

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING
19 February, 2014, 9:00-10:30 a.m.
M-18, The D.B. Weldon Library
MINUTES

Present: Liz Mantz (chair), Fran Gray, Leanne Olson, John Sadler, Meagan Stanley
Ex-Officio: Cindy Cossar-Jones
Regrets: Marni Harrington
Recorder: John Sadler

Prior to the start of the meeting Liz acknowledged the hard work done by Fran, Marni, Meagan, and Debbie Meert-Williston in organizing and delivering the recent sessions aimed at assisting Members with preparation of their Annual Reports. The sessions were well received.

1. Approval of Agenda

The agenda was adopted as presented.

2. Approval of Minutes of the Meeting of 22 Jan 2014

Forthcoming.

3. Stewards' Reports

Leanne raised the issue of librarian/archivist representation on Senate. Cindy noted that there have never been librarians/archivists appointed to Senate, as the original UWO Act doesn't mandate such representation. Fran volunteered to raise the issue with the Workplace Accountability Committee for consideration.

No other constituent reports received.

4. Professional Officer's Report

Cindy reported Joint Committee discussed the timing issue of completed Annual Review Reports being simultaneously distributed to Members and their supervisors. No objections were raised; simultaneous distribution will be implemented going forward.

Exit interviews are not conducted when librarians/archivists leave Western, the exception being in cases where an individual leaves a position mid-contract, nor are exit interviews done for faculty. Jennifer Holburn, Co-ordinator, Faculty Recruitment and Retention, will investigate holding exit interviews. Cindy noted that when exit interviews are done, the information goes to the Equity Office. Cindy is expecting a follow-up on this issue.

John's query regarding the possibility of librarian/archivist job candidates having a private meeting with a UWOFAs representative was discussed. In practice, such meetings are not included on an interview day itinerary. For candidates interviewing for faculty positions, interviewees are provided with UWOFAs web site URL. No provisions are made for a formal meeting between the candidate and a union representative. Cindy will add the issue of candidate meetings with UWOFAs reps to her bargaining file.

Cindy provided examples of "Letters of Understanding" (LOUs) and waivers, in response to questions from a previous LAC meeting. Minutes of Settlement are usually confidential. There are few librarian/archivist LOUs. Most are waivers for extending a deadline for an action required under the Collective Agreement. Cindy tracks all waiver requests; the UWOFA President consults various parties on waiver matters as appropriate.

5. Business arising

a. Terms of Reference

Discussion about original wording and revised wording received from P&G ensued. Liz will consult with Christena McKillop, former Chief Steward for clarity of original intent, and will report back to LAC.

6. New Business

a. Nomination of Chief Negotiator/Deputy Chief Negotiator for UWOFA-LA

Deferred to a special meeting devoted to this topic.

b. Draft agenda for General Meeting

The agenda has to be approved by UWOFA's Executive; in hand for March 26 GM.

c. Workplace Climate

Fran reported the Annual Report writing sessions went well and that much positive feedback was received. Another area about which members have expressed a need for greater clarity are the definitions of Professional Practice, Service and Academic Activity. To this end, planning is underway for a similar presentation on "Responsibilities of Members" article to be held sometime in April.

d. LAC and UWOFA Communications Assistant

Discussion deferred.

7. Announcements

None.

Next meeting:

Wednesday 19 March 2014 from 9:00 to 10:30 am in M-18, Weldon. Recorder will be Meagan.

Meeting adjourned at 10:35 am.