Unclassified Professionals General Meeting

Meeting Notes

Wednesday, May 5, 2010, 11:30 am-1:30 pm, Watson Library

Attending: Letha Johnson, Rhonda Houser, Mary Raple, Sarah Kanning, Larry Brow, Stan Waller, Rebecca Smith, Mike Broadwell, Brad Engelbert, Marianne Reed, Roberta Woods, John Brandau, Mickey Waxman, Monica Claassen-Wilson, Angie Rathmel, Sarah Couch, Kathy Lafferty, Bayliss Harsh

1. Welcome, introduce new UP staff (below) and UP Committee members (Rhonda Houser, UPC Chair)
   - Larry Brow, Program Assistant- SRL Processing (started Feb. 2010)
   - Scott Hanrath, Web Services Manager- Collections and Digital Scholarship (started Feb. 2010)
   - Mary Raple, Program Assistant- International Area Studies (started Nov. 2009)
   - Marianne Reed, Technical Assistance Officer- Center for Digital Scholarship (started April 2010)

2. Concerns about UP ability to be Chair of LFPA especially as related to faculty-only issues (Letha Johnson, UP representative to LFPA Exec)

Letha initiated discussion related to concerns about UP ability to be Chair of LFPA especially as related to faculty-only issues. There has already been some discussion about how this would work logistically. In the meeting it was noted that UP staff are full members of LFPA (though not able to hold membership on certain committees such as LCPT), and this would be a great opportunity to participate on the Executive Council that represents us.

Letha encouraged everyone to consider running for the UP representative position. This is likely to be an exciting year to participate on LFPA Exec, Dean’s Council, and Management Council, as the libraries begin to navigate through the IS decoupling process. This is a one-year, elected position. The UP Committee will also be issuing a call for volunteers, as Rhonda and Bayliss will reach the end of their two-year terms this summer.

3. Announce nominees for Unclassified Professionals Excellence Award (Monica Claassen-Wilson, UPC secretary)

Monica discussed the Unclassified Professionals Excellence Award. The UP Committee was charged this year with creating a process for selecting the award winner. The award committee members were Monica, Rhonda, Letha, and Mary Raple. The committee received a total of 10 nominations for 6 nominees, who included:
• John Brandau, Library Annex Manager
• Mike Broadwell, HR Director
• Bayliss Harsh, Undergraduate Initiatives Coordinator
• Carol Jeffries, Head of Firm Orders/Approvals Unit
• Sarah Kanning, Communications Coordinator
• Roberta Woods, Conservation Assistant in Preservation

The winner of the award will be announced Friday, May 7 at the Libraries all-staff meeting.

4. Issues for UP committee to address in 2010/2011 (Bayliss Harsh)

Bayliss initiated discussion about issues for UP committee to address in 2010/2011. Angie Rathmel, co-chair of the newly-formed Libraries Organizational and Staff Development Council, was present and talked about some ideas the council has for future professional and organizational development activities. She also asked for additional ideas from the UP group, and will be taking those suggestions back to the council.

It was noted that UP staff have $750 available in professional development funds, and that job-specific training can sometimes be paid for with administration funds with approval from an Assistant Dean. The $750 does not carry over from year to year.

Bayliss noted that the UP staff is very dispersed across the libraries, and that very few of us actually work with each other. This has implications for what professional development means to each person, though it would be helpful to clarify definitions around what would be considered job-specific training/development vs. development that helps a person to grow not just in their job but in their career as well.

The overall impression from the group seemed to be that the annual evaluation process seems to be much simpler than in previous years, and it was very helpful for Mike Broadwell to send periodic reminders about upcoming evaluation deadlines. Larry pointed out that it can be helpful to consider self-assessment as an ongoing activity, not just something to think about during the annual evaluation process. There was some discussion about taking advantage of professional development funds to improve your qualifications, in terms of being the most qualified person for your job. It was also suggested to think about what your job should be, and then consider how you would go about building your qualifications for that ideal job.

5. Adjournment (Rhonda)

Rhonda concluded the meeting by asking how often the group would prefer to meet, and there was consensus that the group should meet twice per year.