

## LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING

16 March 2022, 9:30 – 11:00 a.m. ZOOM

**Present:** Matt Barry (notes)

**Regrets:** Courtney, Cindy

**Welcome:** UWOFA Communications Officer - Maram Hijazi

**Approval of Agenda:**

**Approval of Notes:**

Seeking Clarification:

Question / concern regarding: "Supporting disclosures of gender-based/sexual violence training" (for example, being required to take the student's phone number and email address and send the contact information to Western). I'm curious to know if UWOFA has discussed it at all."

*All Western Staff are required to complete the referral form (name/email address) if someone makes a disclosure. Discussion between UWOFA/admin is that the admin would not be taking a punitive approach to enforcement of the policy, and would instead go through educational route. There's also a difference between disclosure and a formal complaint.*

**Business Arising from Previous Meeting:**

1. Recap: Matt presented a summary of PAI score distribution by functional unit for 2021. The summary pointed to anomalies in the distribution of salary points along with some suggestions for addressing interpretation and implementation of ARR scores.

To determine whether this is an historical trend or just a Covid related anomaly, the group suggested that a similar analysis be done using the past 3 years of data.

There was some discussion about introducing a peer evaluation model as a possible solution. This would require more discussion with the membership.

*Matt showed updated scores, discussed that there's been a trend over time of scores increasing over time, and that because salary points are divided among members, high scorers reduce the performance bonus of low scorers. Member is concerned about not understanding how to get a higher score, and being hurt by not getting a higher score. Would like to see more transparency about how to get a higher score, or more confidence that scoring criteria is being handled consistently across functional units.*

*There's still a lot of time before next collective bargaining, so next step is to reach out to members about how they feel about performance criteria, to get an idea of what's working and not working for them.*

**Action: Hold session over the spring/summer to talk about how to write better ARRs, led by members who are managers and members who have gotten high PAI scores (if any are willing to self-identify / lead a discussion) – discuss at next meeting**

**Action: Have conversation with membership to identify issues or complaints with PAI process in the spring, to meet November deadline. – discuss at next meeting**

2. Recap: P&CA support – are there other supports for the P&CA process for new members beyond the existing extension? There is a desire for more mentorship on this process. There have been previous discussions about facilitated sessions on P&CA.

*Not much discussion has been given to this so far, but we should discuss this before next collective bargaining time.*

*A discussion from joint committee has touched on this with regard to the effect of COVID on the continuing appointments process. A small group has been formed about this that plans to collect more data before making more suggestions on what to do moving forward.*

*CTL hosts P&CA workshop every year in December. Has a panel of members from UWOFA. Could be a situation where CTL hosts a separate session for L/A. Can go through joint committee to see if parties can agree to ask CTL to do this.*

*Could also get a list of people who are probationary and ask them what supports they feel that they have and what additional supports they need.*

**Action: Shawn will reach out to Helen to find out who doesn't have CA yet, so we can reach out and ask about need for support.**

**Action: Lina will talk to Cindy about what the best way is to go about arranging a training session for L/A on P&CA.**

*Also, conversation about mentorship. After reaching out to members about needs for support, can ask probationary members about what types of mentorship support would be useful to them. This could also be a good topic of conversation for the L/A Forum.*

**Action: Shawn will add this to the next L/A Forum agenda.**

**Previous ACTION:** LASC will discuss P&CA support at a future meeting and plan programming accordingly

#### **Standing Agenda Items:**

3. **User Experience and Student Engagement (Matt):** Discussion about alignment of PAC timeline with strat. planning timeline.  
Leadership is interested in addressing concern, but feels that strategic plan as it's currently developing is not radically off-course from current objectives, so they felt it was reasonable to just complete PAC as normal. However, they're flexible on the idea of delaying deadline for PAC until the 15<sup>th</sup> of July. Would have to be raised / approved at Joint committee, which is meeting today. This will be hammered out shortly / clarity will be provided for membership. Also, we know library strategic plan will be aligned to university strategic plan, so members can still base PAC around university strategic plan.  
**Action: Brian will ask Catherine today whether or not she intends to raise this issue at Joint Committee.**
4. **Teaching and Learning (Denise):** Also raised PAC extension question.
5. **Research and Scholarly Communications and FIMS (Courtney):** nothing to report
6. **Collections Management, Discovery and Access (Shawn):** nothing to report

- 7. **Archives and Special Collections (Leslie):** New Archivist Lisa Lawlis started---Leslie looking for guidance on whether she should meet with new member about union stuff, or if someone else should do it.  
**Action: Leslie will meet with new member, and can also tell member to contact UWOFA office if they feel uncomfortable talking to steward.**
- 8. **Members Services Officer & Professional Officer's Report:** Cindy – waiting to hear on arbiter's decision.

Cindy reports that the Arbitration hearing is over for the work of the bargaining unit grievances. The last day of the hearing was February 14th. We await the Arbitrator's decision. She thought she would need 3 - 4 months to write her decision.

- 9. **Senate Report: (Roxanne):**
- 10. **Joint Committee Report (Brian):** Waiting for info from COVID small group on impact on P&CA. Obligation of members with reporting sexual assault- reiterates that educational approach will be taken rather than punitive approach to not reporting cases of sexual assault. Concerns about PPE / return to campus is being pursued in other venues, and will be removed from Joint Committee agenda.
- 11. **Board of Directors (Shawn & Brian):** Nothing new to share.
- 12. **Communications Officer (Maram):** Asking members if there are any new items for Faculty Times. Nothing to share.

**New Business:** UWOFA webpage changes – are notes for LASC on the new website? Any idea on when they will appear. Maram is waiting on new pages to come in to publish, but will reach out to see if they're done.

**Next Meeting:** Wednesday, April 20<sup>th</sup> 9:30 am

**Notes Rotation:**

<b>Matthew Barry</b>
Denise Horoky (next)
Brian McMillan
Leslie Thomas
Courtney Waugh