

## LIBRARIANS AND ARCHIVISTS' STEWARDS COMMITTEE MEETING

August 28, 2024, 9:30-11 am UWOFA Board Room

**Present:** Elizabeth (chair), Courtney, Katie, Tolga, Yasmeen, Lina, Bethany, Yasmeen, Alie

**Notes:** Katie

**Guests:**

**Regrets:** Leslie, Jennifer, Christina

**Approval of Agenda:** Approved.

**Approval of Notes:** Approved.

**Business Arising from Previous Meeting:**

### 1. Welcome the new stewards!

- a. CMDA – Alie Visser
- b. UX/US - Jennifer Robinson
- c. T&L – Katie Holmes

### 2. Steward Onboarding (Courtney)

- a. [UWOFA-LA Collective Agreements](#) (print copies are available!)
- b. [Governance, Meeting Notes & Documents](#)

Courtney reviewed where to find information and expectations for new stewards, including giving an overview of the UWOFA website ([uwofa.ca](http://uwofa.ca)). Print copies of the CA are available. Discussed primary roles of stewards as fielding questions from members within WL units. If a member on your team doesn't feel comfortable coming to you, refer them to UWOFA.

**Action:** Bethany to update the LA Stewards page of the UWOFA website with new set-up for past notes.

### 3. LASC Member Engagement Survey & next steps (Courtney)

A Qualtrics survey was sent out in the summer, asking UWOFA-LA members about various CA articles and processes. There was a high response rate. Top processes of interest to membership: Biennial Report and Review (50%); Types of Leaves (42%); Workload/Grievances (35%).

The group discussed how we can facilitate training. Elizabeth and Courtney will offer a Biennial Report and Review (BRR) session to members, likely in October. The group discussed creating guidelines for members but not a template since each member's BRR will differ; confirmed with

UWOFA that the employer doesn't need to be involved in the session; and discussed session formats (hybrid is preferred) and timeline (likely offering one session in fall and one in spring). Next session could be Promotion & Continuing Appointment because this process is time-sensitive for members. Discussed that UWOFA could offer sessions on topics like PER to the entire membership.

**Action:** Elizabeth and Courtney will continue to discuss sessions and set a date for the BRR session.

#### **4. Research Officers Performing Librarian Work**

This issue was identified at the L&A Forum. Positions are already in place. How could this be investigated?

Discussed concern raised at the L&A Forum, that Research Officer duties overlap with Librarian work. The group agreed that more information is needed on the specific work being done before a potential grievance is pursued. Discussion that librarians oversee this work but there may be potential for implementation support outside the library, with librarian consultation. Issue could be pursued further by Joint Committee.

**Action:** Courtney to seek out specific examples of what type of work is being completed. Yasmeen will look into past Joint Committee notes to see past issues that were raised.

#### **5. Biennial Report & Review Template**

Where do we submit the workload distribution?

Potential solution in this section

Alternative Workload and/or Reduced Workload: (as per agreements in Official File)

PAI scores

Form has been updated to include workload distribution. Katie raised concern from T&L that there isn't a spot for the supervisor's name or to comment on PD.

**Action:** Katie to send concern to Courtney, who will send it to Kristin.

#### **Standing Agenda Items:**

##### **1. Stewards roundtable**

A concern has been raised about a difference in the way Academic Activity is defined in the Article for Promotion and Continuing Appointment versus in the Article for Responsibilities of Members.

**Action:** Christina will bring forward this concern to Joint Committee.

##### **2. Members Services Officer Report (Lina & Tolga):**

- Question raised about Planned Activities & Contributions (PAC) for members on a Term appointment. Workload article states that each member will complete PAC; no

exception for Term members is stated. Recommendation from UWOFA is that Term members complete the PAC form, even if they aren't having a BRR. PAC form will give insight into their workload if anything changes during their appointment.

- Lina shared a reminder that sOFA-LA members get priority spots at daycare. Members have priority even if they are seconded to a UWOFA-LA position. Members recommended to identify status as "faculty" on daycare form. Childcare Advisory Committee has been developed to discuss related concerns; first meeting will be soon.

**3. Senate Observer (Roxanne or Courtney):** Next meeting, Friday, September 13<sup>th</sup>.

**4. Joint Committee Report (Christina):** N/A

**5. Board of Directors (Elizabeth & Courtney):** Next meeting in September.

**6. Communications Officer (Bethany):**

- CUPE Strike deadline is Friday, August 30<sup>th</sup> at midnight. Currently in mediation. UWOFA will put out a FAQ.
- Labour Day Picnic is on Monday, September 2<sup>nd</sup>. Free BBQ and entertainment. All members invited to attend.

**7. Mobilization Report (David):**

**8. Librarians & Archivists Forum (All):**

#### **New Business:**

1. **Questions about the [Employment Equity Guide](#)** (e-mail from Jennifer August 12)

- Last updated in 2014 in conjunction w/ the joint Employment Equity Committee.
- Jennifer's recommendation:

*"I think making the current equity guide available to the Membership and advising they have a responsibility to educate themselves on equity practices (e.g. human rights and equity legislation) before meeting with candidates would be a passing grade in terms of the Committee meeting its obligations as defined in the guide. Could we do better? Definitely, and I think we should. For example, creating a primer that actually summarizes current legislation and how it applies specifically to meeting with candidates would be useful. This could be a project for the AC or, perhaps a member of the AC working with another Member. I wouldn't recommend a large group be tasked with this to keep it simple. Given my experience with SLT, I think Nicole might have some capacity to assist with this type of project, and it would be appropriate given her role with the VP:CL office, helping operationalize the CA. For example, Nicole might be able to assist with creating an online module on employment equity and the interview process that could be self-directed and shared in advance of all public presentations and meet and greets. This work would be, IMO, in line with our desire to do more to support EDI at Western Libraries making it timely and relevant to our organizational strategic goals."*

Discussed recommendation. The Employment Equity Committee (EEC) is meeting in September after a year-long hiatus. Updating the guide will be discussed at the upcoming meeting. LASC will wait to hear more about this recommendation from EEC.

**Action:** Elizabeth will follow up with Jennifer.

## **2. UWOFA & Google (Lina)**

Lina mentioned that the email addresses for UWOFA have been updated and they're now using Google instead of Microsoft.

**Action:** Lina will send a list of the new email addresses to LASC. Yasmeen will test whether UWOFA can be members of groups within Microsoft.

## **3. TEAMS site for draft agendas and notes (Elizabeth)**

Discussed place to draft agendas.

**Action:** Yasmeen will look into ways Google can be used as a shared drive for agendas and notes and ways this can be streamlined. UWOFA will bring updates to the next meeting.

## **4. PAI Score**

Received a letter from Kathleen Wilson with PAI scores. Discussed interest in further explanation of the meaning behind scores.

**Action:** Elizabeth is going to send out a document to the membership with explanation of PAI scores. Members encouraged to notify UWOFA if there are any issues with July pay.

**Next meeting:** Will be held at the UX Lab in Weldon. Locations for future meetings will rotate.

### **Note-taking roster for upcoming meetings:**

Elizabeth Marshall
Leslie Thomas
Ali Visser
Courtney Waugh
Katie Holmes
Jennifer Robinson

