this will probably be a bleak year in terms of University budgeting. B. Ekstrand has laid out three goals for the upcoming year: 1) a mandate to contain costs 2) protect faculty salaries 3) maintain the Library materials budget as a top priority. Next year we will see little or no increase in the budget for supplies and equipment, addition of new faculty and staff positions and addition of new serial titles. A consultant has been hired to look at our air conditioning problem down in the General Reference area. This is a high priority on the University administration's list.

J. Williams also mentioned that CARL has now formed their new board and is now searching for a new Executive Director of the Consortium. Ward Shaw is the Executive Director of CARL Systems Inc.
A question was raised about the Dean's memo of January 15, 1991 concerning the Dean's new Review Committee on Appointment, Reappointment, Promotion and Tenure. Dean Williams explained that this committee was formed because he felt that the recommendation of instructors was not enough in the cases of the promotion of Karl Kroege and Virginia Boucher to full professor. This committee, however, does not take the place of the Library Faculty Reappointment and Promotion Committee.

2. The minutes of the December 6, 1990 meeting were approved without changes.

3. Old Business

The FPC Faculty Evaluation Task Force will continue its work with a few changes in its membership. Suzanne Larsen will replace Laura Carter as the FPC representative. Ellen Robertson will act as the new chair. Karl Kroege has resigned his position on the task force and Virginia Boucher will now act as a member ex officio representing the Tenure Committee.

Changes in the Library Faculty Handbook, section 015B, were deferred to a later date.

4. New Business

None.

5. Committee Reports

a. Faculty Personnel: Reappointment and promotion papers have been sent forward.
b. Faculty Support: No report.
c. Sabbatical: No report.
d. Promotion and Reappointment: Papers have been sent to University administration.
e. Nominations: Presently filling a vacancy on the Library Advisory Board. Input requested.
f. Tenure: The Committee met with the Vice Chancellor's Advisory Committee to help clarify criteria for tenure for librarians. Progress was made. Three main points were established: 1) publications in refereed journals will be required 2) the language used in our evaluations year-to-year will be important in establishing a solid case for "outstanding" performance as a librarian 3) multiple indices will be used in evaluating a librarian for tenure. These will include comparisons to librarians at other universities and peer review (the Tenure Committee). Cooperative service to the profession like the writing of national guidelines and standards will be considered as research.
g. Awards: The deadline for nominations for the Ralph E. Ellsworth Award is March 1st. None have been received so far. There will be an award given.

h. Library Advisory Board: The minutes were distributed recently.

Meeting adjourned.

Laura Lee Carter, Recording Secretary