

## LIBRARIANS AND ARCHIVISTS' STEWARDS COMMITTEE MEETING

January 15, 2025, 9:30-11 am Weldon Room M22 and Zoom

To connect to the meeting use the following link:  
<https://westernuniversity.zoom.us/j/97397554759>

**Or Dial:** 1-647-558-0588  
Meeting ID: 973 9755 4759  
Press pound (#) when asked for the participant ID

**Present:** Jennifer Robinson, Christina Zoricic, Elizabeth Marshall, Alie Visser, Katie Holmes, Yasmeen Hakooz

**Notes:** Alie

**Guests:**

**Regrets:** Leslie Thomas, Bethany Taylor, Lina Rodriguez, Courtney Waugh

**Approval of Agenda:**

**Approval of Notes:** [LASC Notes](#) - November 20, 2024

**Business Arising from Previous Meeting:**

### 1. Job Descriptions Follow-up

Check in to see where members are at with this work

User Experience: team has met and has a goal to complete by February break.

CMDA: one team has set a meeting time but hasn't met yet. The second team has met once, but hasn't finalized their description yet.

T&L: should be ready by the end of this week. There was a question from a Member regarding the job description not including Service or Academic Activity. The Collective Agreement mentions in the Workload article that this includes Academic Activity and Service. Not all Members have Academic Activity in their Workload responsibilities. The purpose of the job description is reflective of Professional Practice and not Workload.

ASC and RSC: no updates yet.

**Standing Agenda Items:**

## 1. Stewards Roundtable

There were no questions raised by Members.

## 2. Members Services Officer Report (Lina & Tolga):

3. **Senate Observer (Roxanne):** December report was sent to Membership and January will be attended by Shawn Hendrikx.

4. **Joint Committee Report (Christina)** [written report](#)

5. **Board of Directors (Elizabeth & Courtney)** Meeting was moved to the end of January.

6. **Communications Officer (Bethany):** No updates.

7. **Mobilization Report (David):** No updates.

## 8. Librarians & Archivists Forum (All):

The next Forum is this afternoon (January 15 at 2:30-4:30). Terms of Reference will be discussed and includes an update about attendees outside of UWOFA-LA and Western Libraries Administration. New language is “For additional transparency, membership may include up to three Observers, who have voice but no vote, from among the other full-time employees of Western Libraries or the FIMS Graduate Library, elected by those employees.” Discussion about the language of “membership” in the above statement versus observers. This is similar to a Faculty Council.

## New Business:

### 1. Winter Term Lunch & Learn

The goal is to have one lunch and learn per term. Continue discussion at the next meeting for a March/April lunch and learn to happen.

2. **Vacations & Holidays** article pertaining to Snow days on December 5 & 6, follow-up to share, article 5 c

The University closed at midday and a notice was sent to staff; those who could work from home should do so. A Member had a question regarding the Vacation & Holidays article in the Collective Agreement, which states:

c) any other day on which the University premises are declared closed by the President of the University.

5.1 If a Member is required to work on a holiday, as defined in Clause 5 above, they may take one and one-half (1.5) days of additional paid leave at a time agreed upon by the Member and the Employer.

Faculty Relations has stated that December 5 & 6 were not holidays. Clause c) may not be relevant as the University's [weather website](#) states: "When a weather threat is identified, a leadership group comprised of the vice-president (Operations and Finance); associate vice-president (Human Resources); director (Campus Community Police Service); associate vice-president (Facilities Management); manager (Landscape Services); and director (News, Media and Community Relations), in collaboration with the provost and vice-president (Academic), gather to examine both the on-the-ground condition of campus and the current/forecasted weather conditions."

3. Meeting times - We will move the time to 9am going forward.

4. Promotion & Continuing Appointment precedent

There was a discussion of the Conflict of Interest article.

**Next meeting:** February 19, 2025

**Note-taking roster for upcoming meetings:**

Leslie Thomas –
Alie Visser –
Courtney Waugh –
Katie Holmes -
Jennifer Robinson