
MAUT Council Meeting

Approved MINUTES

March 21, 2018

McGill Faculty Club 12:00 noon

Present:

Executive: A. Saroyan, A. Van den Berg, N. Hall, K. Hastings, T. Hébert, J. Mauzeroll, P. Rohrbach

Council: E. Shor, S. Gaskin, R. Sieber, J. Ruglis, S. Severson, M. Richard, S. Jordan, L. Gonnerman

Regrets: K. Zien, K. GowriSankaran, T. Duchaine, C. Riches

MAUT Staff: H. Kerwin-Borrelli, J-A Watier, J. Varga

Guests: N. Waters, F. Power, A. Padjen, J. Hobbins, G. Mikkelson

A. Saroyan called the meeting to order at 12:15 pm.

1. Approval of Agenda

Council reviewed the Agenda for the Council Meeting on March 21, 2018. T. Hébert moved to adopt the agenda. K. Hastings seconded the motion. Council approved unanimously.

2. Approval of Minutes

Council reviewed the Minutes. P. Rohrbach moved to adopt the Minutes of the February 14, 2018 Council Meeting. Seconded by E. Shor. Council approved unanimously. The approved minutes are posted on MAUT's website.

3. Business Arising from the Minutes

a) Code of Conduct for MAUT

A. Saroyan noted that at the recent Executive meeting, it was suggested that instead of articulating a separate code of conduct for MAUT members, to remind our members of the existing rules and regulations that are prominently posted on the Secretariat's website, to make the links to this information on the MAUT's website more prominent, and to include reference to the last issue of our Newsletter this year and in the first issue of the 2018-2019 year. An article in the November 2018 Newsletter will publicize these pertinent documents and future publications will sensitize members to these rules and regulations.

P. Rohrbach emphasized this request from the Administration is redundant as these documents already exist. M. Richard noted difficulties could still arise with "Workplace Values Documents" that specify how members should behave. R. Sieber commented at the recent MCC [McGill Communities Council] meeting, some participants welcomed the request as a positive and proactive approach to establish a code of ethics and best practices in the workplace.

b) MAUT General Meetings – frequency of meetings [draft of proposed changes to the Constitution and By-Laws]

Council discussed the proposal to reduce the number of annual general meetings from two to one. This would necessitate changes to MAUT's Constitution and By-Laws. J. Varga prepared summaries of these changes for Council [Draft Constitutional Amendments (housekeeping and substantive) (Cjv.pdf) and Draft By-Law Amendments (BLjc.pdf)]. The Fall General Meeting [FGM in November] could be replaced by a Council Meeting in December that would be open to all members and at which time the Auditor's Report would be presented. M. Richard referred to the proposed SGM Agenda and suggested the open discussion on the frequency of MAUT's general meetings be presented before the report on the Draft Revision to MAUT's Constitution and By-Laws. A. Saroyan put forward the following motions for consideration:

BE IT RESOLVED that the draft constitutional amendments, as presented in document Cjv.pdf.,

be presented to the General Meeting for adoption, in accordance with the current Article XIV of the MAUT Constitution.

AND

BE IT RESOLVED *that the draft by-law amendments, as presented in document BLjv.pdf., be presented to Council for adoption, soon after the amendments in document Cjv.pdf. have been adopted by the MAUT.*

E. Shor moved to adopt the two motions. Seconded by P. Rohrbach. M. Richard proposed these motions be considered as a block. Council agreed. K. Hastings then moved to accept these two motions as a block. Seconded by J. Mauzeroll. Council agreed unanimously.

c) Request to Committee Chairs to submit a Report to Council April 11, 2018

A reminder request has been sent.

d) Response to David Roseman regarding MUNACA's request to add MAUT's voice to their case with the Access to Information Commission – La commission d'accès à l'information, to establish that the MUHC Research Institute is a public organization

This item was also discussed by the Executive. A. van den Berg noted there was no information or complaints coming from members in the RI and questioned whether there were grounds to support MUNACA's request. M. Richard noted that D. Roseman's presentation provided little information about MUNACA's precise reasons for pursuing this case, and that more details would be needed for MAUT to decide whether to add its support. A. Saroyan commented that without information from MAUT members, it would not be an issue for the Association.

e) Communication with A. Campbell re: inconsistency in sabbatic leave regulations and form

A. Saroyan reported that A. Campbell has indicated that she now understands clearly the nature of the concern that was raised about the lack of written operational details governing the practice of banking half a sabbatical leave. A. Campbell will be following up on the matter.

f) Elections Update [T. Hébert]

At this point, T. Hébert reported all Executive positions have been filled by acclamation and that seven candidates have been nominated for five Council positions. The polls will open on March 30th, 2018. R. Critchley, MUNASA, [person of unquestioned integrity] has agreed to confirm the results with the Nominating Committee when the polls close.

g) Communication from Secretary-General re: "Statements"

Secretary-General E. Rogowska forwarded to A. Saroyan a proposed preamble to the Policy for the Development and Review of Governing Documents. (<https://www.mcgill.ca/secretariat/policies-and-regulations/policy-framework>).

The preamble would indicate that McGill's governing documents reflect and uphold the University's core values. M. Richard commented that this preamble would not provide any concrete academic freedom protection to academic staff; to be enforceable, such protection needs to be built into the parts of the academic employment regulations dealing with discipline and dismissal. Council viewed the proposed preamble as a positive first step, and concurred that the next step will be for the MAUT Working Groups which are involved in revising the

regulations to ensure that academic freedom is built into them. MAUT will follow up with Secretary-General E. Rogowska and AP A. Campbell.

4. Administrative Overload Survey Report [A. van den Berg, N. Hall]

A. van den Berg thanked fellow Working Group Members: S. Severson, R. Sieber and N. Hall. The Report is ready to be circulated and he noted the addition of a section on methodology. The Report will be presented to the Principal and Provost in the standing meeting that the 3 Presidents have with them. One of the Next Steps Recommendations is the: *Formation of a permanent Standing Committee on Elimination of Administrative Overload consisting of representatives from the administration, MAUT, MUNACA and MUNASA*. The Report will be presented to the MCC and their involvement in the process will be requested. S. Gaskin emphasized that academics still need to be making decisions about academic overloads.

5. Guidelines for the Development of a Service Portfolio for Librarians- Appendix C [S. Severson]

Council reviewed the document circulated by S. Severson, which will be forwarded to AP A. Campbell for inclusion in the academic employment regulations for librarians as one of its appendices on developing portfolios. The Statement of Service Contributions include: a narrative about the candidate's approach and commitment to service, contributions to the Library, contributions to the University and contributions to the Wider Scholarly Community. This document will be presented to the Library Council in May 2018.

6. Spring General Meeting Agenda (SGM) A. Saroyan

Council previously discussed changing the agenda order of the open discussion item and motion concerning proposed changes to the MAUT Constitution and By-Laws. R. Sieber proposed, during the Open Discussion on the Administrative Overload Survey Results, establishing working groups per table to discuss solutions. Each table would deal with one problem, share their findings with the SGM, and provide "sample quotes".

7. Communications [N. Hall]

a) March 2018 Newsletter

N. Hall reported the March 2018 has been circulated to the McGill community.

Council also discussed the effect of course evaluations in tenure and mentoring issues and whether this could be a discriminatory issue, as there is lots of evidence suggesting gender and racial/ethnic bias in students' course evaluations. J. Mauzeroll referred Council to data collected by The Oxide Group [ref: Rigoberto Hernandez]. A. van den Berg noted CAUT has pertinent information. P. Rohrbach commented on the possibility that gender bias could be a factor in applications for merit, reappointment and tenure. M. Richard noted that under the Regulations on Retirement of Academic Staff, a retiring academic staff member has to have held the rank of Full Professor / Full Librarian for a minimum of five years at McGill to be eligible for the honorific "Emeritus/Emerita" designation.

b) Update on proposal for MAUT Awards

N. Hall reported briefly on the value of proposed MAUT Awards to foster member engagement, publicity and recruitment.

8. CAUT and FQPPU [J. Mauzeroll]

J. Mauzeroll [VP External] is serving on the FQPPU Task Force for Strategic Planning and as MAUT's representative will attend these meetings. She asked Council to forward three topics

[strategic actions] to pursue in 2018. Also serving on FQPPU committees are D. Guitton [FQPPU Executive] and B. Robaire [FQPPU Governance Committee].

9. Other Business

a) Nominations for Event for First Generation Faculty and Students [A. Saroyan and email from A. Campbell]

A. Campbell has asked MAUT for a representative on a committee to develop an event for first generation faculty and staff graduates. A. Saroyan circulated the request to Council. There were questions about what is meant by "First Generation". A. Saroyan will clarify and let Council members know by email.

b) Invitation to comment on FAQ – Information Document for Reporting Sexual Harassment [see documents provided by A. Campbell for feedback]

Council referred to the document which included a flowchart, 10 FAQ questions, and responses as to who to report to and what resources are available. S. Gaskin noted there needs to be a clear statement about what each policy covers. The Policy on Sexual Violence deals with prevention and survivors. The Harassment Policy deals with sanctions against predators and accommodations for victims. Council noted the different resources and personnel and that victims should consult these first. As the current document resources are posted on McGill's website, A. Campbell is proposing the development of a briefer document and has asked MAUT for feedback. A. Saroyan asked Council to forward comments to her.

c) Motion to provide funds to Finance Committee to hire summer students Ref: MAUT's Record Keeping and Knowledge Management

K. Hastings [VP Finance] provided background information. The VP Finance and the Finance Committee have overall responsibility for the Association's records. The request for funds was: [\$8K to hire a student to develop *a knowledge management plan, to research into MAUT's current practices, McGill's current practices, and accepted standards of organization records and internal information management.*] Decisions will be made as to which documents need to be preserved and what sustainable and secure practices will be adopted in this digital era. J. Bartlett [School of Information Studies and Finance Committee member] and K. Hastings will head up a supervisory Working Group.

K. Hastings proposed the following motion:

Be it resolved that that MAUT Council make available to the Finance Committee a sum not to exceed \$8,000 for the purpose of hiring one or more students from McGill's School of Information Studies, or other relevant programs, to suggest a strategy for records and knowledge management for the Association, including actual organizing and documentation during Summer 2018. Student work will be supervised by a working group established by the VP Finance and the Finance Committee.

Seconded by S. Jordan. Council agreed unanimously.

Council also discussed the establishment of a consistent document distribution system and the development of a list of responsibilities per Executive Officer and one for Council members.

10. Adjournment

A. Saroyan called for a motion to adjourn. P. Rohrbach moved to adjourn the meeting. Seconded by R. Sieber. The meeting adjourned at 2:05 pm.