Facility Meeting Minutes
November 1, 2001

Present: Anthes, Baia, Fagerstrom, Ferris, Gause, Greenman, Hamilton, Kellsey, Kittelson, Krismann, Hill, Hollis, Larsen, Lindquist, Lundy, Mccarty, Moeller, Sampspl, Sani, Seaman, S. Williams, J. Williams, Yue

Scott Seaman gave a recruitment update.

The minutes of the October 4, 2001, meeting were approved.

Skip Hamilton reported on the archiving of faculty minutes. Faculty minutes are supposed to reside in Archives. However, in reality, Archives is not equipped to handle these (see attached exhaustive report). As a consequence, faculty minutes are less than organized, complete, and not centrally filed. Some discussion ensued. It was suggested that a small task force be appointed to address these issues. After more discussion, Janet Hill volunteered to reformat significant portions of the report into a motion. In addition, the Dean asked that service to the Libraries faculty be given special consideration at time of evaluation. It was moved that Janet Hill bring forth as many motions as necessary to cover points 1 and 2 in the report as soon as possible. This was seconded and passed unanimously.

It was moved that Ruth Leahy be thanked for her years of unselfish work in maintaining the faculty minutes, agendas, and handbook. The motion was seconded. This passed unanimously with gusto.

It was moved that the spirit of the above motion be put in a letter to Ruth by the faculty secretary. This was seconded and passed.

The FPC distributed text concerning academic ethics to be included in the handbook. It was moved that language be included in the handbook and seconded. One correction was made and passed.

Skip Hamilton distributed a copy of a September 27, 2001 e-mail from Janet Hill to Skip concerning journal routing. Janet explained that while the faculty has voted to discontinue the routing of journals, many journals are being routed for collection development work. Not routing these journals could compromise this important work. Discussion ensued. It was moved that the faculty continue to delay implementation until full discussion can be undertaken at the February 2002 faculty meeting. This was seconded and passed.

The FPC announced that there will be a special faculty meeting on November 29, 2001 pertaining to differentiated workload and salary awards.

The Faculty/Staff Development Committee will be placing a survey on the Web to find out development needs.

LAB has been planning the upcoming All Staff Meeting.

The Tenure Committee is working on one tenure case and one reappointment.

The Elections Committee will be sending out the call for nominations.

Dean Williams reported that the governor has cancelled any new construction. This has delayed the Business Library construction. But this will not impact on-going planning for the Norlin renovation.

The governor has also called back one percent of all state funds. The campus, however, has funds available to cover this on a one-time basis.

Motion to adjourn was passed.
Recruitment Schedule

Under Recruitment

Position Number: 00646924
Department: Preservation
Previous Occupant: Sara Williams
Faculty Title: Assistant Professor
Approval Status: Approved
Search Status: Committee Meeting
Salary in Line: $48,076
00/01 ARL Average: $52,826 (Department Head, Other)
Salary Range: $48,000 - $54,000
Search Committee:
  Janet Hill (Chair)
  Debbie Hollis
  Scott Seaman
  Carl Stewart
  Windy Lundy
  Marcy D'Avis (FPC)

Position Number: 00648693
Department: Special Collections
Previous Occupant: Susie Bock
Faculty Title: Assistant Professor
Approval Status: Not Requested
Search Status: Ads Out—To Begin Review Oct. 31
Salary in Line: $40,219
00/01 ARL Average: $36,133 (Reference, less than 5 years experience)
Salary Range: $33,000 - $37,000
Search Committee:
  Debbie Hollis (chair)
  Susan Anthes
  Bruce Montgomery
  Kris McCusker
  John Culshaw
  Suzanne Larsen (FPC)

Position Number: 00649027
Department: Acquisitions
Previous Occupant: Pat Wallace
Faculty Title: Assistant Professor
Approval Status: Committee Meeting
Search Status: Position Description Being Written
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<td><strong>Government Documents</strong></td>
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<tr>
<td>Previous Occupant:</td>
<td>Debbie Hollis</td>
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<tr>
<td>Search Status:</td>
<td>Ads Out—To Begin Review Nov. 15</td>
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<tr>
<td>Salary in Line:</td>
<td>$46,462</td>
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<td>00/01 ARL Average:</td>
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<td>Search Committee:</td>
<td>Tim Byrne (chair) Susan Anthes Beth Filar Peggy Jobe Debbie Hollis Helene McHendry Barb Greenman (FPC)</td>
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<td>Department:</td>
<td><strong>Business</strong></td>
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<tr>
<td>Previous Occupant:</td>
<td>Jean Whelan</td>
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<td>$33,000 - $37,000</td>
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<td>Search Committee:</td>
<td>Carol Krismann (co-chair) Susan Anthes (co-chair) Nancy Carter Anna Ferris Lynnette Leiker Keith Gresham Sharon Gause (FPC)</td>
</tr>
</tbody>
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Position Number: 00649024
Department: Business
Previous Occupant: Martha Jo Sani
Faculty Title: Assistant Professor
Approval Status: Not Requested
Search Status: Committee Meeting
Salary in Line: $50,537
99/00 ARL Average: $36,133 (Reference, less than 5 years experience)
Salary Range: $33,000 - $37,000
Search Committee:
Carol Krismann (co-chair)
Susan Anthes (co-chair)
Nancy Carter
Anna Ferris
Lynnette Leiker
Keith Gresham
Sharon Gause (FPC)

Position Number: 00649023
Department: Reference
Previous Occupant: Gloria DeAlfaro
Faculty Title: Assistant Professor
Approval Status: Not Requested
Search Status: Committee Being Appointed
Salary in Line: $50,053
99/00 ARL Average: $36,133 (Reference, less than 5 years experience)
Salary Range: $33,000 - $37,000
Search Committee:
Lori Arp (Chair)
Chris Busick u/c
Thea Lindquist u/c
Bill Garrison u/c
Susan Anthes
Erica Klein u/c
Yolanda Maloney u/c
Barb Greenman (FPC)

Position Number:
Department: Reference
Previous Occupant: Joseph Yue
Faculty Title: Assistant Professor
Approval Status: Not Requested
Search Status: Committee Being Appointed
Salary in Line: $
99/00 ARL Average: $36,133 (Reference, less than 5 years experience)
Salary Range: $33,000 - $37,000
Search Committee:
Lori Arp (Chair)
Charlene (FPC)
REPORT TO THE LIBRARY FACULTY ON CONCERNS ABOUT THE
UNIVERSITY LIBRARIES FACULTY HANDBOOK AND THE LIBRARY
FACULTY MEETING MINUTES

Through faculty requests, I have been asked to make a report on the status and
availability of the minutes of our faculty meetings. In doing the work to prepare for this
report, I have come to realize that the issue is a little larger and of deeper concern than
just stating that the Faculty Minutes are fine and well.

Our organization and functions as a faculty are based on the University Libraries Faculty
Handbook. The official basis and history for what is found in that handbook is formally
recorded in the Library Faculty Meeting Minutes. (I know that this is only stating the
obvious.) The current edition of the University Libraries Faculty Handbook is found on
the web at the following address:

http://www-libraries.colorado.edu/do/fac/frontpage.htm

One can get to it by going to the listings on the Dean of Libraries web page. Our faculty
Handbook being on the web theoretically suggests that this document is always up-to-
date through continuous and prompt revision. Though our faculty Handbook is probably
in better condition than it has been, it is not as current or as complete as we suppose.

That the handbook is as up-to-date and as complete as it is must be accredited to the
consistently persistent work of Janet Swan Hill and the many diligent faculty members
who have served with her on the ad hoc Library Faculty Handbook committees. In fact
credit must also be given to the many of you who have served so faithfully on past
Handbook or other committees and have followed through in making certain that your
designated concerns were reflected in the Handbook. Also, and in particular, we must
thank the secretaries and numerous administrative assistants who have done the bulk of
the clerical work on the Handbook over the past years. At this time, I wish to specifically
acknowledge Ruth Leahy for being the one who has offered unstinting and pleasant
service in this area. In some ways, she, Janet Swan Hill, and the other administrative
assistants – but particularly Ruth – have become the institutional memory for our
Handbook. During the last two years, but even before when I served on other Library
Committees, it has been Ruth to whom I have gone when I wanted answers on Handbook
questions or procedures.

However, neither she nor Janet Swan Hill have been given an official appointment as the
permanent overseer of the faculty Handbook. Yet, we have come to rely on them for
their knowledge of the Handbook and we have begun to expect them to keep the
Handbook current. Though this is officially designated in the Handbook as a
responsibility of the Library Faculty’s Parliamentarian, realistically no one faculty
member has the time, the clerical services, nor stamina to accept this as a permanent responsibility. Thus, this is one reason that the Handbook is continuously out of date.

As I have stated before, the minutes of these meetings form the official record for what is placed in the Handbook. It was due to this fact, and the above stated concern, that I was asked to look at and inform the faculty how one could find past minutes and gain access to them. In pursuing this request, I talked with Bruce Montgomery and David Hayes in our Archives. By Handbook designation, the minutes are supposed to reside in Archives. However, when I asked them about this, they offered the following information.

The only minutes they can recollect receiving as a whole are those they received from Susie Bock. On further investigation they were able to locate more but only those as listed on the attached memo from Natalie Sichko, a student employee in Archives.

As the memo indicates there are probably many more copies of minutes in what they consider to be the Library Archives, but they are unorganized.

Archives does not have the time, funds, nor personnel to search their collection and organize the minutes, that they may have, into a readily identifiable file of materials.

Archives has not received specific instructions on how the Library Faculty Minutes are to be kept, so they have simply collected them along with other archival library materials and have kept them in an un-organized grouping.

They would recommend that, in the future, someone be responsible for keeping the complete file of Library Faculty Minutes for one Library Faculty Secretary's term. Then at the end of that term those minutes should be forwarded, organized in a folder so they could be placed in that retrievable manner in the archives.

Archives finds it difficult to deal with one page items, particularly when they do not have specific instructions accompanying them as to how they are to be handled.

Due to the above responses from Archives and my concern about the needs for keeping the University Libraries Faculty Handbook up-to-date, Dean Williams agreed to listen to my concerns. During our conversation I relayed the above information to him as well as the following observations.

The Library needed to have some office with a designated staff member who is assigned as part of his/her official responsibilities the keeping up-to-date of the Handbook. (Ruth has been doing this "unofficially" for several years.)
We have a need as a faculty to have an organized set of minutes not just for historical reasons, but also for organizational and legal reasons. Again, there appears to be a need for a staff member to be officially assigned this responsibility. There is need for this to be done retroactively and then for this to be a continuing current assignment. Perhaps Archive’s recommendation, that at the end of a Library Faculty Secretary’s term, the current file could be transferred to Archives for maintenance as well as for access, could be implemented.

We needed the availability of these services because with the constant changing of Library Faculty in the various faculty organizations, we could not guarantee consistency in the maintenance of these essential records. Also, I had been able to observe this method work successfully with University Faculty Governance and the Campus Faculty Government.

I strongly reiterated my observation that this was in no way a complaint with the work of Ruth. In fact her consistent kindness is what had allowed us to be as organized as we currently are. And, she is not responsible for the above concerns I have mentioned.

Dean Williams graciously listened to my concerns. He even seemed to share some of them. In the discussion which followed, he offered the following suggestion, at least as I personally interpreted them.

He indicated that he would volunteer an individual from his office to go to Archives and go through the materials and locate as many copies of the Library Faculty’s minutes as possible. That individual would then organize those minutes, in a manner which had been specifically stipulated by the Library Faculty, as well as polling the Library Faculty as a whole to see if a complete set of Library Faculty minutes could be developed. Then that historical set would be returned to Archives to be kept as an organized file available to the Library Faculty.

He indicated that that individual, or one from an administrative office agreed to by the Library Faculty, could have as part of their official assignment the maintaining of the current set of minutes, which set could then be transferred to archives if the Library Faculty so stipulated.

He indicated that he was willing to consider that an individual from an administrative office, (including his office), could be assigned as part of their specific duties the maintaining of and keeping up-to-date the University Libraries Faculty Handbook as long as the following conditions were maintained:

a. The University Libraries Faculty Handbook would always be the responsibility of the Library Faculty.
b. That there would be an official liaison appointed or elected from the Library Faculty who would be the one designating what was to be done in maintaining the Handbook. (It seems probable that such a responsibility could be assigned to one of our already currently elected offices such as Parliamentarian, Secretary, the chair of one of the committees, etc.).

c. The individual would not be creating language for the handbook, but that language of what should go into the handbook should come from the liaison, or the committee chair, after the specific policies, amendments, attachments, etc. had been voted on and approved by the Library Faculty.

d. The staff individual would have the responsibility to contact the appropriate Library Faculty individual or body and remind them of motions or actions which need to be developed into appropriate language for implementation and placement in the University Libraries Faculty Handbook.

The above report, I believe, complies with the request made of me as Library Faculty Secretary in reporting to the Library Faculty on how one may obtain access to the minutes of our Library Faculty Meetings. It also outlines some actions which we need to take if we wish to provide directions for corrective measures. As Library Faculty Secretary I would recommend that we do the following:

1. Develop a motion, as suggested by Dean Williams, requesting that an appropriate staff person be assigned to go to Archives and develop as complete a file of Library Faculty Meeting minutes as possible. The motion should include how far back we would wish such a file to go, (I would recommend at least 1980), how we would wish such a file to be organized, and in what manner we would like current minutes to be handled.

2. Develop a separate motion, as suggested by Dean Williams, requesting that an appropriate staff person be assigned the clerical maintenance of the University Libraries Faculty Handbook. Such a motion should include consideration of the stipulations offered by Dean Williams.

Finally, on a personal note, I think it only appropriate at this point, that we as a Library Faculty pass a motion personally thanking Ruth Leahy for her many years of devoted and unselfish service in these matters. She has made our efforts in this area so much easier. Even though there is a possibility that she may still maintain these responsibilities, it seems way overdue that we formally thank her for her constancy and the excellence in which she served us.

Respectfully Submitted,
Skip Hamilton, Library Faculty Secretary
Dear Mr. Hamilton,

My name is Natalie Sichko, a student assistant at the Archives. Dave Hays asked me to compile as many of the recent notes that we can find of the minutes of the library faculty committee. Susie Bock was the last secretary of the committee to actually give us the minutes with exhibits and enclosures. We have no secretarial minutes after her tenure. However, we do have a number of the minutes that were mailed out to Bruce which were saved by Dave Hays. From June 6, 1996 to the present, here is a list of the minutes which we have on hand at this moment:

June 6, 1996
August 1, 1996
September 5, 1996
October 3, 1996
November 7, 1996
December 5, 1996
February 6, 1997
March 6, 1997
April 3, 1997
May 1, 1997
June 5, 1997
August 7, 1997
September 4, 1997
October 2, 1997
November 6, 1997
December 4, 1997
February 5, 1998
March 5, 1998
April 2, 1998
May 7, 1998
March 4, 1999
August 3, 2000
September 7, 2000
October 5, 2000
March 1, 2000
April 5, 2001
May 3, 2001
May 29, 2001
June 7, 2001
July 5, 2001
September 6, 2001

Dave's suspicion is that we can find remaining minutes within the copious files that have been retired by the Dean over the past few years.

Respectfully, Natalie Sichko, Student Assistant
ARTICLE IV. OFFICERS

Section 2. Secretary

Part 1.

The Secretary is elected by the Faculty, and fills the office of Secretary of the Faculty as defined by the University of Colorado Faculty Handbook, Part One, VII A.

Part 5.

The Secretary distributes minutes of Faculty meetings to the Faculty, and maintains the file of past minutes by transferring the past year’s records to the University Archives.

ARTICLE VIII. RECORDS

Section 2. Availability of Minutes

Minutes of Faculty meetings are retained permanently in a file that is available for consultation by any member of the Libraries Faculty.

Section 3. Committee Documents

Part 1.

Documents relating to Committee activity are retained permanently. Non-confidential documents may be consulted by any member of the Libraries Faculty. Documents related to individual personnel actions are confidential and are subject to customary
restrictions on availability of confidential documents.

Part 2. Committee Procedures.

Committees are responsible for devising and maintaining procedures to carry out their charge. Such procedures should be in written form and available for consultation by any member of the Libraries Faculty.

IV. POLICIES & PROCEDURES
A. PROTOCOLS FOR FACULTY ACTIVITIES RELATED TO PERSONNEL ACTIVITIES

6. All phases of the reappointment, promotion and appeals procedures, including committee deliberations, are confidential.

6.7 Minutes of the faculty committees are open records and should not contain confidential information. Each committee has a secretary who prepares summary minutes reflecting issues discussed and actions taken. Minutes are distributed to committee members in a timely manner for approval.

6.8 As appropriate, pertinent records are archived
C. Continuous revision and maintenance:

The Libraries Faculty Handbook is kept up to date through a process of continuous revision and maintenance.

1. 0 Primary responsibility for ongoing monitoring and maintenance of the Libraries Faculty Handbook lies with the Parliamentarian (Constitution, Article IV, Section 4(4)), who may initiate changes by bringing items in possible need of revision to the attention of the relevant committee(s). Once revisions are approved, the Parliamentarian makes certain that they are incorporated into the handbook.

2.0 Most proposals for additions and revisions to the Libraries Faculty Handbook emanate from Libraries faculty committees, and arise from work connected to their charge. Additionally, any faculty member may propose changes to the Libraries Faculty Handbook through the process of moving such changes at a faculty meeting.
Motion:

The FPC, in consultation with the Tenure Committee, moves that cases of alleged ethical misconduct be referred to the FPC. The FPC will make a determination based on the following:

- If the specific individual is tenure-stream, the case will be referred to the Tenure Committee to investigate the allegations.
- If the specific individual is an instructor/senior instructor, the FPC will form an ad hoc committee to investigate the allegations.

3.7 Alleged Ethical Misconduct
3.7.1 Cases of alleged ethical misconduct are referred to the FPC which determines whether the case involves an instructor/senior instructor or tenure-stream faculty member.
3.7.2 Issues involving tenure-stream faculty will be referred to the Tenure Committee.
3.7.3 FPC will appoint an ad hoc committee for cases involving instructors/senior instructors.