

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING
22 June 2011, 9:00 – 10:00 a.m.
Lower Level Meeting Room, Education Library

MINUTES

Present: T. Adam, B. Fyfe, D. Horoky, D. Meert-Williston, M. Mills, L. Olson
Guest: K. McPhee
Recorder: M. Mills

1. Approval of the Agenda

Approved

2. Approval of Minutes for:

18 May 2011 LAC Meeting – EXHIBIT I

3. Business Arising:

a. UWOFA Website - Review Feedback Collected from UWOFA-LA Members

Members shared feedback collected from their units. Of those members who provided feedback, most indicated satisfaction with the content and structure of the site, stating that they are able to locate the information they need quickly and easily.

Suggestions for improving the UWOFA-LA presence on the UWOFA website (www.uwofa.ca) included:

- a desire for a quick reference chart which highlights important dates from the Collective Agreement, sorted chronologically
- a desire for a secure, password-protected space on the UWOFA website where UWOFA-LA documents may be archived for future reference (e.g. Unit Workload Plans)

Action: M. Mills will share feedback with UWOFA's Communications Committee (A. Grzyb).

Action: M. Mills to investigate existence of 'important dates' chart, as created by LAC in years past, to serve as a potential resource.

b. UWOFA-LA Committee Descriptions - Table Prepared by T. Adam

Review for feedback – EXHIBIT II

Members discussed the UWOFA-LA Committee Description Table, drafted by L. Olson and formatted into a table by T. Adam.

Identifying the date, author (i.e. Librarians and Archivists Committee) and page numbers on each page was also recommended.

With the exception of ensuring consistency of language throughout the document (e.g. explicitly stating for each Committee: whether or not a Continuing Appointment is required; whether or not an election is required to populate each Committee), the table was approved.

- Action: L. Olson and K. McPhee to investigate language regarding the procedures for populating UWOFA-LA Committees (i.e. whether or not an election is required for each Committee) and will send any required revisions to the table to T. Adam.
- Action: M. Mills will contact the UWOFA Professional Officer to clarify language on eligibility to stand for election (i.e. where the CA is silent on the matter, are all Members eligible to stand for election?) and will send any required revisions to T. Adam.
- Action: T. Adam will revise the table and send to LAC for final approval via e-mail. Barring any further revisions, the document will be posted on the Librarians and Archivists Committee page under the 'Documents' section.

4. Stewards' Report

Members discussed issues arising in their local units since the last LAC meeting.

Concern noted regarding recent water shutdowns on campus and their impact on working conditions, both for UWOFA-LA Members and for colleagues in other employee groups. Members encouraged to report any issues related to health, safety or security to their immediate supervisor, University Librarian or Dean, and to encourage colleagues in other employee groups to do the same.

Question raised regarding the eligibility of Members to stand for nomination to an Acting Director or Department Head post (i.e. Probationary vs. Continuing Appointment required). The CA is silent on the matter. Past practice suggests that Probationary Members are eligible, as they have been Appointed in past.

Concern noted regarding the gap in access to Professional Expense Reimbursement (PER) which occurs during the year in which the Collective Agreement expires. As Members may only submit receipts for reimbursement up to March 31 of the year in which the Collective Agreement expires, Members are left to either self-fund or delay expenses (e.g. membership fees, subscriptions, etc.) or decline opportunities to attend or participate in professional or scholarly conferences, institutes, meetings, seminars or workshops. This is especially concerning for Probationary Members who must demonstrate "a commitment to professional excellence and growth" (*Promotion and Continuing Appointment*, Clause 11) in order to meet the criteria for Continuing Appointment.

- Action: D. Meert-Williston will contact the Contract Committee to share LAC's concern regarding the gap in access to Professional Expense Reimbursement which occurs during years in which the Collective Agreement expires.

A clarification regarding reimbursement for Education Assistance. Members should apply for tuition reimbursement on a per-course basis (i.e. as soon as a grade is assigned for an individual course) for programs of study which require successful completion of several individual courses resulting in a certificate, diploma or degree being granted. This was confirmed by Human Resources and by the UWOFA Professional Officer in May 2011 (as per M. Mills).

5. Announcements:

a. Reminder - Retirement Party for Mike Dawes

Thursday, 23 June 2011 (4:30 – close), The Grad Club

6. New Business

M. Mills thanked LAC Members for their individual participation and contributions to the work of the Librarians and Archivists Committee in 2010-11, and for their continued commitment to their peers as local union stewards for UWOFA-LA.

On behalf of LAC, M. Mills welcomed K. McPhee as the incoming Chair of LAC, and UWOFA-LA Chief Steward, and D. Meert-Williston as the incoming steward for the Allyn & Betty Taylor Library.

7. Adjournment

The meeting adjourned at 10:15 a.m.

8. Next Meeting:

Date: 20 July 2011
Location: The D.B. Weldon Library, Room M18
Recorder: T. Adam