

LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING

December 20th, 2023, 9:30 – 11:00 a.m. ZOOM

Present: Matt (Notes)

Guests: Kristin Hoffmann

Regrets: Denise, Leslie

Approval of Agenda: Approved

Approval of Notes: Approved

Business Arising from Previous Meeting:

1. Welcome new Member Services Officer: Tolga Karabulut

Tolga is now monitoring UWOFA-MSO and UWOFA-PSO email accounts---at last LASC meeting there was discussion/concern about Members staffing that service, and may not have known it was going to a colleague. Now no longer going to a colleague.

2. CTF Process (Kristin Hoffmann)

A member proposed modeling the upcoming CTF on external anomalies. Kristin will speak to the CTF Committee process and whether Members have input.

Context: There was a proposal brought forward to a Steward and colleagues in a Unit regarding the CTF process, in terms of the way the payments are looked at or who they would go to. A Member proposed that it should be based on analysis of external anomalies, rather than internal ones. Following that email, another Member responded with opposing sentiments. It's clear there isn't consensus around how the process works, but it seems useful to ensure that members have more knowledge about how CTF works, and how they can provide input to the process.

Kristin shared several points for information, from her perspective of having served on previous CTF committees:

- The Compensation & Benefits article for the 2023-27 Collective Agreement (CA) has not yet been finalized. A nearly finalized version is in the folder with the bargaining proposals.
- The CTF is distributed and managed by a joint committee: the Employer appoints 2 reps, UWOFA appoints 2, and the parties jointly agree on a Chair.
- The CTF process has happened three times for librarians & archivists: twice under the 2015-19 CA and once under the 2019-23 CA.

- Reports of each CTF process are available on the UWOFA website. The reports describe the process that each CTF committee followed and describe the factors that were considered in the allocation of adjustments for each process.
- Each CTF committee must make decisions based on the current context. The process isn't necessarily carried out in the same way each time. Each committee seeks to provide the most equitable adjustments to Members given the current context.
- All Member information is anonymized for the committee, so the committee members don't know which employees will receive which adjustments. A data analyst in the Office of Faculty Relations supports the committee's work.
- Members who are interested in serving on a future CTF committee can potentially indicate to UWOFA their qualifications around statistics or knowledge of salary structure. The UWOFA Board will appoint the two Members who will represent UWOFA on the CTF committee.
- Because the CTF process is carried out by a jointly appointed committee, the Librarians and Archivists Forum is not an appropriate venue for discussion about the CTF process.
- The 2023-27 CA also requires that incoming hires be paid no less than the salary predicted by the model used in the most recent Career Trajectory Adjustment process.

Action: Shawn will talk to members who have raised concerns, and we will follow up with Kristin if there are additional questions.

3. UWOFA-LA session focused on the L/A Forum to empower Members to raise issues and facilitate healthy dialogue (Shawn, Courtney, Matt)

Next Steps?

- There would be value in members meeting separately from the forum to discuss what we want to bring up.
- A separate Members' meeting to share perspectives about the forum could be helpful.

Discussion: Talked about goals for what we want: Making members feel comfortable bringing things up, talking about which sorts of things should come to the Forum vs the Stewards, etc.; helping people generate ideas about what sorts of things should be discussed.

Action: Action: Shawn will reach out to Liz and Erin about facilitating a discussion; cc Matt.

4. Support for recently negotiated processes - Deferred

Previous Action: Courtney, Leslie, and Denise will work on a lunch and learn series.

Action: Defer to January. Courtney will schedule meeting with Leslie and Denise later in January to discuss this in more detail.

Probably won't be able to provide more information until after Biannual report and review committee finishes their work.

Start a list of articles that are new or changed that members could use information about, such as biannual report and review, promotion process for grandfathered assistant rank members, etc.

5. Annual Report and Review Committee - Deferred

Previous Action: Stewards have a discussion with teams about how members feel about P&CA guidelines. Ask people how we should address this (forum, leaving it to P&CA committee, status quo, CA revision).

6. Support for ARR writing - Deferred

Previous Action: Stewards will hold discussions with members about ARR but can always respond to individual member requests for support and provide examples of ARRs to people who want them.

Standing Agenda Items:

7. User Experience and Student Engagement (Matt): nothing to report

8. Teaching and Learning (Denise): absent

9. Research and Scholarly Communications and FIMS (Courtney): When will compensation and benefits language be finalized? Is there any assurance on when we'll be able to start submitting receipts? Kristin indicated a month ago that they're waiting for language to be finalized. Nothing needs to be done now, but if we haven't heard something by January, it would be useful to try to get a more concrete answer. Johanna could potentially bring it as an update at the UWOFA Board meeting.

10. Collections Management, Discovery and Access (Shawn): nothing to report
Info for Tolga: CMDA is unit Shawn is reporting for---CMDA is composed of three teams, and Shawn is just on CCS. Other two teams are DDM and Acquisitions (which has no UWOFALA members). Will often refer to DDM and CCS instead of to CMDA when giving updates.

11. Archives and Special Collections (Leslie): nothing to report

12. Members Services Officer Report (Tolga): Things the member services officer could report on:

- General info about themes or questions that members have brought to them
- General FYIs about union-related activities

13. Senate Observer update: was approached by a member who didn't get an email about senate.

14. Joint Committee Report (Brian): nothing to report / absent

15. Board of Directors (Shawn & Courtney):

- Brescia
 - Email was sent to membership about this already; mediation is wrapping up---were able to preserve LOU that we have with Western, and looking positive so far.
- Statement on Middle East
 - Was a request at a Members meeting. Currently in flux, but should be more information coming to members in early January in terms of what next steps look like.

16. Communications Officer (Maram):

- Maram is on leave.

17. Mobilization Report (David & Christy): Continuing to meet with bargaining network group. Let Christy know about any ideas members have related to mobilization.

18. Librarians & Archivists Forum (All):

New Business:

19. Biannual evaluation process (Shawn):

Biannual Review Committee’s goal is to be done by Feb 15, but might take longer. Until the committee is done, we’ll maintain the status quo (annual reports). Once the new process has been created, there will be member training on the process.

In the spring, people will indicate to the chief librarian our preference for which year we first submit in. Individuals who submit in the first year will be re-reporting on a year that you’ve already reported on during the first biannual review.

Committee will be working on both the criteria and the format of the review submission--- hopefully we’ll have a better form for entering it!

Another note: a biannual collective agreement should make it easier to balance and average our workload over a longer period (you don’t necessarily have to do service every year if you do a lot one year)---we shouldn’t necessarily think of it as doing two, one-year reviews!

Should also be discussed at joint committee to ensure that members and the employer have the same idea of how the process should be conducted.

Action: Shawn will follow up with enquiring member with information from this conversation.

Note-taking roster for upcoming meetings:

Matt Barry (notes)
Denise Horoky (next)
Leslie Thomas
Courtney Waugh

