Unclassified Professionals Committee (UPC)
12 October 2011 Meeting Notes

Present: Letha Johnson, Brad Engelbert, Micki Lubbers (Committee Members)
Mary Raple, LFPA Unclassified Professionals Representative

Agenda:
1. Membership; including Chair for the Committee and Secretary for the Committee
2. Special Charge – Promotion policies
3. Number of meetings for UPs we should hold
4. Professional development ideas
5. Representation on Management Council or meeting with the Dean
6. Excellence Award

Minutes:
1. According to the code, the committee membership is only three people (not four as stated in the email sent to all of us), plus the LFPA UP rep (Mary). The committee selected Letha Johnson as the chair and Micki Lubbers as Secretary.
2. Special Charge: Letha provided an information packet containing history of promotion policies under past leadership in the libraries.
3. The committee discussed having either one meeting per year or one per semester for UP.
4. Committee discussed getting some feedback from the UP group regarding professional development opportunities and awareness of those opportunities, perhaps by sending out a survey or promoting the opportunities with supervisors. Discussed the mentorship committee and what our role may be in relation to this.
5. We will request Sarah Goodwin-Thiel to forward agenda item to Management Council regarding our representation in that group. Management Council is meeting next week to discuss restructuring.
6. Excellence Award - committee and last year’s winner (Carol Jeffries) to review nominees. There is a one-year carry-over of nominations.

Action Items
1. Read though information packet of promotion policies.
2. Letha will send additional information on promotion policies when it becomes available.