LFPA Committee Final Report

Committee Name: Unclassified Professionals Committee

Committee Chair: Monica Claassen

Members (with terms): Monica Claassen, 2009-2011; Brad Engelbert, 2010-2012; Letha Johnson, 2010-2012; Kim Glover, LFPA Exec Liaison

Fiscal Year: 2010-2011

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.

Standing Charges Progress Summary (please include progress and/or accomplishments related to Standing Charges):

- We maintained awareness of LFPA Executive Committee activities, with assistance from Kim Glover. 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.

- The presiding officer for 2010-2011 was Monica Claassen; the secretary was Brad Engelbert.

Special Charges:

1. Review the committee webpage, including links to annual reports, minutes, and membership, on the LFPA Intranet. Provide any suggested new information, links, and updates to the Secretary of LFPA Executive Committee. The website is the way this committee communicates to the full LFPA and should provide current and complete information.

2. Collaborate with the Libraries Organization and Staff Development Council to co-sponsor a program or activity of interest to unclassified professionals.

Special Charges Progress Summary (please include progress and/or accomplishments related to Special Charges):

- 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 co-sponsored the Strengths Training in March with LSODC for Unclassified Professionals. We had about 15 unclassified professionals receive the Finding Your
Strengths book, take the test, and attend the workshop with refreshments provided.

**Progress on Previous Year’s Recommendations** (if applicable, please describe any progress or work towards last year’s committee recommendations):

The Unclassified Professional Excellence Award was awarded to Carol Jeffries. The UP award committee included Monica Claassen (chair), Bayliss Harsh, Letha Johnson, and Marianne Reed. The committee also reviewed the existing policies and procedures and will be making recommendations for improvements for next year's award committee.

**Other Activities or Accomplishments:**

Following the dissolution of Information Services, a concern was brought to UPC regarding representation on the KU Unclassified Senate. LFPA Exec representative Kim Glover forwarded the concern to both the Senate and LFPA Exec. No changes were made, but Library unclassified staff were encouraged to consider volunteering to serve on the Senate in the coming year.

At the request of LFPA Exec, Kim Glover initiated a discussion group to investigate and talk about promotion structures for unclassified professionals in the Libraries. The group included Monica Claassen, Scott Hanrath, Letha Johnson and Marianne Reed. The results of the discussion were provided to the broader UP group at the spring meeting and are available in the minutes: [http://www.lib.ku.edu/lfpa/UPC/minutes/upc_mtng_min_05_03_2011.pdf](http://www.lib.ku.edu/lfpa/UPC/minutes/upc_mtng_min_05_03_2011.pdf).

**Recommendations:**

**Potential Charges for Future Committees:**

Prepared By: Monica Claassen