Faculty Meeting Minutes
May 3, 2001

Present: Carter, D'Avila, Ferris, Filat, Gause, Greenman, Hill, Kelsey, Krismann, Larsen, Maloney, Sani, Seaman, J. Williams

I. Recruitment Update – The interviews for Humanities and History Reference librarians conclude today. The Serials Cataloger candidate, Paul Moeller, has accepted the position and will start in mid-August. Interviews for the Monographic Cataloger positions have been concluded and offers are going out. An ad for the ILL position has gone out and one for the Principal Cataloger will go out soon. There are other positions vacant but they will not be looked at until the present search committees finish their work since so many faculty are already serving on one or more committees.

II. Approval of Minutes – Minutes from the April 5 meeting were approved.

III. Unfinished Business – Since several faculty were unable to attend today’s meeting due to a candidate interview, consideration of the motion to adopt the Sturgis version of parliamentary procedure is postponed until the June 7 meeting. In the meantime, Skip will place the Sturgis code and an article analyzing its differences from Robert’s Rules of Order on reserve and urges faculty to look at them before the next meeting.

IV. New Business – No new business.

V. Committee Reports
1. Faculty Personnel – FPC has met with Cabinet and Scott said the letters on merit increases should go out by June, since the campus administration has gotten the budget numbers to us earlier than usual.
2. Faculty Support – The Research Discussion Group will continue to meet during the summer, but only once a month on the fourth Thursday. Beth thanked people for returning the survey on research support interests and asked those who have not yet returned it to do so; if they don’t want to answer the questions just write N.A.
3. Faculty Staff Development – Scott thanked everyone for coming to the Pascal open house: flyeys will be sent out on upcoming events; Ruth and Bert will teach a workshop on some of the more useful features of Outlook, since most people seem to have the basics down.
4. Library Advisory Board – Martha Jo said they have been discussing the Norlin banner and will try to get it put up just for the orientation period in the fall and see what happens; they will do an FAQ on the Web page since many of the same questions keep coming up over the years; the Libraries Awards Reception will be May 17, 2-4 p.m. in Duane Physics, and invitations have gone out to everyone; Will-maker software is available to faculty and staff on a laptop that can be checked out of Admin. Services and on a machine in the Engineering Library.
5. Promotion and Reapppointment – The question was asked about why the reapppointment letters for instructors have to go to the FPC but those for tenure track faculty don’t. The answer is that the FPC serves as the second level review; tenure track reapppointments go to the Vice Chancellor’s office for second level review.
6. Tenure – They finished work on the cases for this year.
8. Awards – They have gotten some good nominations and will meet today to discuss the Ellsworth Award. They are changing some internal committee procedures such as doing a detailed calendar to avoid being late getting started on the awards process again and they will return to the tradition of the award being a surprise to the nominee instead of expecting the nominee to supply documentation.
9. Committee of Chairs – There was a suggestion for the Secretary to convene a meeting of the Committee of Chairs at the beginning of the year in order to insure that a chair had been elected from each committee, especially so that committees with no returning members were brought up to speed. Skip said he did not think a meeting was necessary, but that he had been remiss in not making sure every committee had a chair. He will improve communication with Bert in Admin. Services to rectify the situation.
10. Faculty Handbook – Janet said she would work on getting all the changes that have been approved into the Handbook; the Committee would then be able to disband and committees would be responsible for making sure their own sections were up to date; and that it should be the responsibility of someone, probably the Parliamentarian, to actually get changes into the Handbook in future.

11. Appeals – They have met, made decisions and passed them along.

VI. Administrative Reports
a. Off-Site Storage – Scott reported that approximately 35,000 pieces are now in PASCAL with 22,000 a month being processed. There are approximately 290,000 items left in Louisville, but they are on schedule to empty the facility before the lease expires.

b. Dean Williams – Praised the Administration for setting faculty salaries as a priority and holding to it. Unfortunately that means there will probably only be a 1% increase on all our other lines. Scott is moving to conclude the contract with a consultant for the strategic plan and he is gathering data for it as well. The Norlin retrofit will get into line for funding at a good time, when there won’t be a lot of other projects in competition with it, and they are going to dream big, with an estimated cost of $80-90 million; estimated they will get approvals and first funding by 2006. The library space in the Law Building has been definitely promised to us, although uses for the rest of the building have not been decided, and using it for a Special Collections-Archives space is still a viable idea. They are also considering building another bay at PASCAL; since there will not be a new Science Library we will need to move more material to storage. The Libraries has gotten archival space in the basement of Macky for the Glenn Miller collection of the AMRC; arrangements for air conditioning and shelving are being made. It is also likely we will be having walls taken down in Norbas in order to relocate the East Asian Library there within the next three years. John Cutshaw will work with Scott on getting the Faculty meeting minutes onto the Libraries Web page. The Technology Report for the campus (which is on the Web) mentions the Libraries and quotes LoriARP. The new Dean of Engineering (when chosen) should be part of the group making recommendations to the Vice Chancellor on the proposed new program in information science and technology and where it should go in the academic organization; there is a push to keep it in Engineering in some form; the matter should be concluded by Fall.

VII. Announcements – There were no other announcements.

VIII. Meeting adjourned at 9:56.

Respectfully submitted

Charlene Kelisey