LFPA Executive Committee, Fiscal Year 2011-12

Members:

Sarah Goodwin Thiel, Chair 2010-2012
Nikhat Ghouse, Vice-Chair/Chair-elect 2011-2013
Carmen Orth-Alfie, Secretary 2011-2012
George Gibbs, Librarian 2011-2012
Brian Rosenblum, Associate Librarian 2011-2012
Amalia Monroe-Gulick, Assistant Librarian 2011-2012
Mary Raple, Unclassified Professional 2011-2012

Meeting Minutes:
Date: August 10, 2011
Time: 2:00-3:30
Location: Watson 455
Approved: August 24, 2011

Present: Sarah Goodwin Thiel, Nikhat Ghouse, Carmen Orth-Alfie, George Gibbs, Brian Rosenblum, Amalia Monroe-Gulick, Mary Raple

Agenda:

1. **Report from Erin Ellis, past LFPA Chair**
The past LFPA Chair reviewed a list of unresolved and new issues that she recommends the new LFPA Exec Committee consider:
   - Disciplinary Expectations for Library Faculty – there seems to be a three year cycle for review of this document. Recommends LFPA Exec set up a task force in the fall to have the work completed and voted by the faculty in Spring 2012.
   - Merit – during the last year the Dean raised concerns about equity issues in how merit is awarded and expressed interest in developing a measurement for merit that is development outside of the annual review process. In the event that there are funds available for merit increased in the future, past chair recommends LFPA conduct an analysis of how merit is awarded and proposed options to the Dean’s Exec.
   - Annual review form – Dean’s Exec. is reviewing the form used in Student Success.
   - Research Engagement – no additional work is planned on the database representing research done by KU Libraries faculty. The database if therefore static.
   - LFPA Committees put on hiatus – there is now information in the Code and Bylaws about placing committees on a hiatus status. This process was discussed and the status of two committees will be reviewed by the current LFPA Exec.
   - Salaries and Benefits Committee – There is some desire to undertake a compression study to understand the current salary situation, however, there is concern that without available funding to make adjustments, a special study would lower morale. The
committee was on hiatus last year, but it has been recommended that it be reinstated this year. Consider annual review of salaries as a standing charge.

- Dean’s five year review – While there is no guarantee, LFPA now has documentation on the process to call for representation from all levels of staff and for the library governance bodies to provide list of possible committee members to the Provost.
- Archiving of LFPA’s documents – Last year’s Exec worked with the University Archivist to explore options for preserving the work of LFPA. The conclusion was to keep current and past years’ information on the LFPA webpages. Last year’s secretary uploaded files to increase the information archived on the webpages. Recommends this year’s secretary continue same practice.
- Committee Liaison roles – based on last years’ experience, there are improvements that can be made in the liaison relationship of the Exec Committee with the LFPA Committee. Recommends a review and clarification of liaison roles of Exec Committee members on LFPA Committees.

2. Overview of upcoming tasks
The new LFPA chair identified several priorities for the LFPA Exec committee to address this fall and the committee concurred.

- Merit Process
- Unclassified Evaluation Procedures – discussed giving UPC a special charge and have Mike Broadwell serve as Ex Officio for this charge.
- Take Salaries and Benefits off hiatus to investigate salary compression and professional development funding
- Disciplinary Expectations for Library Faculty – need to appoint a Task Force and set a timeline for completion.

3. Review of LFPA Committees
a. discuss 2 committees currently on hiatus – PRC and Salaries and Benefits
b. identify committee liaisons— most decided during meeting:
   - LCPT (Library Committee on Promotion and Tenure) -- Sarah or Nikhat
   - Nominating and Ballot Committee -- Amalia
   - Committee on Salaries and Benefits (will come off hiatus) --
   - Committee on Code and Bylaws -- Carmen
   - CRSA (Committee on Research and Scholarly Activity) -- Brian
   - PRC (Committee on Planning and Resources) Sarah or Nikhat
   - UPC (Unclassified Professionals Committee) -- Mary
   - Sabbatical Leave Committee -- George
c. determine special charges -- the recommendations listed in the annual reports were summarized by Sarah and briefly discussed. This agenda item will be continued during next meeting.
   - Sabbatical Leave Committee – no special charges recommended by committee
   - UPC (Unclassified Professionals Committee) -- no special charges recommended by committee
• Discussed special charge to develop a UPC promotion opportunities and policies. Will ask Mike Broadwell to be an Ex Officio on a Task Force

**LCPT (Library Committee on Promotion and Tenure)** – discussed recommendations in annual report

**Nominating and Ballot Committee** – discussed a need to review Ballot Ben and see if the problems experience last year can be resolved.

**Committee on Salaries and Benefits** (will come off hiatus) – discussed having special charges related to: travel and professional development funds, merit pay, and salary compression

**Committee on Code and Bylaws** – no special charge at this time

**CRSA (Committee on Research and Scholarly Activity)** – no special charges at this time

**PRC (Committee on Planning and Resources)** (on hiatus) – will discuss in more detail at next meeting

d. **prepare to send out call for committee volunteers** – committee membership was reviewed and the following was noted:

• Code and Bylaws Committee (2 vacancies) with Kathy Graves continuing through spring 2012.
• Committee on Research and Scholarly Activities (3 vacancies) with Lars Leon, Angie Rathmel, and Joyce McCray-Pearson continuing through spring 2012.
• Nominating and Ballot Committee (1 vacancy) with Julie Petr and Amalia Monroe-Gulick continuing through spring 2012.
• Unclassified Professionals Committee (1 vacancy) with Brad Engelbert and Letha Johnson continuing through spring 2012.

4. **Create LFPA Exec meeting schedule** – we will be meeting every two weeks for a while and then review the schedule later. Probably will meet Wed afternoons.

**Actions from August 10th meeting:**

• Sarah – Get the “Disciplinary Expectations” documentation of the last Task Force (2009) from Erin Ellis.
• Sarah and Nikhat – Topics to follow up with Dean:
  • Annual review form
  • Merit process
• Exec Committee members – read all the LFPA committees annual reports before next meeting
• Sarah -- email calling for volunteers/nominations for committees
• Carmen – update the committee membership lists webpages to show liaisons
• Exec Committee members -- as the assigned liaison make contact with committee and find out when the committee will meet and see if there is other information to report at next LFPA Exec meeting.
• Sarah – set up regular meeting time and send meeting invite to LFPA Exec committee members.

Next Meeting: tbd