Lunch – 11:30 – 11:59 am

Call to order – 12:00 pm

*John Brandau called the meeting to order after a lunch that was provided by the Dean of Libraries. The attendance roster is attached to this report.*

1. **Introductions** (12:00 – 12:10 pm)
   - John Brandau - chair UCP committee – chair (1 year term)
   - Bayliss Harsh – (2 year term)
   - Rhonda Houser – (2 year term)
   - Sarah Kanning – (LFPA Executive Committee Liaison)

2. **Governance** (12:10 – 12:30 pm) Scott McEathron

   *Scott provided a brief explanation of the university governance system. He also explained; how to get things done through the committee system (LFPA) Scott also answer questions.*

3. **Unclassified Professionals Committee History** (12:30 – 12:40 pm) Bayliss Harsh
   - Bayliss Harsh is the undergraduate initiatives coordinator for reference and instructional services.

   *Bayliss reviewed the history of the LFA ad hoc committee work that lead to the change in the name of this organization, from LFA to LFPA and the code changes that authorized the formation of the unclassified professionals committee of the Library Faculty and Professionals Assembly. Bayliss also reviewed the special charges of the committee.*
4. **Unclassified Professional Evaluation Process** (12:40 – 1:20 pm) Mike Broadwell

Mike Broadwell is the human resources director for KU libraries.

*Mike talked about the evaluation process within the KU Libraries. Mike also explained the new supervisor training, I have copied the invitation to participate in the development of this training below:*

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**To: All Library Staff:**

The Dean's Council has had recent discussions about developing a Supervisory Forum Series as one of many approaches to help the Libraries focus on continued growth and success. Once established, this series would be specifically for staff supervisors. The reason for implementing this series is to expand communication between Administration and Supervisors as well as enhance clarification and understanding of the Libraries' goals and objectives at the supervisory level.

Prior to the start of the Supervisor's Forum Series, we would like to get input from ALL STAFF by gathering into small workgroups to generate ideas that should be addressed in the Supervisor's forums. Your input is necessary for determining the topic and format for the upcoming Forum series. For instance, some sessions could involve an actual working session, experts in the area, or just open discussions on standardization of practices, policies, processes, and service quality across various depts./units/campus libraries. In the meantime, I will be reviewing information the Library has already collected such as the Organizational Climate and Diversity Assessment (OCDA) Report and information from our current effort that is focusing on collaboration/customer focus work.

To participate in these small group discussions, please send an email of interest to Courtney Foat at cfoat@ku.edu by September 5th. Again, all staff are invited to participate at this time. The small group meetings will begin the week of September 15th. After contacting Courtney, we will work with your calendar to determine the most convenient time and place for your group meeting.

Thank you and I am looking forward to hearing from you,

Mike Broadwell

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*Mike led the discussion about changes that this group (UCP) proposes as improvements to the unclassified evaluation process. Most of the discussion focused on the evaluation form and the importance of communication between the supervisor and the unclassified professional. The bullet comments below are the proposed changes:*
Unclassified Professional Fall Meeting Notes
October 16, 2008 11:30 am – 1:30 pm Watson Library

Meeting notes are in italics

- The 2nd page of the evaluation form should be the 4th page
- Slight modifications to the form to make the form more relevant to UCP evaluation
- More flexibility to be more inclusive of accomplishments on the form
- Supervisor training (November 20, 2008)
- The evaluation forms need to be updated to reflect the next evaluation period
- Adjust the wording on the evaluation form
- Remove the brackets [ ] and the statements from the bottom of page 3.
- Unclassified professionals should be evaluated by their job description
- All accomplishments outside of the job description should be considered above and beyond for evaluations purposes
- Supervisors and UCP need a clear understanding of expectations

5. Announcements:
   - November 10 is the next general meeting of the LFPA
   - Supervisor training is set for November 20, 2008

6. Adjourn (1:30 pm)