

Librarians and Archivists Stewards Committee (LASC)  
April 20 2016, Weldon M15  
AGENDA

**Present:** Cindy Cossar-Jones, John Costella, Lise Doucette, Fran Gray, Shawn Hendrikx, Joanne Paterson, John Sadler Courtney Waugh (chair)

**Recorder:** Lise Doucette

1. Approval of the Agenda

Approved with number 11 added

2. Approval of February 24 Notes

Approved with slight modification to Stewards reports item.

**Standing Items:**

3. Stewards' Reports

Fran emailed a new term member in ARCC, Amanda Oliver (as her Steward). At LIRM, Joanne reported that there was discussion about composition of the Selection Committee for the Head of Metadata Access (members are not required to have a Continuing Appointment).

4. Professional Officer's Report

UWOFA has filed a Privacy Grievance regarding the transfer to Microsoft 365 email. Administration has been requested to wait to act in any way related to the email transfer until after arbitration. There will be an arbitration hearing on May 11<sup>th</sup>. CAUT is also involved from a legal perspective.

5. Senate Report

Courtney attended the last meeting on April 8<sup>th</sup>. The email migration was discussed. Corporate partnerships with the university were also discussed. There is also a \$500,000 university advertising campaign coming up.

a. Library Acquisitions Budget update

Janice Deakin presented information about the library budget – Western Libraries received some budget relief as \$1.1-million one-time plus \$500,000 added to the base for the next three years.

b. Official Observer Seat – July 2016

UWOFA will have a process to determine the observer in upcoming months, as Courtney will be on Academic Activity Leave.

6. Joint Committee Report

The Joint Committee met earlier in April. The Collective Agreement is now with the Employer for final editing. Members can continue to ask supervisors for details of the CA. Office of Faculty Relations is working on a workshop related to P&CA for Librarians/Archivists. UWOFA has requested that the Criteria be reviewed.

**Business Arising:**

- 7. Academic Freedom Speaker- rescheduling

Courtney has emailed Mary and Harriet about coming in June to give their presentation.

**New Business:**

- 8. ARR Cycle – discussion

John is seeking clarification on when we move into the new collective agreement for the ARR process. The Documentation Committee is working on this process now and communication will happen once work is completed. Courtney will request an update from the Documentation Committee about timeline for their work to share with Members. (Timelines may also be noted within the LOU regarding workload.)

- 9. Microsoft Office 365 migration

No concerns raised by members.

- 10. UWOFA-LA Orientation

Fran and Shawn to attend the next Collective Agreement Scavenger Hunt to take on that responsibility while Courtney and Lise are on leave.

All Stewards to email new members in their groups to welcome them when they arrive. They will also check in with the new members about communications related to UWOFA and UWOFA-LA during the first month or so (as some email listservs are not populated during the first month).

Chief Steward will add new members to the uwofa-la email list. Courtney to clarify with Kristin what email lists are used by various groups.

- 11. LARSN update

LARSN will be meeting with Catherine Steeves to discuss research culture for Librarians and Archivists on April 22nd.

Additional note: Courtney will also connect with Kristin and UWOFA about process for appointing Chief Steward in Courtney's absence on Academic Activity Leave.

**Upcoming Meeting Roster:**

<b>Date</b>	<b>Notes</b>
May 11, 2016	Shawn Hendrikx
June 15, 2016	Joanne Paterson