

LIBRARIANS AND ARCHIVISTS COMMITTEE MEETING

14 December 2016, 9:05-10:30 a.m.

M18, Weldon Library

NOTES

Present: Cindy Cossar-Jones (professional officer), John Costella, Fran Gray, Vince Gray, Shawn Hendrikx (chair), Joanne Paterson, John Sadler
Recorder: John Sadler
Regrets:

1. Approval of Agenda

The agenda was approved with the addition of one item under New Business. "Extending Certain Deadlines"

2. Approval of Notes

The notes of the 16 November 2016 meeting were approved

Standing Agenda Items

3. Stewards' Reports

Fran reported that she had received some feedback from a Member about the Annual Report form. Kristin Hoffman hoped the form would be reviewed with the aim of making improvements. The template box structure was not helpful. Kristin wrote her content in Word, copying and pasting text into the form. She liked the addition of the professional development section. However, the font used in the form is small and ugly. There was nothing to be gained from the use of structured headings in the form or anything that made the reporting process less onerous.

Shawn said he had received similar comments regarding the form, Members having to contend with the limitations of formatting things in boxes.

Cindy said the employer was open to receiving comments about the form.

John S. said we will see at end of the annual report process if the new "living document" form has produced any advantages.

John C. said we should provide feedback about the form to the Employer now, (while the experience is still fresh in our minds).

Yes, agreed Cindy, that will facilitate changes to be made before we have to use the form the next time.

4. Professional Officer's Report

Cindy reported receiving a question from a person on education leave inquiring whether it was necessary to fill out an annual report. Cindy assured the Member it was not. [UWOFA-LA CA, Annual Report and Review article, clause 4.1]. As it turned out the Member had filled in the form and was wondering whether s/he would have to attend a meeting with her/his supervisor. No, Cindy told the Member, this was not necessary. It was noted that, by prior agreement with the Chief Librarian or Dean, Members on Professional Leave can receive the same assessment as in the year prior to the leave.

Cindy said she also heard from another person who was wanting to go up for promotion. The person wondered what would be the effect of being on leave during the period promotion would normally be considered. The Member has to be here [i.e. not on leave] to be considered for promotion according to the collective agreement, said Cindy.

5. Senate Report

John reported that an issue that continues to dominate Senate discussions is transparency, especially the question of whether Senate sub committee meetings ought to be open to the public.

6. Joint Committee Report

John C. reported that the Employer was continuing to revise the list of "Action Dates" drawn from the librarians' and archivists' current collective agreement. It is close to being finished.

The Collective Agreement contains provision for a career trajectory fund [See Compensation and Benefits article, clause 17]. The work of the body responsible for administering that fund, the Career Trajectory Committee, has been put on hold, pending the resolution of the pay equity matter between UWOFA-LA and the Employer. Meanwhile on the faculty side, work aimed at addressing salary anomalies is going ahead.

The Employer has taken under advisement the proposal to schedule formally an opportunity for candidates being interviewed to meet with a UWOFA-LA representative. Chief Librarian Catherine Steeves was not present at the Joint Committee, so was unable to speak to the matter.

The Employer is continuing to work on the framework for Members' "Planned Contributions". These are expected to be released in the New Year. A session explaining the process to Members will follow in the New Year.

The Employer confirmed when Members will report planned activities, and the time period to be covered. Some adjustments are still needed.

Microsoft's Canadian email server is on track to be operating by November, 2018. For close to two years we will be limping along with some Members on one server and others on a different server. There is no possibility of people moving over from the old email server to the Office 365 during the interim.

The next Joint Committee meeting is scheduled for Jan. 26.

7. News Stories

Fran and Kristin Hoffman had discussed a possible news story about the Co-op student Professional Development Program. Fran was going to talk to Vanessa Brown about this further to see what might be possible. Shawn offered his assistance.

Joanne wondered if an article on Open Access would be of interest.

John S. offered that there might be more material for possible news stories following the Senior Leadership Team's presentation on the Organizational Renewal Initiative in January.

Business Arising

8. UWOFA Website.

Previously, LASC had signalled an intention to be more proactive in making decisions about where documents should be kept. We were to let the UWOFA Office know about any documents we would like added to our Members site.

Shawn solicited the committee for possible items to be published on the private site.

John C. suggested a link be added to the Office of Faculty Relations' list of important Collective Agreement dates.

Fran wondered if the Criteria and Supporting Evidence for the Annual Review document might usefully go on UWOFA's site. It should be posted somewhere, she said. We can put it in our private members area, said Shawn. [As we had a computer connected to a data projector we took the opportunity to check the Staff Intranet to see if the

COMMITTEES / Librarians and Archivists Committees / Annual Review Criteria had been updated recently. Yes, it had been updated in December 2016]

Vince said observed that people might expect there to be a link on the UWOFA site, back to the staff intranet.

9. Member Information Session about Professional Expense Reimbursement, etc.

John S. is to speak with Kathleen Wilson-Ward and Rose Markovic in the Business Office about their possible participation in a session for Members on how to manage their PER allocation and travel funds effectively. The proposed session would be held in the winter.

10. Support for Annual Report Writing

Shawn reported that the organized sessions for Members to work on their annual report together took place as planned. The first session was well attended. Fewer Members turned out for the second session leading to the suggestion that next time that the second session should be scheduled earlier, not to hold it the week the report is due. Vince wondered whether the Employer might do a session on the Annual Report next year.

New Business:

11. Extending Certain Deadlines

Shawn confirmed that the Office of Faculty Relations was extending the deadline for the agendas to be sent to Members from January 5th to January 27th, to allow supervisors enough time review the Annual Reports before preparing the agendas.

Other Business:

Notes Roster:

January 25, 2017	Joanne Paterson
February 15, 2017	Vince Gray
March 15, 2017	Fran Gray
April 19, 2017	John Sadler