

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING
14 August 2013, 9:00 – 10:30 a.m.
M-18, Weldon Library
MINUTES

Present: Tom Adam, Fran Gray, Liz Mantz (Chair), Leanne Olson, Meagan Stanley
Ex-Officio: Cindy Cossar-Jones
Regrets: John Sadler
Recorder: Leanne Olson

1. Approval of the Agenda

The agenda was approved as written.

2. Approval of Minutes for:

LAC meeting of [19 June 2013](#)

3. Stewards' Reports

There were no specific reports from any of the Stewards.

4. Professional Officer's Report – C. Cossar-Jones

Cindy updated the group about current arbitrations:

- A decision from the arbitrator with respect to Term appointments arbitration has been awarded. UWOFA currently awaits Administration's response.
- The largest arbitration issue currently relates to association dues, and three positions the union feels should be in the bargaining unit.
- The arbitration relating to the LA5 position in the Music Library has not yet started.

Cindy has received questions from Members about the recent Annual Reports and Review process. She noted that Members are reluctant to question their scores, but that the Collective Agreement gives Members the opportunity to meet with the University Librarian or Dean (Annual Review and Report Article, Cl. 10.3 to 10.4.2).

Faculty want to organize their Stewards in a Representative Council. Cindy asked those present several questions about how we are organized, how we choose Stewards, and how we communicate. More of this is discussed below in item 6a.

5. Business Arising:

a) Orientation document (Liz)

The Orientation document has been sent to UWOFA Communications to await the hiring of a new Communications person.

ACTION: Liz will circulate the latest version (which Tom has) of this document to the group.

b) Communications update (Liz)

Liz gave us an update about UWOFAs communications from her recent meeting with Jeff Tennant, UWOFAs President for 2013-14. There will be a part-time position working in the UWOFAs office that will take care of communication for UWOFAs and UWOFAs-LA (including the *Faculty Times* and possibly the UWOFAs website). Liz has let Jeff know that UWOFAs-LA is interested in being involved in communications as well, and requested a more visible presence on the UWOFAs website. Tom suggested that the upcoming change in our name (from LAC to LASC) might be a good catalyst to get this started.

When discussing the name change, we determined that new Stewards had not seen the name change document and Terms of Reference, which is currently with Policy and Governance.

ACTION: Liz will circulate the latest version (from Christena McKillop) of the LASC documents to the group.

c) Action Chart (Liz)

Action Chart refers to the chart of significant Collective Agreement dates that has been developed for Faculty. We continued a discussion from our last meeting about whether or not we should create a similar chart for significant UWOFAs-LA CA dates. We concluded that LAC might usefully create a chart organized by committee or theme (e.g. a chart for the ARR process), starting by looking at articles that have specific, important deadlines. The Annual Report and Review article would be a good place to start and create a test chart. We also noted that the Appointments Committee has created a chart for the Appointments article.

ACTION: Further discussion will continue at our next meeting.

6. New Business**a) Review of LAC meeting process (Liz)**

We discussed matters relating to how meetings are run, and how we communicate with our Members:

- For overarching communications that affect all constituents, Liz as Chief Steward will pass on the information via uwofa-la@uwo.ca. For information affecting individual units, Stewards of individual units can share as desired.
- Discussions during the LAC meetings are confidential and cannot be alluded to or hinted at outside of the room. Minutes should be sent to Liz for review prior to publication on the website. The intention is not to hide information, but to provide a safe space for discussion.
- If an issue is raised by one Steward's Member and discussed at an LAC meeting, the Steward can communicate back to the Member one-on-one.
- It is fine to share the arbitration updates that Cindy provides with all Members, and we can determine within the meeting which updates have wider implications that should be shared.
- At the end of meetings, we can ask questions about what should or should not be shared, before adjourning.
- It may be helpful to give Members a heads up a few days or a week before LAC meetings to see if they have questions or issues they would like shared at the meeting.

b) Workplace Climate update (Fran)

Fran has now joined the Workplace Climate Team (WCT) and gave an update of their recent activities:

- The WCT working with Administration on developing information sessions aimed at helping Members understand Academic Activity and Service, including what they mean and how they are different.
- Another priority is professional development sessions about writing goals and objectives for the Annual Report and Review process.
- The WCT is organizing the original recommendations in the May 2012 JCWC Report by responsibility for each recommendation/action (e.g. the Employer, UWOFAs, UWOFAs-LA, or a combination), and is discussing how to present completed/ongoing work around the recommendations/actions.

7. Announcements

None recorded.

8. Adjournment

The meeting adjourned at 10:30am.

9. Next Meeting:

Date: 18 September 2013
Location: M18, Weldon Library
Recorder: John