Library Faculty and Professionals Assembly

Committee on Salaries and Benefits

Annual Report

Fiscal Year 2009-2010

Members: Roger Anderson (recording secretary), Karen Cook (chair), Vickie Doll, Gaele Gillespie (LFPA Exec liaison)

Special Charges 2009-2010

1. Since it has been a while since this committee’s charges have been reviewed, the committee is charged this year with reviewing all of its standing and special charges carefully. Consider what is needed and not needed in these charges, where the gaps or overlap exist with other committees’ charges and activities. Contact and confer with other LFPA committees or library entities if necessary and offer suggestions to reword the standing or special charges based upon your findings.

2. Review your web pages on the LFPA’s site—consider rewording the descriptive text or adding a paragraph summarizing the committee’s purpose if one does not exist right now. The website is the way this committee communicates out to LFPA. Also review links to annual reports, minutes, membership and provide suggested links and updates to the Secretary of LFPA Executive Committee.

The committee met once this academic year on September 3, 2009. At the September 3 meeting the committee elected a chair and a recording secretary and reviewed the standing and special charges. Other business was conducted by email.

Response to Special Charge 1

In response to the first special charge, the committee reviewed its standing charges, which currently read as follows:

Standing Charges

3.3.6.1 The Committee on Salaries and Benefits, in consultation with the library administration and the Library Faculty and Professionals Assembly, shall prepare such reports and statistical studies as may be needed to support the library’s budget request for salaries and shall seek ways to educate staff concerning benefit options.

3.3.6.2 The Committee on Salaries and Benefits shall be composed of three members of the Library Faculty and Professionals Assembly appointed by the Executive Committee, and the Libraries’ Human Resources Officer (ex officio). The appointed members shall serve two-year overlapping terms, and shall select a presiding officer and a recording secretary.
The committee recommends revising standing charge 3.3.6.1. to reflect the increasingly "as needed" (rather than annual) nature of the committee's responsibilities. When needed, such responsibilities can be specified in special charges. The committee recommends that the wording of standing charge 3.3.6.2. be changed to include an unclassified professional as a committee member. A typo in the special charges for 2009-2010 should also be corrected. The suggested revisions to the charges are indicated below in bold type:

**Suggested Revisions to Charges**

**Standing Charges**

3.3.6.1 The Committee on Salaries and Benefits, in consultation with the library administration and the Library Faculty and Professionals Assembly, shall prepare such reports and statistical studies as may be needed concerning library salaries, shall seek ways to educate staff concerning benefit options and, as needed, review and seek ways to improve staff benefits.

3.3.6.2 The Committee on Salaries and Benefits shall be composed of three members of the Library Faculty and Professionals Assembly (one of whom shall be an unclassified professional) appointed by the Executive Committee, and the Libraries' Human Resources Officer (ex officio). The appointed members shall serve two-year overlapping terms, and shall select a presiding officer and a recording secretary.

**Special Charges 2009-2010**

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**Response to Special Charge 2**

In response to the second special charge, the committee reviewed the descriptive paragraph on its web page, which currently reads:

The Committee on Salaries and Benefits, in consultation with library administration and the Library Faculty and Professionals Assembly, shall prepare such reports and statistical studies as may be needed to support the library’s budget request for salaries, and shall review for approval the salary ranges and offers proposed by search committees. The committee shall review annually, and recommend revision of as necessary, the method(s) of distribution of merit salary increases. Such method(s) and revision shall be submitted to the Library Faculty and Professionals Assembly for approval annually by means of a mail ballot.
Salaries and Benefits shall review benefits for unclassified staff and, in consultation with the library administration and the Library Faculty and Professionals Assembly, seek ways to improve such benefits and to educate staff concerning benefit options.

The committee recommends revising the above paragraph to reflect the trend in recent years to call upon the Committee on Salaries and Benefits to fulfill its responsibilities "as needed" rather than annually. Another suggestion is that the responsibility to review "benefits for unclassified staff" be made inclusive of faculty and unclassified professionals by changing it to read "review and seek ways to improve benefits for staff." Another option that could be explored by next year's committee is whether some of the committee's "as needed" responsibilities are no longer needed. The suggested revisions to the descriptive paragraph are indicated in bold type:

In regard to salaries, the Committee on Salaries and Benefits, in consultation with library administration and the Library Faculty and Professionals Assembly, shall prepare such reports and statistical studies as may be needed to support the library's budget request for salaries. As necessary, the committee shall review for approval the salary ranges and offers proposed by search committees. In years when merit increases may occur, the committee shall, as necessary, in consultation with library administration and the Library Faculty and Professionals Assembly, review the method(s) of distribution of merit salary increases. In regard to staff benefits, the committee, in consultation with the library administration and the Library Faculty and Professionals Assembly, shall seek to educate staff concerning benefit options and, as needed, review and seek ways to improve benefits for staff.

Submitted by Karen Cook, 6/28/2010