
The Chair of LFPA, Kim Glover, convened the meeting. She introduced the members of the Executive Committee, Lea Currie (Librarian representative), Elspeth Healey (Assistant Librarian representative), Gaele Gillespie (Associate Librarian representative), Leah Nelson (secretary), Sherry Williams (Vice-Chair/Chair-elect), and Meredith Huff (Unclassified Professional representative).

Approval of Spring Assembly (June 4, 2014) minutes with no corrections.

The following new members were introduced to the membership: Stephanie Gamble, Undergraduate Learning Specialist in Research & Learning; Michelle Reed, Undergraduate Learning Specialist in Research & Learning; Mindy Babarskis, Library Assistant at Spencer Research Library; Jocelyn Wehr, Digitization Services Coordinator in Cataloging; Nishon Hawkins, Acquisitions & Resource Sharing Unit Manager; Greta Kliewer, Research & Data Analyst for the Assessment Division.

Brief committee reports were given:

Nominating and Ballot update by Betsaida Reyes – They will be working to select a new balloting system, still doing some investigating but many systems they’ve looked into have been pricey.

CRSA update by Lars Leon – CRSA will be encouraging and supporting scholarly activity through Library Research Funds, all interested parties must submit requests to CRSA. Also available is the General Research Fund which has about $6,000 and they will accept proposals until February 15, 2015.

Code and Bylaws update by Marianne Reed – Code & Bylaws committee will work to ensure consistency and provide understandable interpretations.
LCPT update by Sara Morris – LCPT has nobody going up for Promotion & Tenure (P&T) this year but will have two for Post Tenure Review (PTR) and one for Progress Toward Tenure Review (PTTR). Working to revise overview document to integrate PTR information.

Sabbatical update by Gaele Gillespie – Committee has not met and there were no applications this year.

Salaries and Benefits update by Kim Glover – No special charges this year.

Unclassified Professionals update by Meredith Huff – Will look at the influx of Unclassified Professionals into LFPA and consider options to split up or optional ways to achieve quorums.

LFPA Exec update by Kim Glover – Will be meeting every other week on Wednesday from 10-11am in Spencer 327, for those who wish to attend. Will be helping to facilitate the new PTR process and think about the mentoring program.

Introduction of members involved in University governance:

- Letha Johnson and Julie Petr are both serving on the Diversity Leadership Committee
- Amalia Monroe-Gulick is serving on the Faculty Rights, Privileges, and Responsibilities Committee
- Lars Leon is serving on the Judicial Review Board
- John Stratton is serving on the University Committee on Sabbatical Leave
- Erin Ellis is serving on the University Core Curriculum Committee
- Kim Glover is serving on Faculty Senate

Dean haricombe was invited to address the membership.

She expressed her thanks to all who attended the meeting and noted that it would be her last. She was proud to hear about the participation of faculty and staff members in University governance. Dean haricombe announced she had met twice with the Provost regarding the search for the next Dean and that she is taking part in creating a profile for the new Dean role and what shape that position would take. She encouraged faculty and staff to talk with her if they had ideas about the new Dean’s search and what the profile should look like. She expressed her pride in the creation of the Organizational Development and Assessment units.

Mike Broadwell, Executive Director of Administrative Services, gave an update on Post-Tenure Review (PTR). Stated that the Libraries Human Resources unit was working with LCPT, he and Sara Morris had met to create a process. Creation of a calendar with PTR dates and standard letters for candidates going up for review had been completed.

Questions about PTR (all answers given by Mike Broadwell):

Q: Will the calendar have everyone’s PTR date listed?
A: No, every faculty member has received a letter with their PTR date. Also one year prior to their review, they will receive another letter with the same information
Q: What if we decide we want to go on phased retirement?
A: Those on phased retirement will not go through PTR if their review date is after their phased retirement announcement

Q: What does the process look like?
A: Process will be submitting a form with statements on professional performance, research, and service, along with your CV

Q: To whom do the candidates submit their files?
A: To the Libraries HR office, then we’ll give to LCPT, then the Dean

Update on Learning Management System (LMS) & Performance Management System (PMS) was given by Mike Broadwell. University purchased “Success Factors” as the system for both databases. LMS will be open to all faculty and staff, PMS will exclude faculty for now. LMS will connect employees with their supervisors, view workflows, track calendar activities and more. PMS will keep track of annual and mid-year reviews, has a 360 degree functionality for evaluations, uses core competencies that CBIZ determined.

Questions about LMS & PMS (all answers given by Mike Broadwell):

Q: Will we get to pick what they put in the forms or will they be generic? Or can we choose sections we want to use and ignore the rest?
A: It’s a generic form and you’ll likely have to fill out everything

Q: When will this be implemented?
A: Beginning a pilot program in January but probably won’t be in the Libraries until mid-year 2015

Q: How will this work for faculty evaluations in various departments?
A: Faculty are excluded for now since we only have a generic form

Q: How are they devising core competencies?
A: CBIZ proposed them and they were approved by Diane Goddard.

Q: Can we see the core competencies?
A: Sure, I can send them to you

As per the agenda, it was discussed whether LFPA Exec should send out meeting agendas before their meetings to the LFPA membership. It was said that sending out meeting agendas would encourage participation and sending links to the agendas or minutes would be sufficient, as well. A majority vote decided that LFPA Exec would send out meeting agendas prior to their meetings, and included in these emails would be a link to the website where the approved minutes are posted.

Judith Emde acknowledged George Gibbs for his many years of service.

The meeting was adjourned.