

LIBRARIANS AND ARCHIVISTS' STEWARDS COMMITTEE MEETING

November 20, 2024, 9:30-11 am Weldon Room M23

Present: Elizabeth, Yasmeen, Bethany, Tolga, Jennifer, Katie, Courtney, David, Leslie

Notes: Katie

Guests:

Regrets: Christina, Alie, Lina

Approval of Agenda:

Approval of Notes: Approved

Business Arising from Previous Meeting: Yasmeen will reach out to Christina to clarify the Joint Committee Report in October notes. Elizabeth will approve the notes following this adjustment.

1. UWOFA & Google

See email from UWOFA Operations (operations@uwofa.ca) on November 1 that gives the Stewards access to a Google drive for LASC Agendas & Notes. This is the first time that I am creating the agenda in the Google drive. Please bear with me.

- a. Email Yasmeen with any questions about Google Drive access.

2. LASC Member Engagement Survey & next steps (all) - Winter term Lunch & Learn, what to present? Timing of the next session.

- a. The plan is to host one Lunch & Learn per term. The Job Description session is on Friday, November 22. A tentative plan is in place to host another session in January or February 2025.

3. Job Descriptions Next Steps (Yasmeen/Elizabeth) - Zoom invite sent for November 22.

Please read over the Article *Responsibilities of Members*, paying attention to 8.22 as I believe this will be the next steps for members needing to make changes to the job descriptions.

- a. Discussed how the Job Description session will run.
- b. It was clarified that UWOFA is not proposing a revision of job descriptions. Instead, the next steps will vary by role, with individual members or teams with the role deciding the course of action.
- c. **Action:** Stewards to become familiar with Article 8.22 to answer questions from members. Members are encouraged to submit any changes before the holiday break.

Standing Agenda Items:

Items from Stewards (1-5, below):

- a. A member is interested in learning about the right to refuse work.
 - a. Action: Member to be referred by Steward to UWOFA Member Services Officers for further examination of the request.
- b. A member is interested in learning about the current status of the Employment Equity Guide. The guide is under consideration. The Equity Committee is discussing strategy and next steps.
- c. An example was brought forward of a Research Officer performing librarian work. Discussion around the issue of potential de-professionalization.

1. User Experience and Student Engagement (Jennifer)

2. Teaching and Learning (Katie)

3. Research and Scholarly Communications and FIMS (Courtney)

4. Collections Management, Discovery and Access (Alie)

5. Archives and Special Collections (Leslie)

6. Members Services Officer Report (Lina & Tolga):

- a. Discussed policy grievances filed for UWOFA, related to the following:
 - i. Professional expense reimbursement (PER) claims: Concerns raised about the number of requests permitted each year.
 - ii. Microsoft Office storage reduction: Members are reminded to maintain their current storage level by submitting a request to WTS. The deadline to request is May 2026. This information was included in the UWOFA weekly email.
 - iii. ORCID requirements for internal grant applications: UWOFA advocates for making ORCID IDs voluntary. Resolution is pending.

7. Senate Observer (Courtney): Courtney shared [agenda](#) and notes by email.

8. Joint Committee Report (Christina): Provided [written report](#). Questions can be sent to Christina.

9. Board of Directors (Elizabeth & Courtney): Recent meeting held on November 14.

10. Communications Officer (Bethany):

- a. Discussed upcoming session on Demystifying Bargaining, to be held for the entire membership on December 13th.

11. Mobilization Report (David):

- a. Encouraged membership to attend budget town halls.

- b. Discussed development of UWOFAs position on the MAPP Freedom of Expression Landscape (Manual Academic and Administrative Policies). Relevant to discussions about campus protests. Proposal to come out in January 2025.
- c. David will be on leave next year; need to put out a call for a new Mobilization Committee representative.

12. Librarians & Archivists Forum (All): Further discussion took place regarding the topic of leaves, raised at the October Forum meeting.

- a. Further concerns were raised about the potential implications of assigning a 100% professional practice role to a librarian on a term appointment.
- b. It was clarified that each member holding a full-time appointment is eligible to claim and use PER funds, regardless of academic activity requirements.
- c. While the Collective Agreement does not mandate filling leaves, there was discussion about the connection between leaves and "recognized practices" under clause 3 of Management Responsibilities, including considerations around backfills and reassignments.
- d. **Action:** Jennifer will raise this issue to Christina for discussion at Joint Committee.

New Business:

- 1. **PER Claims:** a maximum of two claims may be submitted during a calendar year. This was implemented in 2023 but not widely communicated. UWOFAs has received some inquiries/complaints. This disclaimer is not on the public website but is located under the Training and Reference Material section > Corporate Accounting > Librarian Archivist PER information

https://www.uwo.ca/finance/restricted/training_reference_content/corporate_accounting/documents/documents/LA-Faculty-PER-Information.pdf

Buried on page 2 under How do I submit a PER claim?

Thinking it would be helpful to send a message to the membership about this after we discuss.

Parking Lot:

- **Research Officers Performing Librarian Work**

Next meeting: January 15, 2025

Note-taking roster for upcoming meetings:

Leslie Thomas –
Alie Visser – January 15

Courtney Waugh – February 19
Katie Holmes - November 20
Jennifer Robinson