

LIBRARIANS AND ARCHIVISTS' STEWARDS COMMITTEE MEETING

June 25, 2025, 9:30-11 am Weldon Room M22 and Zoom

Present: Yasmeen Hakooz, Katie Holmes, Tolga Karabulut, Elizabeth Marshall, Jennifer Robinson, Lina Rodriguez, Bethany Taylor, Alie Visser, Courtney Waugh

Note Taker: Alie

Notes: [May 21, 2025](#)

Guests:

Regrets:

Approval of Agenda: Approved

Approval of Notes: Approved

Business Arising from Previous Meeting:

1. Job Descriptions Check-In

- Good progress being made; units are close to 50% complete. Have any units had their JDs approved by the VPCL?
- **Action:** Remaining units are encouraged to complete the process soon.

At least two units have submitted their job descriptions, but have had no acknowledgement of them. The Joint Committee may still have some steps to complete.

2. Leaves presentation

The June 3, 2025 presentation had a lot of discussion and questions. Positive feedback during the meeting.

Standing Agenda Items:

Units Summary:

Questions arising out of recent appointments.

Question asking about who to submit their Planned Activities & Contributions to. Submit to supervisor and a copy to the Vice Provost and Chief Librarian.

Question about the language in the Collective Agreement regarding Promotion & Continuing Appointment clause 5.1 - 5.2.

1. Members Services Officer Report (Lina & Tolga):

General questions about appointments and vacancies. A new Grievance Officer has been appointed as of July 1. A new UWOFA office manager.

2. Senate Observer (Roxanne): No updates

3. Joint Committee Report

A UWOFA-LA Member will become the co-chair of the Committee in September and the next UWOFA President will be a Member from UWOFA-LA.

4. Board of Directors (Elizabeth & Courtney)

A retreat was held. Faculty Members will be starting negotiations next year. A new Research and Data Officer has joined. A Finance and Office Manager has joined UWOFA.

5. Communications Officer (Bethany):

Updates to the UWOFA website will start during the summer and put it out for tender. Members with an interest in the website design can contact Bethany. Also updating the Stewards manual and will share it with current Stewards to get feedback. New Members will be invited to an event in September.

6. Mobilization Report (David):

Navitas decision goes to the Board of Governors on June 26, 2025. Mobilization is calling for UWOFA Members to join them at the meeting. Reminder: pension survey and Faculty bargaining begins next year. There is a new Labour Council representative.

Christy Sich will be leading Mobilization efforts as of July as David goes on sabbatical.

7. Librarians & Archivists Forum (All): A conversation was had regarding remote work and being available to colleagues.

New Business:

1. Replacing Stewards on LASC, call for volunteers process.

Some Stewards are reaching the end of their terms and there should be staggering of new Stewards for continuity and transition. A call will be sent out.

2. Building and office temperatures

The Collective Agreement has two clauses:

Health and Safety

3.2 Members shall advise their immediate supervisor of any circumstances which come to their attention that may place the health and safety of Members and/or other persons at risk in the workplace.

Working conditions

5.2 A Member's complaint to the Chief Librarian or Dean or designate regarding a work-related matter of health, safety or security shall be responded to in a timely manner.

In addition to reaching out to your Head/Director and Chief Librarian/Dean regarding health and safety concerns, Members have the option of contacting our two reps on the Joint Occupational Health and Safety Committee (JOHSC). Here's a link with more information on the JOHSC: <https://www.uwo.ca/hr/safety/contacts/johsc/index.html>

Next meeting:

Note-taking roster for upcoming meetings:

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