Minutes of the Unclassified Professionals Committee
050311

Present: Monica Claassen, Brad Engelbert, Roberta Woods, Letha Johnson, Kim Glover, Rhonda Houser, Mike Broadwell, Sara Kanning, Scott Hanrath, Mary Raple, Micki Lubbers, Larry Brow, Sarah Couch, Rebecca Smith

- Introduction of Committee: Monica
- Introduction of new members and UP Senate Rep: Brad
  o Micki Lubbers
  o Larry Palmquist
  o Roberta Woods (also UP Senate Rep)
- UP Award of Excellence
  o Including everyone nominated in previous years
    ▪ One new nominee, 4 from last year
  o Interviews in the next month
  o Recommendation in June
- Kim—update on investigation into UP promotion
  o Don’t have a promotion structure: Kim is researching to find examples
  o Most models come from within KU
    ▪ IT has structure in place
  o Stanley Wilder, at UNC Charlotte, has published on Unclassified Specialists:
  o We may be the ones to set the example for the rest of the University
  o If you have any ideas or concerns email Kim or Mike
  o Gave LFPA Exec a report about the lack of examples other than IT
  o Consultants may give us ideas on needs and skills and fit that into the UP structure
  o Also need this as a structure of recognition—help to not loose good employees
- Mike—same topic
  o HREO is also looking into the structure
  o Looking at what job descriptions fall into which levels, specifically what qualifies as specialist or manager
    ▪ Have to meet a certain level of work or there has to be a change in work for HREO to consider a change
  o Working to define expectations to make it to the next level
    ▪ Years of experience is less important than level of work
  o There is a problem with the huge diversity of job descriptions
  o Another issue is budget—being able to offer compensation for meeting the requirements for the next level
  o There may be a need for a task force to meet outside of UP Committee
  o A way to look at it may be to look at how the job has grown—describe the growth
- Training opportunity discussion (Letha)
  o Sarah on effective communication / presentation skills
  o Are many organizations outside of libraries doing conferences
    ▪ Along with library conferences we may not know what we are missing
o Need a better way to share the information from conferences
  ▪ Need to know who is interested and what they are interested in
    ▪ Opportunities, learning track, etc.
    ▪ Don’t want to spam people w/ info they don’t want
  ▪ Could be more invitations for presentations about the information
    ▪ Beyond an email to report what was learned
    ▪ A chance for questions and comment

o Web development workshops

o LOSDC listed a lot of leadership and engagement opportunities
  ▪ Could help identify conferences and programs to help w/ this topic
  ▪ Also developing a calendar on which conferences could be placed

o Email list of “conference watch”
  ▪ Reply if you want to hear more about the conference / meeting

o K-State had blogs w/ topics and could subscribe to the blog by topic—depending on what you are interested in

- Issues for Committee to address in the coming year
  o Monitor what is happening with promotion structure discussions
  o Keep tabs on efficiency findings—will be UP member, but will apply to all UP
  o Need a way to spread information about how to get extra money for conferences and presentations
    ▪ CRSA, etc.
  o If anything else comes up contact Committee
  o Need a more unified and “bigger” voice in the library
    ▪ What would we do with this voice?
  o Roberts Rules of Order
    ▪ Might be helpful to have a training on it for meeting efficiency