

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING

16 November 2016, 9:05-10:30 a.m.

M18, Weldon Library

NOTES

Notes: Fran Gray

Present: Fran Gray, Shawn Hendikx, John Sadler, Cindy Cossar-Jones

Regrets: John Costella, Vince Gray, Joanne Paterson

Guests: Vanessa Brown & Lina Rodriguez

1. Approval of Agenda:

Agenda approved with one addition: John Sadler asked that a question about Pay Equity be added under *New Business*

2. Approval of Notes of 19 October 2016:

Notes approved.

Action: *Shawn will prepare the notes in Word format for posting and will correct the spelling of Stephen Pitel's name.*

Standing Agenda Items:

3. Stewards' Reports:

Nothing to report from any of the steward's present or from the steward for Members of the Office of the Chief Librarian and Non-WL Members.

4. Professional Officer's Report:

Cindy noted that the official submission deadline for the Librarians and Archivists Annual Report has been changed to Friday, December 9. Members noted that the new format of the report will require a new way of looking at preparing the report and will be more than a simple cut and paste from last year process.

There has been no further word related to the UWOFALA dues arbitration.

Since the last meeting, Cindy received one call from a UWOFALA member who was looking for advice about discussing a concern with a steward other than the one who represents them.

5. Senate Report:

5.1 Proposal for Integrated Learning and Innovation Centre:

At the October meeting, John reported on a proposal for a new building that would be constructed on the Concrete Beach and would house the new Integrated Learning and Innovation Centre. He noted that Catherine Steeves is participating in the planning for this facility.

5.2 Transparency of Senate Business:

A request by a senate member has been put forward to change the official procedure for Senate Notes such that the names of those who speak in Senate are included. It is thought that this would increase

transparency of the proceedings and accountability of the Senators. This request is still being debated.

5.3 Communication between UWOFA-LA Senate Observer and the Bargaining Unit:

As a result of a query from a Member about communication between the UWOFA-LA Senate Observer and the membership, John will begin sending the UWOFA-LA membership links to upcoming agendas and meeting notes so that they can find out about issues that may be of interest to them or the Faculties they support.

6. Joint Committee Report:

No report. November meeting has been cancelled.

Business Arising:

7. UWOFA Website – Feedback and Suggestions

7.1 Public Website:

Vanessa explained that UWOFA is looking for a new company to manage their web site and would appreciate feedback from us on how features we would like to see included.

Those present agreed that we would like to retain the current set up with an open, public site, an area for documents to which the entire UWOFA-LA membership has access, and a third restricted space to which only LASC members have access.

The second level of access, that would be accessible to all UWOFA-LA members would provide access to documents such as the ARR Criteria document, educational materials for members, and information about negotiations. The third level of access would be for LASC documents in progress or confidential committee materials. We thought that these three levels of access should be presented consistently with the same interface.

It will be important for any new web site to have an easy to manage method of providing differentiated levels of permissions and access to all UWOFA members that can be easily modified when members come and go, and committee membership changes. Perhaps a profile for each member so that changing a person's profile will automatically change their level of access, rather than having to change each page or section of the web site that the member needs to access.

7.2 Private Members' Area:

Lina asked how we are currently using the restricted portion of our LASC site. We explained that we are using it as a place to share draft documents or put material that is 'not-quite-ready-for-primetime'.

Action: *LASC will be more proactive in making decisions about where documents should be kept. We will let the UWOFA Office know about any documents that we would like to have added to our Members site.*

8. Information Sessions and Resources for Members

8.1 Member Information Session about Professional Expense Reimbursement, etc.:

John S. has discussed this session with Debbie Acton who suggested that not only Kathleen Wilson Ward be involved, but also Rose Markovic. Planning is going ahead with a view to a session in early 2017. Members agreed that late January or early February would be a good time for a session for Members about PER. Cindy would like to attend and is not available on Jan.27th, Feb. 3rd or Feb. 6th. She also mentioned that we should consider asking UWOFA to provide refreshments for the session.

8.2 Support for Annual Report Writing:

Action: Shawn will find rooms for two opportunities for group commiseration and support with the process of preparing the Annual Report using the new form. Likely the first one will be either November 30th or December 1st and the second one December 5th or 6th. He will send an e-mail to the membership to let them know the details.

8.3 Planned Activities Brown Bag Lunch with OFR:

The Office of Faculty Relations is planning to prepare a session related to the Planned Activities document. At this point, LASC will wait and see if additional support will be needed closer to the time the document needs to be completed.

9. Co-op Student Professional Development Program:

Fran and Shawn participated in this session, held on October 27, 2016 which gave the four Western Libraries Co-op Students from the MLIS Program an opportunity to explore and compare collective agreement provisions for Librarians and Archivists in a number of Canadian universities. Robin Kierstead and Kristin Hoffmann also attended the session which was part of the co-op student professional development program.

New Business:

10. CAUT Librarians & Archivists Conference Report:

Shawn attended this conference in October. His notes are appended below.

11. Question about Pay Equity:

Members all received a letter providing information about the Employer's plan regarding a Pay Equity settlement. John S. asked if there was more specific information forthcoming. As noted in the letter, UWOFA is reviewing the administrations calculations and no additional or more specific information is available.

Other Business:

12. News Stories:

Vanessa asked us to think about any news stories about Librarians and Archivists that we might want to suggest for either UWOFA Matters or Faculty Times. Fran suggested a story about the new Co-op Student Professional Development Program.

Action: Shawn will add ideas for News Stories as a Standing Agenda Items to jog our memories once a month.

Action: Fran will follow up with Kristin about the possibility of a story about the Co-op PD Program.

2016 CAUT Librarians' & Archivists' Conference Report

October 21-22, 2016

Shawn Hendrikx

The 2016 Librarians' and Archivists' Conference provided attendees with an overview of the current collective bargaining landscape in Canadian colleges and universities along with a two-day negotiation exercise to build practical skills.

Resources:

CAUT Collective Agreements Database: <http://collectiveagreements.caut.ca/>

Attendees were given access for the bargaining exercise, but it is not yet available for members.

Conference Package:

I have a conference binder with additional information based on the topics presented. I'm happy to share this with anyone interested in learning more.

- What is collective bargaining?
- Bargaining Basics
- Structuring the team
- Do's and Don'ts
- Drafting collective agreement language
- Table tips for bargainers

Presentations and Panel Discussions

The first day of the conference consisted primarily of presentations and panel discussions pertaining to collective bargaining. The following is a selection of notable discussion.

Memorable Quote:

"We are fighting for the right to do our jobs better" – Penni Stewart, Past President CAUT

Side-Tables:

Side-tables are typically formed to deal with difficult aspects of the negotiation. These may continue to be unresolved even if a collective agreement is ratified. Attendees offered various perspectives, but most believed that side-tables should be avoided. The employer may use a side-table as a delaying tactic or as part of a divide-and-conquer strategy, especially if the side-table is created for a specific group within the bargaining unit (ie. librarians and archivists).

Workload:

A discussion was held regarding workload language in collective agreements. Some collective agreements do not state expected hours of work for librarians and archivists (such as Western), which gives members greater flexibility. However, members often face unwritten rules due to workplace culture. Other collective agreements state that members must work a set number of hours per week, but the irony is that most librarians and archivists working under this system regularly exceed these hours due to work requirements and professional responsibilities.

Membership in Bargaining Units:

In addition to librarians and archivists, a range of professionals with master's and doctoral degrees work at the university. Many of these professionals perform research as part of their work, so would it be sensible to include them in the faculty bargaining unit? This question was put to the attendees, but no response was given.

Plain Language Guides:

One conference participant suggested that a plain language guide to the most important aspects of the collective agreement would be useful to members. I suspect this has not been widely adopted because associations typically have summarized information on their website and a plain language guide may provide a problematic interpretation of the

collective agreement's language.

Writing Collective Agreements:

I also received advice for writing collective agreement language, such as using short sentences, simple language, lists and bullets where appropriate, and avoiding passive voice and "shall". Conference participants also debated the use of inclusive and exhaustive language; both may be appropriate depending on the nature of the article.

Other Findings:

- A common objective for librarians and archivists across Canada is achieving parity with faculty in terms of contract language.
- Even if an article in the collective agreement isn't followed to the letter, the employer could use often-ignored language in the future to the detriment of employees.

Bargaining Simulation Exercise

The remainder of the conference simulated a negotiation process between the employer and the association. I joined four others as the employer team negotiating five articles: academic freedom, grievance and arbitration, professional expense reimbursement, hours of work, and compensation. Like the association, we had a mandate that set the parameters of our bargaining strategy.

I enjoyed the simulation, and I now appreciate the significant amount of time and resources that are required during collective bargaining. Teamwork and leveraging strengths and expertise are key to a successful outcome. Communication and understanding is also important between the employer and association. In more than one instance, one side made assumptions about what the other side wanted without asking clarifying questions. This led to confusion as to why an article was not approved. I expect, however, that in a real scenario where a history between the groups exists there is less likelihood of misunderstanding.

By the end of the exercise we achieved our mandate and reached an agreement with the association. Some groups were less successful. I am cognizant that all the participants were librarians and archivists, so I expect that true collective bargaining is a greater challenge.

Based on the experience and skills I developed over the course of the conference, I would like to contribute to the UWOFA-LA negotiating team's future success as appropriate.

Acknowledgement

I would like to thank UWOFA for the financial support to attend this conference. As Chief Steward for UWOFA-LA, this experience provided me with an enhanced perspective of librarian and archivist issues, and I hope the knowledge and skills I have gained will be valuable to our bargaining unit.