

**LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING NOTES**  
**28 Apr 2020, 1:30 – 3:00 p.m.**  
**ZOOM**

**Present:** Roxanne Isard, Denise Horoky (recorder), Christina Zoricic, Anne Quirk, Matthew Barry, Courtney Waugh, Lina Rodriguez, Kristin Hoffman

**Regrets:** Cindy Cossar-Jones

**Approval of Agenda:** Approved

**Approval of Notes:** Approved

**Business Arising from Previous Meeting:**

1. Solidarity Tea (discussion by all)

**April 4<sup>th</sup> meeting update provided by Kristin:**

*In our meeting yesterday afternoon, we talked about ways to support each other as colleagues, and decided to host two Solidarity Teas. See draft invitation below and please feel free to offer any suggestions.*

*We also talked about the first Forum meeting. I will share with UWOFAs Joint Committee reps our preference to extend the timeline for the first Forum meeting so that we can hold it in person. We (LASC) can continue to think about how to help each other and our colleagues prepare for this collegial governance, but we will have more time to do this (if the Employer agrees to extend the timeline).*

*We also talked about messages about coming to campus. Christina raised this with the WL COVID group; Catherine is checking with Lynn Logan to see if there are any differences among employee groups in terms of who could come to campus to retrieve things from their office, and Rick is checking with building security people. The COVID group meets again Tuesday. We can expect either to see something from Catherine or Christina will give us a further update then. (Christina – please clarify if I missed anything!)*

We agreed the Solidarity Tea was successful. More members attended during the day than the evening option. It was decided to offer these during "regular work hours." We discussed offering another Solitary Tea. It was agreed that this was a good idea to stay in touch with our UWOFAs-LA colleagues. It was agreed that having some guiding questions worked well to help focus the meeting. Our guiding questions could be (wording can be changed);

- a) What are the challenges of working from home and how are you dealing with them?
- b) What has been a pleasant surprise about working from home?
- c) Personal relationships are impacted by the pandemic. What strategies are you using to stay in touch with family/friends?

**ACTION:** Roxanne will send an email with some potential dates to LASC and then she will send out an invitation to members with our guiding question(s).

I AM NOT SURE WE ANSWERED THIS QUESTION AND IF WE DID I DID NOT CATCH THE ANSWER IN MY NOTES: (To all) Should this information be put into official meeting notes and uploaded to the UWOFA site or be a part of our upcoming April 28<sup>th</sup> meeting?

### **Standing Agenda Items:**

#### **1. Stewards' Reports:**

**User Experience and Student Engagement (Matt):** A question and discussion about equity training for hiring and appointments committees. It is still unclear who is providing training. With several librarian positions being filled at the moment some clarity, perhaps from Management Committee (MC) would be helpful.

**ACTION:** Christina will ask MC for clarification.

**Teaching and Learning (Denise):** Question regarding UWOFA's official opinion of Western's Absence Reporting tool during this pandemic time. Lina suggested pointing the member to the recent Spring 2020 issue of Faculty Times which addresses this issue as well as other important issues.

**ACTION:** Denise will report back to member.

**Research and Scholarly Communications and FIMS (Courtney):** N/A

**Collections Management, Discovery and Access (Christina):** N/A

**Archives and Special Collections (Anne):** Members are still wondering why the Management Committee (MC) notes are not posted.

**ACTION:** Christina will check with MC for clarification.

- 1. Members Services Officer & Professional Officer's Report (Lina):** Lina has not heard from any UWOFA-LA members since work-at-home was put in place by Western. Lina indicated that a member had contacted her about the request for Librarian/Archivist volunteers to contribute to ASK: Chat with a Librarian service. Kristin is one of the volunteers and she provided some context to this request. Kristin noted that the Chat Service was being monitored and decisions about hours of operation would be made in accordance to those levels.

## 1. Senate Report: (Tom):

*1. During the pandemic, many provisions of the Faculty and Librarians & Archivists Collective Agreements cannot be strictly applied. They require collaborative modification by both Western and UWOFA. Why has Western refused to discuss UWOFA's proposals to enter into Letters of Understanding to modify the Faculty and Librarian & Archivists Collective Agreements to address significant issues arising from the pandemic? Instead, Western's Office of Faculty Relations does not accept a need for Letters of Understanding "at this time" despite the fact that such documents have been signed at some universities and are actively being negotiated at others.*

*2. Many North American universities, including some in Canada, have announced automatic one-year extensions to probationary periods pre-tenure to accommodate the effects of the pandemic, particularly on research. Why has Western not done this?*

*3. Why has Western not announced that faculty members currently on sabbatical whose research has been negatively affected by the pandemic will be able to choose to defer a part of the sabbatical beyond the current period of leave?*

*4. Will Western agree to provide, to the extent allowed by law, at least limited access by faculty members, librarians and archivists to their offices, laboratories and other research facilities in order to retrieve required materials or perform tasks they cannot do remotely?*

*5. How is the university supporting our current international students, both graduate and undergraduate, who have not able to return home and who are likely facing challenges with funding or finding employment in the present situation?*

## 1. Joint Committee Report (Kristin)

JC met on April 16, 2020 but the Administration was not willing to discuss UWOFA's proposed Letters of Understanding (see the UWOFA news item [Western's Administration Refuses to Discuss COVID-19 Letters of Understanding to Collective Agreements](#))

- JC meets again April 28, 2020

- The Office of Faculty Relations has posted some "[Information during COVID-19](#)" on their website. This includes the contingency table that I sent out by email earlier (on this website, it's in the UWOFA-LA Timelines and Extensions section). One thing that's new and potentially of interest to Members is the section "Home Office Income Tax and Expense Considerations". You'll note there are sections about the faculty APE and P&T processes –

the comparable info for librarians and archivists is in the contingency table / Timelines and Extensions section.

**New Business:**

1. Message from UWOFA - **Members Should Seek Accommodations for Caregiving Responsibilities** Discussion (ALL) - We had a fulsome discussion about the option for UWOFA-LA members to seek Accommodations for caregiving responsibilities. It was noted that by law employers must provide accommodations for caregiving responsibilities. Lina reminded us that UWOFA-LA members could also apply for an Alternative Workload under the Collective Agreement.

**Next Meeting:** Wednesday, May 20th, 2020. 9:30 a.m. (Recorder: Anne Quirk)

**Notes Rotation**

|                   |
|-------------------|
| Anne Quirk        |
| Courtney Waugh    |
| Christina Zoricic |
| Matthew Barry     |
| Kristin Hoffmann  |
| Denise Horoky     |