

**ULFO Meeting**  
**May 12, 2003**  
**UL1116**  
**10:30 am –12:00 pm**

**Present:** Jim Baldwin, Polly Boruff-Jones, Brenda Burk, Robin Crumrin, Todd Daniels-Howell, Emily Dill, Janet Feldmann, Ed Gonzalez, Vania Goodwin, Randall Halverson (Chair), Kathleen Hanna, Joe Harmon, Jennifer Hehman, Dolores Hoyt, May Jafari, David Lewis, Martha McCormick, Mary Beth Minick, Sally Neal, Ann O'Bryan, Bill Orme, Kevin Petsche (Secretary), Steve Schmidt, Tony Stamatoplos, Randi Stocker, Stephen Towne,

According to the ULFO Bylaws, Article IV, Section C, a quorum was present.

- I. Randall called the meeting to order at 10:30.
- II. Polly Boruff-Jones, Chair of the Nominating Committee, presented the slate of candidates for election for the 2003/2004 academic year. The following members were elected:
  - a. Kevin Petsche (Chair)
  - b. Kathleen Hanna (Secretary)
  - c. Robin Crumrin (Primary Peer Review Chair-elect for 2004/2005)
  - d. Tony Stamatoplos (Primary Peer Review Secretary)
  - e. May Jafari (Primary Peer Review)
  - f. Mary Beth Minick (Primary Peer Review (First alternate))
  - g. Bill Orme (Primary Peer Review (Second alternate))
- III. Minutes
  - a. Kathleen Hanna made a motion to accept the minutes from the March 12<sup>th</sup> meeting; Robin Crumrin seconded the motion. The motion passed unanimously.
- IV. Announcements
  - a. Bill announced that the University College Colloquium will be held this Friday; he also reminded members to get their assessments of Inflight to Julie Moline.
- V. Reports from ULFO Committees
  - a. Bylaws Committee
    - i. The committee presented language to be added to the Bylaws that would describe the role of non-tenure track librarians with the ULFO.
      1. Issue: Several librarians have worked (and continue to work) in the University Library who do not have an appointed status (e.g.

Ann Fleming, Terri Burke and, previously, Jim Lockwood). A couple of years ago, one librarian's status changed from appointed to non-appointed (Pat McWilliams) in the middle of the academic year. At the time of the change, she was chair of a standing committee of the ULFO. An issue was raised about the appropriateness of a non-appointed librarian not only being the chair of a committee, but even part of the organization. So informal discussions ensued as to what language we could add to the Bylaws that would invite non-appointed librarians to participate in appropriate organization activities/roles and at the same time make it clear what activities/roles were not allowed. In a previous ULFO meeting (February 6, 2003), language was proposed that used the phrase "part-time librarians" which members found confusing, so we propose the new language below ("non-appointed librarian") to distinguish hourly (non-salaried, non-appointed, non-tenure track, generally part-time but not visiting) librarians from all others.

2. Background: Relevant Current Bylaws Language:
  - a. Article I-Section A --"The official name of this body shall be the IUPUI University Library Faculty Organization, hereafter referred to as the ULFO. The libraries of the ULFO are: University Library, the Herron School of Art Library, and the IUPUI Columbus Library."
  - b. Article II-Section A--"The ULFO shall be composed of all appointed librarians from the ULFO libraries."
3. After discussion, the proposed additional language to the Bylaws was amended.
4. Bill made the motion that the following language be added:
  - a. **Non-appointed librarians are not members of the ULFO and thus may not be considered for the determination of a quorum, making or seconding motions, voting for proposals, voting in elections or serving as chairs of committees. Non-appointed librarians are invited to attend meetings and work on committees of the ULFO. Non-appointed librarians' involvement in the ULFO within normal working hours is subject to the approval of their team leader, although engagement with the ULFO may be maintained outside of said normal working hours.** "
5. Mary Beth seconded the motion.
6. The motion passed unanimously.

#### VI. Budgetary Advisory Committee

- a. Last year, when the campus charged each academic unit with creating a committee to provide advice to the respective deans regarding the budget, the University Library decided to create a committee split evenly between the ULFO and the UL Support Specialists Group with each nominating two people to the committee. Randall appointed Karen and Mary Beth to the committee with Steve Schmidt serving as an alternate.
- b. There is a need for formalizing the duration of terms for members of the committee. It was felt that members should serve two-year terms for a sense of continuity.
- c. Another suggestion was made to increase the size of the committee from two members of each group to four members of each group. This would allow for two

members to drop off and two members to continue on at the end of each academic year.

VII. Staff Bonuses

- a. David announced that it is now possible to award bonuses for faculty members. This has already been in place for non-faculty staff, though it hasn't been used by the University Library. David voiced a fear that special recognition to a small number of people can be divisive. Any available monies for this have traditionally gone into annual salary increases.
- b. Martha presented a plan that the Office for Professional Development uses called the "OPD Above and Beyond Award". The objective of the award is as "...a formal recognition award of \$1000 to increase performance, reward excellence, and create role models..." The money for this award comes from the OPD budget.
- c. Jim voiced the idea that it would be better for the money to be added to an employee's base salary as opposed to a one-time award.
- d. Bill mentioned that we already have a form of employee recognition (i.e. Trustee Teaching Award).
- e. David asked for a straw vote to gauge the feeling of the ULFO on the issue.
- f. Jim moved that "The ULFO accept the idea of granting cash bonuses for appointed librarians". Sally seconded the motion; it passed by a 19-4 vote with one member abstaining.
- g. Bill then mentioned that it would be important for the awarding of any special recognition be based upon judgment from one's peers. This would result in having two pools, one for faculty and one for staff.
- h. Jim made another motion which stated "The Budget Affairs Committee will be charged with Working with the Specialists Group in developing a bonus policy." May Jafari seconded the motion; it passed unanimously.

VIII. Presentation by Dolores Hoyt

- a. Dolores presented the research that she did on her sabbatical project. Her research was on the letters of Catharina Schute Gutknecht Feil, a German immigrant to Indianapolis in 1861. The letters covered the period from 1861 to 1893. The presentation was well received.

IX. The meeting ended at 12:00 pm.