

**General Meeting of
UWOFA Librarians & Archivists**
Monday, March 28, 2011
12:00-1:30 pm
Room 204, University College

Speaker: Kristin Hoffmann

President: James Compton

1. Approval of the Agenda:

MOVED: M. Mills/P. Ellis

THAT the agenda be approved. **CARRIED**

2. Minutes of September 25, 2009 General Meeting:

MOVED: P. Ellis/M. Mills

THAT the minutes September 25, 2009 be approved. **CARRIED**

3. Business Arising: None

4. President's Report: *J. Compton*

J. Compton reported on the following:

UWOFA Board nominees: The slate of UWOFA Board nominees was presented. Kim McPhee was declared acclaimed as Designated Board Seat representing the Librarians and Archivists, Kristin Hoffmann was declared acclaimed as UWOFA-LA Speaker and Melanie Mill was declared acclaimed as UWOFA-LA Secretary. J. Compton thanked Courtney Waugh for her work as UWOFA-LA Secretary;

UWOFA-LA Committees Roundtable Meeting: The purpose of this meeting was to discuss and document the experiences and insights gained by UWOFA-LA members who have served on UWOFA-LA Committees. J. Compton thanked Melanie Mills for organizing this meeting and for her service on the UWOFA Board;

UWOFA Events: UWOFA's Equity Committee organized a panel on the regulation of social relationships on campus, "Too Close for Comfort?".

Worldviews international conference on media and higher education in the 21st century is being organized by OCUFA, OISE/University of Toronto, the Washington-based *Inside Higher Ed*, the London and South Africa-based *University of World News*. Information can be found on the UWOFA web site under *News & Events*.

5. Negotiating Report: *A. Varpalotai (Chief Negotiator)*

- Varpalotai introduced the UWOFA-LA negotiating team: Linda Dunn (Deputy Chief Negotiator), Ann Bigelow, Bev Brereton, Jim Davies, Mike Dawes, Vince Gray, Marisa Surmacz and Elizabeth Mantz (Alternate). A. Varpalotai also thanked Elizabeth Bruton for her work as co-chair of the UWOFA-LA Contract Committee and her continued work as the negotiating team's web master.
- The UWOFA-LA negotiating team attended a CAUT collective bargaining training session that was held March 18 and 19, 2011.
- UWOFA will be giving official notice of intent to bargain on April 1, 2011. The negotiating team would like to have negotiations finished by June 30, 2011.

6. Contract Committee Report: *L. Dunn/E. Bruton*

J. Davies provided a summary of salary comparisons between UWO Librarians and Archivists and Librarians and Archivist from the the Bovey 5 universities.

L. Dunn explained that the proposed contract goals (distributed by email) are presented for discussion only. The proposed contract goals will be presented for approval, by an electronic ballot, to the Librarians and Archivists bargaining unit. The following are the goals as presented at the meeting:

Appointments

- To reduce probation
- To ensure that all vacancies are filled by competition (except those under provisions of Reassignment)
- To ensure that the committee sets rank, qualifications and content of posting
- To ensure that short-listed candidates are provided with a link to UWOFA web site

- To ensure that committee recommendation, including rank, probationary period and salary goes directly to Provost
- To ensure that recommendation is written by committee member other than the chair (cf. P&CA 19)
- To define what constitutes a vacancy on the Appointments Committee
- To ensure that the position posting be circulated to all Members and that Members have sufficient time to provide feedback

Compensation and Benefits

- To achieve across-the-board salary increases for all members
- To increase floor salaries
- To explicitly tie floor salaries for Librarians and Archivists to comparable faculty floor salaries
- To restore the PLCP fund to 2.4 salary points per member
- To have a portion of PLCP not dependent on performance evaluation
- To have an anomalies and/or market adjustment fund in addition to full PLCP
- To ensure that Employer pension contributions for members are at least equal to contributions made under the Faculty Pension Plan
- To increase stipends for non-Acting Directors and Department Heads, to ensure pension contributions are made on these stipends, and to have these stipends “red-circled”
- To achieve benefit parity with faculty

C&B Goals from Other Articles

- To increase top up beyond 17 weeks (Pregnancy and Parental/Adoption Leave)
- To increase the number of vacation days, which can be carried over during any Leave
- To establish an early retirement package
- To decrease the number of years a Member needs to work before being entitled to an increase in the number of vacation days
- To increase the number of paid vacation days
- To increase the carry-forward allotment of accrued vacation days
- To increase the base PER allocation
- To increase salary funding during education leave
- To increase academic activity support funding
- To remove limitations on allocations (academic activity support funding)

Copyright

- To align with the faculty CA
- To strengthen the moral rights of Members

The plan is to merge Intellectual Property with Copyright to form one article called Intellectual Property.

Education Leave

- To increase salary funding during education leave
- To allow for shorter education leaves more often than once every 2 years

The goal “To increase salary funding during education leave” also appears under Compensation and Benefits.

Income Security

- To create a bank of Personal Days for Members
- To remove the requirement that the immediate supervisor, when recommending to the UL or Dean that Compassionate Leave be granted to a Member, provide the Member’s reasons for requesting the Leave

Intellectual Property

- To align with the faculty CA
- To strengthen the moral rights of Members

The plan is to merge Intellectual Property with Copyright to form one article called Intellectual Property.

Library Directors and Department Heads

- To increase stipends
- To ensure that anticipated rank, anticipated date when the position will be filled, salary and link to CA are included in the position ad
- To describe responsibilities of Directors and Department Heads
- To provide full stipend for Acting position
- To differentiate Director & Department Head stipends
- To incorporate Letter of Understanding "D"
- To ensure that the Selection Committee member chosen by the University Librarian has supervisory responsibilities for the appropriate Unit
- To broaden circumstances for appointing Acting Director or Department Head
- To ensure transparency and accountability of the Selection Committee
- To establish for each search an expected date for filling the position
- To ensure that an acting Director or Department Head is appointed in a timely manner if the search takes longer than expected
- To further clarify the role of the alternate

Pregnancy and Parental/Adoption Leave

- To increase top up beyond 24 weeks of Parental/Adoption Leave
- To increase the number of vacation days, which can be carried over during any Leave

Both of these goals also appear under Compensation and Benefits.

Professional Expense Reimbursement

- To increase the base PER allocation

This goal also appears under Compensation and Benefits.

Promotion and Continuing Appointment

- To further clarify timelines
- To establish that P&CA committee & UL review all eligible Members files
- To remove "peer reviewed" from Cl. 15 & 16
- To define what constitutes a vacancy on the committee
- To further clarify the role of the alternate

Reassignment

- To ensure that existing Unit complement is not reduced
- To improve job security
- To establish process for closure or reorganization of a Unit that results in transfer / loss of positions

Reduced Responsibility

- To rename the article Reduced Responsibility to Reduced Workload
- To align wording with that of the faculty agreement

Recognition

- To amalgamate the two bargaining units

Retirement and Resignation

- To establish an early retirement package
- To establish phased retirement

The goal "To establish an early retirement package" also appears under Compensation and Benefits.

Vacations and Holidays

- To decrease the number of years a Member needs to work before being entitled to an increase in the number of vacation days
- To increase the number of paid vacation days
- To increase the carry-forward allotment of accrued vacation days

These goals also appear under Compensation and Benefits.

Working Conditions

- To ensure that all Members have a personal office, which meets the Member's privacy needs
- To include Letter of Understanding "A" in this article

Letter of Understanding "A": Academic Activity Start-Up Support

- To rename the Academic Activity Start-Up Support fund to Academic Activity Support Fund
- To increase academic activity support funding
- To remove limitations on allocations
- To carry over any unused funds into the next academic year of the Collective Agreement
- To make all Members eligible to apply for academic activity support funding
- To include Letter "A" in the article Working Conditions
- To establish the requirements for receiving academic activity support funding

Financial goals also appear under Compensation and Benefits.

"Housekeeping" proposed changes:

- Annual Report (transition language)
- Reduced Responsibility (change of name & alignment with faculty language)

Letters of Understanding:

- To be renewed except "A" as noted above.

7. Librarians and Archivists Committee Report: M. Mills

M. Mills provided an update on the work of the Committee. Committee members and minutes from past meeting can be found on the UWOFA web site (www.uwofa.ca) under "Committees and Stewards".

8. New Business: None**9. Adjournment**

The meeting adjourned at 1:25 p.m.