Committee Members: Rhonda Houser (Chair, term expires 6-30-2010), Bayliss Harsh (term expires 6-30-2010), Monica Claassen-Wilson (Secretary, term expires 6-30-2011), Letha Johnson (LFPA Executive Committee liaison)

Standing Charges

- 3.3.10.1 The Unclassified Professionals Committee shall solicit, develop and bring forward issues of importance to the Unclassified Professionals.
- 3.3.10.2 ...select a presiding officer and a recording secretary.

Special Charges 2009-2010

- The Committee shall stay aware of, and report on, activities of the University Unclassified Senate to their library membership. The Committee shall consider whether this special charge should be taken to the Assembly for a vote to move to a standing charge, and provide feedback to LFPA Exec early in the Fall semester on this matter.
- Based on the proposal offered and accepted by Exec. last year, the committee shall write procedures, application forms, and document processes for a KU Libraries Unclassified Professional Excellence Award, and provide to LFPA Exec these documents for review and then to the Dean for final approval. The Dean will be asked to assign a review of applications (possibly to this Committee) and deadlines and award amounts.

Accomplishments

- We maintained and updated the Unclassified Professionals Committee (UPC) website: (http://www.lib.ku.edu/public/LFA/UPC/); our Secretary produced and posted meeting minutes here.
- We kept abreast of University Unclassified Senate activities and informed the membership of any pressing issues. We recommended in Fall 2009 that the first special charge (see above ‘The Committee shall stay aware of…’) be taken to the Assembly for a vote to be made a standing charge.
- We maintained awareness of LFPA Executive Committee activities, with assistance from Letha Johnson. We encouraged UP attendance at LFPA meetings, and communicated with library UPC staff via group email (list serv), as well as our website, word of mouth, and a formal gathering of UP staff.
- We held a ‘Spring Fling’ meeting for UP staff in May, at which we introduced four new UP staff members, announced the six nominees for the UP Excellence Award, and solicited ideas for future UPC charges. Letha Johnson initiated discussion related to concerns about UP ability to be Chair of LFPA, especially as related to faculty-only issues. Participants noted that UP staff are full members of LFPA and that this would be a great opportunity to participate on the Executive Council that represents us. In addition, it is usually difficult to find volunteers for Executive Council positions, and excluding UP staff as such might violate Robert’s Rules of Order. We asked UP staff to consider running for UP representative, and for the two spots opening on the UP Committee. Attendees also discussed professional development, what it means for UP staff and how the ‘new’ professional
development committee might support UP staff in this area. We noted that as UP staff are fairly dispersed across the libraries, very few work with each other, and this has implications for what professional development means to each person. Staff discussed differences between job training vs. development that helps a person grow not just in their job but in their career as well. Participants noted that development activities could center around common needs such as delegation and supervision, communication, instruction and so on. Approximately two-thirds of all UP staff attended this meeting.

- Our most significant accomplishment was developing and documenting procedures for the KU Libraries Unclassified Professional Excellence Award. This included creating nomination and interview forms, and posting these to the website: [http://www.lib.ku.edu/lfpa/UPC/exc_award.shtml](http://www.lib.ku.edu/lfpa/UPC/exc_award.shtml). We shared this information with library staff, solicited input on the process, and asked for nominations at the beginning of the year. We received ten nominations for six people; three staff members were nominated multiple times. We were excited with the quantity and quality of nominations. Nominees included:
  - Mike Broadwell, Human Resources Director
  - John Brandau, Annex Manager
  - Bayliss Harsh, Undergraduate Initiatives Coordinator
  - Carol Jeffries, Head of Firm Orders/ Approvals
  - Sarah Kanning, Communications Coordinator
  - Roberta Woods, Conservation Assistant

This first year, the award committee consisted of all UPC members, except for one member who was nominated for the award. Mary Raple volunteered to serve on the award committee in this member’s place. After reviewing nominations, conducting personal interviews and discussing the candidates, the UP Award Committee recommended that Bayliss Harsh receive the Unclassified Professional Excellence Award. After the completion of the process, we proposed a few changes to the procedures which will be reflected on the website.

**Recommendations for Committee Work in 2009/2010**

- We solicited ideas from all library staff, but did not receive direct suggestions for future UPC issues/charges. However, the main discussion topic at the Spring UP staff gathering was staff development and that perhaps the new staff development committee might address this idea.
- Committee members suggested it would be useful to sponsor an activity (meeting, online information, orientation) which facilitated understanding among UP staff of our various and diverse jobs.
- The 2010/2011 UPC should ensure that the first special charge (see above ‘The Committee shall stay aware of…’) be taken to the Assembly for a vote to be made a standing charge.