

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE (LASC) MEETING NOTES

21 July 2021, 9:30 – 11:00 a.m. ZOOM

Present: Denise (notes), Shawn, Courtney, Leslie, Matt, Lina, and Brian

Regrets: Cindy

Approval of Agenda: Approved with addition of

Approved Approval of Notes: Approved

Approved Business Arising from Previous Meeting:

- Follow up to the ARR Clause 11.3 distribution of performance categories (Courtney) - No further updates but the email was sent out to our membership and there were no member questions.
- Support for OCADU librarians. - UWOFALA sent an email of support. No further news or updates
- Planned Activities and Contributions form issues. **Previous Action:** Courtney will follow up with WTS. An email was received from the Office of Faculty Relations and reports that the forms were updated in Spring 2020. It was recommended that all Members use the most current version of the form (posted to the OFR site), not old forms saved from previous years. We were reminded everyone that the form must be downloaded and saved on one's own computer before filling it in. It is hoped this solves most problems UWOFALA Members are experiencing, but Faculty Relations would like to know more about any specific complaints so they can address them.

Action: Brian will consult with UWOFALA Stewards (other Members too?) to identify specific issues and follow up with Faculty Relations.

Action: Courtney will test form and report back to this committee

Standing Agenda Items:

1. Stewards' Reports:

User Experience and Student Engagement (Matt): No report

Teaching and Learning (Denise): No report

Research and Scholarly Communications and FIMS (Courtney): No report

Collections Management, Discovery and Access (Shawn):

Call for CMDA Steward will be sent out in the Fall after DDM and CCS librarian recruitments. In the meantime, Shawn will act as the CMDA representative.

Archives and Special Collections (Leslie): No report

2. Members Services Officer & Professional Officer's Report (Lina):

A member inquired about the timing between time of hire and timeline for writing a Probationary Report and the member was advised to write the Probationary Report.

3. Senate Report: (Tom):

Tom's term is coming to an end. Nominations for Senate Observer due Monday July 26th.

Action: Shawn will revise the earlier email with more details and will send out a second call for nominees

4. Joint Committee Report (Brian McMillan):

- Sabbatical Leave – No Librarian or Archivists deferred a sabbatical leave.
- Library Forum update
- ARR – Timing.
- Working from Home – Has not come up at Joint Committee for discussion
- Satisfaction or concerns about access to [LifeWorks \(formerly Morneau Shepell\)](#) is Western's provider of a confidential Employee Assistance Program (EAP). Feedback can be sent to Brian or to Kim Verwaayen in the Department of Gender, Sexuality, and Women's Studies.

5. Board of Directors Report (Shawn Hendrikx & Brian McMillan):

Shawn and Brian sit on UWOFA's Board of Directors. They will bring us updates from that group's monthly meetings. The Board of Directors administers the affairs of the Association and carries out its policies. UWOFA members elect the Board of Directors, which consists of the officers of the Association (President, Vice-President, Past President, Secretary and Treasurer) as well as representatives from various constituencies across campus.

New Business:

1. Working from Home and Expectations (Shawn)

No language in Collective Agreement (CA) about working from home. Who has the power to set expectations?

We had a robust discussion about the recent email from Catherine Steeves (Update July 19, 2021 – Roadmap to Reopen) about how our Teams are handling the return to campus. Some Teams have begun to discuss details while others have not. It is not clear if there is going to be flexibility to continue to work at home if members have no commitments on campus. It was agreed flexibility and professional autonomy were important. Some LASC members have already been working on campus. We had some discussions about the flexibility regarding working from home which is not stipulated in the Collective Agreement and agreed to ask Catherine clarifying questions in the information session scheduled for right after our LASC meeting.

2. ARR / APE Deadlines (Brian)

Following the lead of the recent Joint Working Group into COVID-19 and the Faculty APE process, it has been decided to review the UWOFA-LA ARR 2020-2021 process in light of the pandemic. To make the most of the parallel reviews in faculty and librarian and archivists processes, it has been suggested to delay the ARR deadline to November. An internal libraries joint committee will be announced with

balanced representation of SLT and members. Suggested UWOFALA members are Brian McMillan (Joint Committee UWOFALA representative), Shawn Hendrikx (Chief Steward), and Kim McPhee (Member with supervisory responsibilities). An announcement will come forward after further consultation with Joint Committee.

3. UWOFALA's Statement in favour of full vaccinations (respecting religious and medical deferrals)
 - Does UWOFALA need to put out a supporting statement? It was decided NO we did not need to do so but the conversation evolved into how UWOFALA communications could more explicitly include UWOFALA. Several suggestions including having a member of LASC on the UWOFALA Communications Committee. More discussion is needed and we will return to this topic at our next meeting.

Next Meeting: Wednesday, August 18th, 2021. 9:30 a.m. - Denise (on holidays) sends regrets.

Notes Rotation

Matthew Barry
Denise Horoky
Brian McMillan
Leslie Thomas
Courtney Waugh