

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

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

0. Welcome to Marni Harrington, our non-WL and OUL steward!

1. **Approval of Agenda** - Approved

2. **Approval of Minutes of 18 September 2013** - Minutes shared with members; comments or edits to Liz prior to posting.

3. **Stewards' Reports:**

Meagan (Taylor):

- A Faculty Mentor Program workshop entitled "*Tenure and Promotion under the Collective Agreement: How the Process Works*" was advertised to UWOFA faculty. The session is part of a TSC series. Will a similar session be available for UWOFA-LA?

Past members of UWOFA-LA's Promotion and Continuing Appointment Committee participated in a workshop in conjunction with Office of Faculty Relations for the first time last year. Clearly, the issue ties in with Workplace Climate. There are actions to implement such a session, but no timeline is yet in place. Suggestion was made to make this type of session an annual event, partnering with the TSC, UWOFA, and Admin, as is the case with the advertised Faculty session.

- Faculty Exit Interview Process: UWOFA faculty have the opportunity to participate in an exit interview when leaving Western. Such a process is not in place for librarians and archivists, but would be valuable. Cindy will take to Joint Committee.

Leanne (LIRM):

- Thank you for the email discussion around Unit Workload Planning – Leanne has shared feedback with her group.
- Members are encouraged to attend the October 29 and 31 education sessions for pay equity, in preparation for completion of the Job Analysis Survey.

4. **Professional Officer's Report:**

- LAC's revised Terms of Reference are with the Policy & Governance Committee for review. Once the new ToR are passed, LAC's name will change to Librarian & Archivist Stewards' Committee (LASC).
- Joint Committee Update: The number of vacancies within WL has been compiled by John Sadler – the number is at 8, but this is not exact.
- AR form needs to be updated and posted to the Faculty Relations site – now completed (see Liz's email from October 23rd).
- Active arbitrations are ongoing.

5. Business Arising:

N/A

6. New Business:

a. UWOFA updates (Liz)

Executive (2 October 2013) and Board (15 October 2013):

- Collective Bargaining Committee and Negotiating Team are starting preparations as negotiations begin spring 2014. Several surveys will be sent out to UWOFA faculty.
- Faculty Representatives Council (UWOFA's version of LAC) will have the opportunity for a training session – UWOFA-LA stewards are also invited to participate. Dates TBA.
- Increasing UWOFA-LA's visibility on the UWOFA website is under review.
- UWOFA Communications part-time position has been shortlisted and interviews are underway. Liz has expressed UWOFA-LA's interest in working with the successful candidate for to raise UWOFA-LA's profile.
- General Meetings – can we get meeting dates set in advance for the year, helping to make scheduling easier for members?
- Timely receipt of final ARRs by Library Directors/Department Heads has been raised at Joint Committee.

b. Document for ARR process: "Criteria and Supporting Evidence for 2012-13 Annual Review" (Fran)

- This document is available on the Intranet (Committees / Librarians and Archivists Committees / Annual Review Criteria / Documents / [Criteria and Supporting Evidence](#)).
- This document was originally created by a committee; access has been discussed at Joint Committee since non-WL members do not have access to our Intranet.
- Leanne is on the Intranet Subcommittee, and will inquire about opening up this section of our Intranet to non-WL members.

c. Workplace Climate update (Fran):

- Workshop on September 24th was well received, and the follow-up email with attached documents was much appreciated. Thank you for all your hard work!

7. Announcements

8. Questions

9. Items on Hold

10. Next Meeting:

Date: 20 November 2013; 9:00 am

Location: Weldon, M-18

Recorder: Marni