

**LIBRARIANS AND ARCHIVISTS STEWARDS COMMITTEE MEETING**  
**15 November 2017, 9:00-10:30 a.m.**  
**DBW M18**

**Present:** John Costella, Fran Gray, Vince Gray, Shawn Hendrikx, Lina Rodriguez, John Sadler, Christina Zoricic

**Regrets:** Cindy Cossar-Jones

**1. Approval of Agenda:**

Shawn asked to add Appointment of Chief Negotiator and Deputy Chief Negotiator under New Business.

John S. asked to add a note under Business Arising related to.

**2. Approval of Notes:**

Two corrections to the notes were requested:

- Fran noted that “roll call” was misspelled under approval of Notes.
- Lina noticed that the wording on page 2, paragraph 4 under Joint Committee report has extra words. It should read “there was a question about whether or not members can bring a colleague to their meeting with the Chief Librarian or designate”

***Action:** Christina will make the corrections and send the revised notes to Shawn for posting.*

**Business Arising from Previous Meeting:**

**3. Voting procedures and eligibility for UWOFA-LA Elections: (John S.)**

There was a concern about ensuring that new UWOFA-LA members were added to the list and eligible to vote in committee elections. John S. confirmed that Alie Visser had been able to vote in the most recent elections.

**Standing Agenda Items:**

**4. Stewards' Reports:**

**Business/Education/Law (John S.):** Nothing to report

**Weldon/ARCC (Fran):** Fran said that she had nothing to report except colleagues who were experiencing frustrations with functionality of the ARR form. Discussion ensued.

It is recommended that Members write their documents in WORD and then copy and paste the text into the pdf form.

With regard to the issue of signatures, Christina said that we should clearly define what we mean by an *electronic signature*. Does it need to be the person's name in their handwriting? She suggested having a check box at the end of the form with a statement

that indicates that the Member certifies that they have written the text and that it is the truth as far as they know it, or words to that effect. This would eliminate the need to sign and submit a paper copy.

The need for a paper copy was also discussed. Stewards agreed that certainly with the first version of the Annual Report, it should not be necessary to submit paper as well as electronic copies.

Several suggestions for bringing the ARR process into the 21st century were put forward, such as:

- Use WORD with track changes and save files in a secure location
- Stop requiring paper copies except perhaps for the 'official file' at the conclusion of the entire process
- Explore other types of software that allow for version control
- Establish file naming conventions for documents

**Action:** *After the ARR deadline has passed, Stewards should ask members for their suggestions to improve the technical aspects of the process (i.e. not the wording on the form) and should collate their responses for discussion at the December meeting).*

**Taylor (Shawn):** No report.

**OUL and Non-WL Members (Vince):** Question from a Non-WL Member about ORI LOU. (See below under Joint Committee report)

**LIRM and Music (Christina):** With regard to a question about repercussions of not submitting an annual report, the committee reviewed the language in the Collective Agreement. (See p. 12, Clause 4.5) If an Annual Report is not submitted, the member's "supervisor shall assess the Member's performance in accordance with Clause 7". It would be based "on the Annual Review meeting and any other relevant documentation in the Member's Official File." If the information available is not deemed sufficient, "the Chief Librarian or Dean may categorize the Member's performance as below the acceptable level." Whether or not a member completes the ARR is up to them as long as they are aware of possible long-term consequences.

##### **5. Members Services Officer & Professional Officer's Report:**

Lina said that she had nothing to report this month.

John asked her about the progress of the Pay Equity process. The process continues as was noted in the message that Liz Mantz sent out to members recently.

##### **6. Senate Report: (John S.)**

John reported on the October Senate meeting. John said that President Chakma spoke about recent COU meetings with provincial political party representatives. Chakma was somewhat

disheartened and said that he felt that there is a fundamental lack of understanding on the part of the provincial government about the role of post-secondary education. John also reported that Western has completed our Strategic Mandate agreement, but this will not be released until the other institutions have completed theirs.

The November meeting is being held this Friday (November 17) and John has distributed the agenda and information package. Most of the business on the agenda is of a routine nature.

Also, the Board of Governors has developed an intellectual property policy for the campus. This has been distributed to the faculties for comment and will be presented to Senate sometime in the New Year.

## **7. Joint Committee Report: (John C.)**

### **Non-ORI related issues:**

**7.1 ARR form:** John noted that the functionality of the form was discussed at the most recent Joint Committee meeting. Faculty Relations made some changes to the form and they hope that it works better than it did. (See discussion above)

**7.2 FLEX Credits:** Joint Committee discussed the fact that recent message regarding allocation of FLEX Credits (i.e. PER, Health Care Spending Account, Wellness Account) said that the deadline for changing the allocation was November 22. Our Collective Agreement specifies November 30.

The reason for the change for this year is scheduled upgrades to PeopleSoft which will make the system unavailable the last week of November. HR will accept Flex allocations up until November 30<sup>th</sup>; however, after the 22<sup>nd</sup> the allocation must be made using the paper form for those Members unable to complete their allocation electronically by the new deadline.

***Action:** Shawn will send out a message to members drawing the change in deadline to their attention and directing them to the paper form.*

### **ORI Related Issues Discussed at Joint Committee:**

#### **7.3 Search committees for the 4 designated positions:**

A message will be sent soon from the Nominating Committee requesting additional alternates who can be available to search on the Appointments Committee if there is a conflict of interest. Subsequently, the Appointments Committee will be requesting expressions of willingness to serve on the search committees and they will be selecting people from the pool of willing UWOFALA members.

#### **7.4 Communicating about ORI to Campus Community**

The Senior Leadership Team is putting together a web page explaining the re-organization. They have solicited feedback from members of WL Management Committee. The page should be ready for posting shortly.

### **7.5 Re-training concerns**

The Senior Leadership Team made it clear that they do not intend to set bars or standards that members will be required to meet in their new positions or face discipline or dismissal. For most librarians who are moving to new roles, their work will be familiar and re-training, beyond regular, ongoing professional development will be less of a concern. The issue of significant re-training for new and different roles is one that will be negotiated between the member and their immediate supervisor.

### **7.6 Reporting Planned Activities During Transition:**

The Senior Leadership Team is confident that the completion of the Planned Activities for 2018-19 should be able to go ahead as scheduled in our C.A. (i.e. deadline of May 15).

### **7.7 Timeline for Accepting Severance:**

If a member chooses to accept severance, is it effective immediately when they communicate their decision to the Vice-Provost and Chief Librarian, **or**, do they have an option to choose when they leave Western, **or**, does their severance take effect at the 'end of the notice period'? There has, to date, been no answer provided to this question.

### **7.8 Are non-Western Libraries members of UWOFA-LA included in the provisions of the new Letter of Understanding related to the amount of notice a Member is required to give before retiring?**

Clause 6 of the LOU states that "The requirement for 12 months written notice...shall be waived for all eligible Members who wish to retire with Post-Retirement Benefits." Joint Committee has confirmed ambiguity in the wording of the LOU, so that it could be applied to all Members of the Bargaining Unit, however it would need discussion with the Employer to come to an agreed upon interpretation. Non-WL Members who are considering retirement between now and the end of the C.A., should be advised to speak with UWOFA about the issue.

## **8. News Stories:**

- Parking Lot: A news story on ORI for the Winter Term
- Nothing to add at this time

## **Business Arising:**

### **9. Mechanics of Retirement:**

Members provided feedback regarding the proposed message to share with members considering retirement (see below):

Based on the Letter of Understanding – Organizational Renewal Initiative (Article 6 and Appendix A, 6.1) members can announce their intention to retire at any time after receipt of their first

notice letter, but the effective date of the retirement is up to them as long as the date is within the notice period (the Employer anticipates the notice period will end early May). Therefore, members can announce their upcoming retirement and schedule it for the last day of the notice period, or retire immediately if they so choose. After the notice period, the Employer requires 3 months written notice. We recommend speaking to HR to learn more about the exact process.

Much discussion ensued. Stewards agreed that it could be sent out now.

*Action: Shawn will send the message to members.*

#### **New Business:**

**1. Appointment of Chief Negotiator and Deputy Chief Negotiator:**

Shawn asked members to provide feedback regarding the proposed nominations of Johanna Weststar as Chief Negotiator and Kristin Hoffmann as Deputy Chief Negotiator. None of the members raised any objection.

*Action: Shawn will communicate this to the Board.*

**Next Meeting:** Wednesday, December 20, 2017. 9:00 a.m. (Recorder will be Vince Gray.)