ANNUAL GENERAL MEETING

Thursday, May 2, 2013
10:00am – 12:00pm
Chilliwack Campus on Yale Road
Theatre (Building D)

Social to follow
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University of the Fraser Valley
FACULTY & STAFF ASSOCIATION
ANNUAL GENERAL MEETING
Thursday, May 2, 2013
10:00am – 12:00pm
Chilliwack Campus on Yale Road
Theatre (Building D)

AGENDA

1. Call to order 10:00 am
2. Approval of the Agenda 10:05 am
3. Approval of Minutes: AGM, May 2, 2012 10:10 am
4. Proposed Constitutional Changes 10:15 am
5. Annual Reports 10:30 am
   – Questions and issues arising
6. Proposed Budget 2013-2014 10:45 am
7. FPSE AGM 11:00 am
8. Nominations for FSA Executive 2013- 2014 11:10 am
9. Presentations by those nominated for election 11:15 am
10. General Discussion - Member Issues 11:30 am

Adjournment

NOTE: The election for the Executive positions (if necessary) will take place on May 6, 7, and 8, 2013.

Refreshments to follow in the theatre foyer.
Management, excluded employees, and retired members are cordially invited to join members of the FSA.
ADVANCE NOMINATIONS

FOR FSA EXECUTIVE POSITIONS 2013/2014

Nominations received to date:

- President
- Staff Vice-President
- Faculty Contract Administrator
- Secretary-Treasurer
- Communications Chair
- JPDC Co-Chair
- OH&S Co-Chair
- Social Committee Chair

**FPSE Committee Representatives**

- Status of Women
- Human Rights & International Solidarity
- Non-Regular Employees

Additional nominations received before the AGM will be posted on the FSA website at:
http://www.ufv-fsa.ca/about-us/annual-general-meeting/.
1. **CALL TO ORDER at 10:11am – Virginia Cooke**

   Virginia Cooke, President of the FSA, chaired the meeting and introduced the FSA Executive. Virginia confirmed that the minimum number for quorum was in attendance and the 14-day notice requirement for the AGM was complied with.

2. **APPROVAL OF THE AGENDA – Virginia Cooke**

   **Motion:** to approve the agenda as presented.  
   
   **D. Thomson/W. Henry – Carried**

3. **APPROVAL OF THE MINUTES – Virginia Cooke**

   **Motion:** to approve the May 4, 2011 AGM minutes as presented.  
   
   **S. Sheffield/L. Poh – Carried**
4. **ANNUAL REPORTS – Virginia Cooke**

The Annual Reports were distributed in the AGM Package.

*Motion:* to accept the Annual Reports as presented.

*C. Bell/T. Cooper – Carried*

5. **CONSTITUTIONAL REVISIONS – Virginia Cooke**

The Constitution Review Committee met several times over the course of the year to discuss changes and additions. The proposed changes to the FSA Constitution were distributed in the AGM Package (page 12) and the 14-day notice requirement was met.

The following changes were presented for discussion.

**PROPOSED CHANGES TO THE CONSTITUTION**

The following table sets out some proposed changes to the Constitution for consideration and ratification by the membership. There is no major change proposed here. Some amendments are an attempt to clarify the intent behind our practices, and the processes they entail. Others are meant to reflect current practices (as in the use of electronic communication). Others yet are simply corrections of things that have slipped through in the past.

Please have a look at the proposed changes and give them your careful consideration.

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<th>ARTICLE</th>
<th>PROPOSED CHANGES</th>
<th>RATIONALE</th>
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<tbody>
<tr>
<td>2.5</td>
<td>The minutes of all meetings and general meetings shall be made available to members located in the main Faculty &amp; Staff Association office and on the FSA website.</td>
<td>Reflects use of the FSA website to make documents available to the members.</td>
</tr>
<tr>
<td>4.2 b)</td>
<td>election of officers shall be conducted by a mail secure ballot within one week after the Annual General Meeting; or, when only one nominee is put up, the Chair shall declare that the nominee is elected, thus effecting the election by unanimous consent or “acclamation”;</td>
<td>Reflects the fact that elections are conducted electronically as well as by ballot box.</td>
</tr>
<tr>
<td>4.2 c)</td>
<td>officers of the Executive shall be elected for a term of one-two years, except for the FPSE Status of Women Rep, FPSE Human Rights &amp; International Solidarity Rep, and the FPSE Non-Regular Employees Rep. President, Faculty and Staff Vice Presidents, Agreement Chair, Faculty and Staff Contract Administrators, Secretary-Treasurer, and Chief Negotiator who shall be elected for a term of two years—The President, VP Staff, Faculty Contract Administrator, and Secretary-Treasurer, and the Communications Chair will be elected in years alternate to the election of the VP Faculty, Agreement Chair, Staff Contract Administrator, and Chief Negotiator (see Appendix “C” for Phase-In Procedures). The Job Classification Audit Committee Co-Chairperson shall be elected for a term of three years.</td>
<td>The Executive recommends that the terms for both the Communications and the Social Committee chairs be increased to two years. This will allow for a better use of our human resources since both positions entail a learning curve. It will also provide for more continuity on the Executive.</td>
</tr>
</tbody>
</table>
4.2 d) **all officers except the position of Past President and the Co-Chairperson of the Job Classification Audit Committee** The Job Classification Audit Committee Co-Chairperson shall be elected by the FSA representatives on that respective committee for a term of three years. The position of Past President, if declined by the outgoing President, shall be filled by appointment by the incoming Executive Committee. The Co-Chairperson of the Job Classification Audit Committee shall be elected by that committee. All officers except the non-voting positions of Past President and the Co-Chairperson of the Job Classification Audit Committee shall be elected by the members in good standing of the Association. This change reflects new terms of reference for the JCAC committee including length of term for the Co-Chairperson. It also clarifies who shall elect the Co-Chairperson.

4.2 e) The position of Past President, if declined by the outgoing President, **shall may be filled by appointment of a previous President by the incoming Executive Committee.**

4.6 The membership may remove any elected officer by a special resolution **in accordance with the BC Society Act.** Not a change, but a clarification of where “special resolution” is defined.

5.1 **Duties of the Past President:** The Past President shall **serve in a non-voting, ex-officio capacity and shall** provide background information to the Executive Committee on matters previously discussed, and shall provide any necessary assistance as requested by the current President. For clarification. The “non-voting” status of the past-president is noted elsewhere in the constitution, but should be clearly stated in the “duties.”

5.2 **Duties of the President:** The President shall preside over meetings of the Executive Committee and over all general meetings of the Association. The President is empowered to **ensure compliance with enforce obedience to** the Constitution and to uphold rules of order. He/she shall, in collaboration with Executive Committee members, exercise a general care over and supervision of all matters of the Association. The President **or his/her nominee may be an ex-officio member of all Faculty & Staff Association committees.** The President is expected to attend all UFV Board of Governors meetings, Labour and Management committee meetings, Federation of Post-Secondary Educators (FPSE) Presidents’ Council meetings and will allocate other FPSE duties and responsibilities as required. “Enforcing obedience” (the previous wording) seems heavy-handed, if not overly ambitious; “ensuring compliance” is more palatable.

While there may be reason for the President to join various FSA committees, this wording is unnecessary because the situation has never occurred.

5.3 **Duties of Vice-Presidents:** The Vice-Presidents shall assume all the responsibilities and duties of the President in his/her absence, including chairing meetings, setting agendas, attending meetings, etc. The Vice-Presidents shall be active participants in the committee work of the Association, in particular, shall be members of the Finance Administration Committee, **the Contract Committee, and the Communications Committee,** and shall actively assist and support the respective Contract Administration Chair as required. Change to reflect practice, and for consistency with committee membership designated elsewhere.
<p>| 5.4 | The Agreement Chair, on the recommendation of the Executive Committee, and where necessary when ratified by the membership, will discharge Letters of Understanding and Letters of Agreement related to the Collective Agreement. In consultation with other members of the Executive Committee, he/she shall review ongoing policy initiatives for compliance with the Collective Agreement. The Agreement Chair must communicate all decisions of the Agreement Committee to the Contract Administration Chairs and the Chief Negotiator. <strong>The Executive shall annually appoint a second FSA representative to the Agreement Committee.</strong> (See article titled ‘Agreement Committee’ in the Collective Agreement for duties of this committee) | Gives the Executive authority to appoint expertise needed to the Agreement Committee; also relieves the Chief Negotiator of that responsibility when negotiations are occurring. |
| 5.6 c) | The Communications Committee Chairperson will maintain and work to improve regular and effective communications between officers and members, and among members. He/she will assist the President in maintaining good communication of the Association and between the Association and the surrounding communities as need be. He/she will review and edit printed and electronic communications issued by the FSA Executive to members and the surrounding communities. He/she will consult with the Communications Committee as needed. Publications available to all members on a regular basis, in hardcopy and online. The Chair will be responsible for disseminating information as required by the Executive members and for soliciting contributions from other members. The Communications Committee shall include the Communications Chair (chair), President, Faculty VP and Staff VP. | Revised to reflect changes in the Communications Policy; also leaves possibility that the newsletter may be published primarily online in the future. |
| 5.6 d) | The Contract Administration Chairs, one representing faculty, one representing staff, are responsible in consultation with the President and other members of the Executive for handling individual membership matters related to contract and workplace administration. The Contract Administration Chairpersons must be familiar with the terms of the Collective Agreement, and with the decisions of the Agreement Committee, and must be able to provide relevant information, advice and counsel to any Association member who member who has concerns about workplace issues feels him/herself aggrieved. The Contract Administration Chairs may engage the participation and assistance of the Vice Presidents in any contract administration work. | Transfers some of the responsibility of dealing with issues of members to the Executive rather than solely to the Contract Administrators, and ensures consultation. May 2, 2012 AGM - The membership agreed to remove the proposed language in the first sentence of 5.6d (in consultation with the President and other members of the Executive) |
| 5.6 f) | The Occupational Health and Safety Officer Co-Chairperson shall co-chair the Joint Occupational Health and Safety Committee(s) to ensure that unsafe, hazardous, or dangerous conditions within the work environment are reported to the University and to respond to and investigate members' complaints about such conditions. The OH&amp;S Officer Co-Chairperson shall supervise the collection of relevant literature and legislation, such as Worker Compensation Board standards, and shall assist the University in convening education and training programs for members in order to reduce the risks of unhealthy and unsafe working conditions, and shall make regular reports to the Executive Committee. | Recognizes that this is a joint committee and reflects changes to the committee's mandate. |</p>
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<tr>
<th>5.6 g)</th>
<th>The Job Classification Audit Committee Co-Chairperson shall <strong>serve in a non-voting capacity and shall</strong> co-chair the Job Classification Audit Committee to ensure that the Faculty &amp; Staff Association commitment to the job evaluation system is carried out. The JCAC Co-Chairperson shall make regular reports to the Executive Committee on the proceedings of the JCAC, and from time to time establish suitable forums for providing informational workshops on the classification system to member staff.</th>
<th>Clarifies current practice.</th>
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<td>5.6 i)</td>
<td><strong>Human Rights Committee Chairperson</strong> shall promote human rights protection and education among the faculty, staff, students and administrators and, when feasible, chair a committee of including faculty and staff and shall make regular reports to the Executive Committee.</td>
<td>Leaves room for non-FSA members to participate on this committee.</td>
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<td>5.6 j)</td>
<td><strong>Status of Women Committee Chairperson</strong> shall promote activities which contribute to an improvement in the status of women. Such activities should address both the current and future needs and interests of women. The Chairperson shall, when feasible, chair a committee of including faculty and staff and shall make regular reports to the Executive Committee.</td>
<td>Leaves room for non-FSA members to participate on this committee.</td>
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<td>5.8</td>
<td><strong>Any member of the</strong> Executive Committee not attending meetings on a regular basis and/or not responsibly carrying out assigned duties will be given advice and assistance from the President. If the neglect of duties continues, a majority of the Executive may vote to replace the officer for the remainder of his/her term. in accord with Executive decision may at first be given advice and assistance from the President and then may be replaced by a majority vote of the Executive Committee.</td>
<td>Clarification of wording.</td>
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| Appendix A | **VOTERS LIST**  
A voters list will be maintained of all eligible voters on any matter brought to a vote. It is the member’s responsibility to ensure his/her eligibility to vote.  

**BALLOTS**  
Association voting for annual elections, contract ratification, or possible job action will be administered both by paper ballot and electronically. Members will have the choice to vote electronically or with a paper ballot, but not both. All other votes including by-elections may be administered electronically.  

**POLLING STATIONS**  
For regular day-time voting, polling stations will be established in Abbotsford, and Chilliwack and Mission. After-hours polling may be established. A convenient additional polling station shall be established at the Mission campus. Special arrangements will be made to get the vote from the Hope location. Online polling is also available. | Leaves room for less cumbersome voting processes except in the most significant and formal votes. |


2009-2012:
All executive positions come up for election. The positions of President, Vice-President–Staff, Faculty Contract Administrator and Secretary-Treasurer shall be elected for a two-year term. The positions of Vice-President–Faculty, Agreement Chair, Staff Contract Administrator and Chief Negotiator shall be elected for a one-year term.

The following executive positions come up for election for a two-year term:
- Vice-President–Faculty
- Staff Contract Administrator
- Chief Negotiator
- Agreement Chair

The following executive positions come up for election for a one-year term:
- Communications Chair
- JPDC Co-Chairperson
- OH&S Co-Chairperson
- Social Committee Chair
- FPSE Status of Women Rep
- FPSE Human Rights & International Solidarity Rep
- FPSE Non-Regular Employees Rep

2010-2013:
All executive positions elected in 2009 for a one-year term shall come up for election. The positions of Vice-President–Faculty, Agreements Chair, Staff Contract Administrator and Chief Negotiator shall be elected for a two-year term.

The following executive positions come up for election for a two-year term:
- President
- Vice-President–Staff
- Faculty Contract Administrator
- Secretary-Treasurer
- Communications Chair
- JPDC Co-Chairperson
- OH&S Co-Chairperson
- Social Committee Chair

The following executive positions come up for election for a one-year term:
- FPSE Status of Women Rep
- FPSE Human Rights & Solidarity Rep
- FPSE Non-Regular Employees Rep

2011-2014:
All executive positions elected for a one-year term shall come up for election. Executive positions elected for a two-year term in 2009 shall come up for election and shall be elected for a two-year term.

Brings election of positions in line with changes in length of terms; phases in the changes.
The following executive positions come up for election for a **two year term**:
- Vice-President Faculty
- Staff Contract Administrator
- Chief Negotiator
- Agreement Chair

The following executive positions come up for election for a **one year term**:
- FPSE Status of Women Rep
- FPSE Human Rights & Solidarity Rep
- FPSE Non-Regular Employees Rep

**Motion:** to accept the Proposed Constitutional changes with the noted amendment to 5.6d.

*M. Kelly/D. Thomson – Carried*

6. **PROPOSED BUDGET FOR 2012-2013** – Sean Parkinson

a. **Review Engagement**

Sean Parkinson expressed thanks to Harman Dhalliwal for her work this past year. He then provided an overview of the financial statements for 2010-2011, which was reviewed by Hanna Barton & Company Ltd in June 2011.

**Motion:** to receive as presented the 2010-2011 Review Engagement Report, which has been independently reviewed by Hanna Barton & Company Ltd.

*W. Podrouzek/A. Chan – Carried*

b. **Secretary Treasurer’s Report**

Sean presented his report to the membership and spoke to variances noted in the 2011-2012 Year End Budget to Actual Table.

Key points included:
- Correction to the reserve revenues amount from 18,243 to 14,393. This was due to the Christmas ticket sales revenues that should be have deducted from the total. This also changes the actual surplus from 95,859 to 92,009.
- Table 1: Revenues are significantly lower. This is due to 1) executive release for Faculty Contract Administrator was not full-time until January 2012 and 2) the extra expense in Communications for the new website.

**Motion:** to receive the Secretary Treasurer’s Report as presented.

*W. Podrouzek/W. Henry – Carried*

c. **2011-2012 Year-End Review Engagement**

**Motion:** to appoint the firm of Hanna Barton & Company Ltd for the 2011-2012 Review Engagement.

*G. Bubb/D. Thomson – Carried*
d. 2012-2013 Proposed Budget

Sean presented the proposed budget for 2012-2013 and spoke to some of the changes.

Key points included:

- Revenues are the same; expenses have a few changes:
  - Committee expense budget: there is now a 1,000 budget allocated to the three FPSE committees; Status of Women, Human Rights, and Non-Regular Employees
  - Executive release budget: there is an increase to this budget (highlighted in table 2).

Questions / Comments / Discussion:

- What is membership recognition? The FSA honors retirees with $350 to recognize their service.
- How are the social events and charitable donations budgets determined? The Social Events budget is based on 2% of the previous year’s dues, and the Charitable Donations budget is based on 1.5% of the previous year’s dues.
- What happens with surpluses? Any surplus is transferred to investments.
- What are the 19% benefits in the release structure? When the FSA pays for any replacement costs, it must include 19% which is the cost for members benefits.
- Do we have a strike fund? The FSA has a strike fund of $520,000. FPSE has a strike fund of $80 per day.

Motion: to accept the Proposed Budget for the 2012-2013 fiscal year.  

K. Milnes/G. Bubb – Carried

FPSE Budget:

Sean provided a brief overview of the FPSE budget which was attached to the Secretary-Treasurer’s report.

Questions / Comments / Discussion:

- Are we getting value from FPSE? The FSA does feel that there is value, but there are varying opinions.
  - The contract administrators receive ongoing valuable support
  - Grievances and arbitration costs are extremely high.
  - Historically in bargaining, the institutions that have pulled out from FPSE, have not done well on their own.
  - FPSE AGM costs are very high. They recognize this and are looking at ways to cut costs in the future.
  - The executive would like to encourage continued discussions each year on the question of what value does FPSE provide to the FSA.
At this point in the meeting, Virginia Cooke thanked a number of individuals who have worked hard over the past year including both Tanja Rourke and Harman Dhalwal of the FSA Staff, along with those members who will no longer be on the Executive.

Glen Baier – Faculty Vice-President  
Jill Harrison – Staff Contract Administrator  
Hilary Turner – Chief Negotiator  
Janice Nagtegaal – Social Committee Chair  
Peter Clayton – FPSE Rep. Non-Regular Employees  
Shane Schlosser – JCAC Co-Chair  
Norm Taylor – Faculty Pension Advisory Committee Rep (not an FSA executive)  
Debbie Dyck – Staff Municipal Pension Plan delegate (not an FSA executive)

7. NOMINATIONS FOR FSA EXECUTIVE 2012-2013

Virginia Cooke announced that a number of people had previously indicated that they were willing to stand for election. After calling for nominations from the floor three times, Virginia presented the following list of Executive members acclaimed:

- Faculty Vice-President: Jonathan Hughes (acclaimed)
- Staff Contract Administrator: David Shayler (acclaimed)
- Secretary-Treasurer: Sean Parkinson (acclaimed)
- Communications Chair: Sylvie Murray (acclaimed)
- Agreement Chair: Moira Kloster (acclaimed)
- JPDC Co-Chair: Vicki Bolan (acclaimed)
- OH&S Co-Chair: Kathy Gowdrigde (acclaimed)
- Social Committee Chair: Sheila McKay (acclaimed)
- FPSE Rep. - Status of Women: Lisa Morry (acclaimed)
- FPSE Rep. – Human Rights: Adrienne Chan (acclaimed)
- FPSE Rep. - Non-Regular Employees: David MacDonald (acclaimed)

Elections will be held May 4, 7 & 8, 2012, for the following position:

- Chief Negotiator: Vicki Grieve / Wayne Podrouzek

8. PRESENTATIONS BY THOSE NOMINATED FOR ELECTION

Candidates were given the opportunity to address the membership. The following nominees provided a short speech: Vicki Grieve and Wayne Podrouzek.

Candidate statements were also made available on the FSA website - http://www.ufv-fsa.ca/index.php?page=fsa_agm.
9. **GENERAL DISCUSSION**

a. **Workload issues related to SAC’s**

Members expressed frustration when SAC recommendations are overturned by management.
- The process takes an enormous amount of time.
- The amount of reporting criteria is too lengthy and candidates have often moved on before recommendations have been received.
- Members hope that the union will work with management to better define criteria.
- They also hope that the new recruitment person will help address some of these issues.
- Need to create an understanding that all SAC contributors have a vote
- Part of the demand for detailed criteria comes from the union requesting it. This is to ensure equity and consistency in the process being followed.
- The union ensured the membership that these discussions have been and will continue to be discussed at the Labour and Management meetings.

**Motion:** issues around Selection Advisory Committees will be forwarded to LAM for discussion and resolution.

L. Toews/K. Milne/Carried

b. **Workload issues for Library Information & Technology**

Members expressed issues with workload in the Library Information & Technology department.
- With the added expectations, there are a lot of members who felt demoralized through the LOA committee process this year. There was wonderful support from the union executive throughout the process, but it wasn’t enough. There has been no improvement to workload.
  - The union will not give up on this issue.

b. **Other comments**

- Martin Kelly encourages staff to come forward to the union with their concerns and issues.
- Jill Harrison was thanked for all of her help in Admissions and Records.
- Sylvie Murray thanks Virginia for all of her hard work this year.

10. **ADJOURNMENT**

The meeting was adjourned at 12:00 pm and the membership joined the Executive for a social event in the cafeteria.

M. Kelly/S. Parkinson – Carried
PROPOSED CHANGES TO THE CONSTITUTION

The following table sets out some proposed changes to the Constitution for consideration and ratification by the membership. There is no major change proposed here. Some amendments are an attempt to clarify the intent behind our practices, and the processes they entail. Others are meant to reflect current practices (as in the use of electronic communication). Others yet are simply corrections of things that have slipped through in the past.

Please have a look at the proposed changes and give them your careful consideration.

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<td>1 d)</td>
<td>Honourary Lifetime Executive Membership status for FSA Executive members who are retired. Although this status is honourary, it does carry with it some privileges. This may is to be given out to one member in a given year.</td>
<td>Clarifies the meaning of the article.</td>
</tr>
<tr>
<td>5.2</td>
<td>Duties of the President: The President shall preside over meetings of the Executive Committee and over all general meetings of the Association. The President is empowered to ensure compliance with the Constitution and to uphold rules of order. He/she shall, in collaboration with Executive Committee members, exercise a general care over and supervision of all matters of the Association, including the FSA office, and the supervision and performance appraisal of FSA staff. The President may be an ex-officio member of all Faculty &amp; Staff Association committees. The President is expected to attend all UFV Board of Governors meetings, Labour and Management committee meetings, Federation of Post-Secondary Educators (FPSE) Presidents’ Council meetings and will delegate other FPSE duties and responsibilities as required. The President will also serve as a signing officer for FSA financial matters.</td>
<td>To update the duties and bring them in line with current practices.</td>
</tr>
<tr>
<td>5.3</td>
<td>Duties of Faculty Vice-Presidents: The Faculty Vice-President may shall assume all the responsibilities and duties of the President in his/her absence, including chairing meetings, setting agendas, attending meetings, etc. He/she shall serve as a liaison between faculty constituency and the FSA Executive. The Faculty Vice-President shall be an active participant in the committee work of the Association, in particular, shall be a members of the Finance Administration Committee, the Contract Committee, and the Communications Committee, and shall actively assist and support the respective Faculty Contract Administration Chair as required. He/she will be a signing officer for FSA financial matters.</td>
<td>To describe the Faculty and Staff positions separately. To update the duties and bring them in line with current practices.</td>
</tr>
<tr>
<td>5.4</td>
<td>Duties of Staff Vice-President: The Staff Vice-President may assume all the responsibilities and duties of the President in his/her absence, including chairing meetings, setting agendas, attending meetings, etc. He/she shall serve as a liaison between staff constituency and the FSA Executive. The Staff Vice-President shall be an active participant in the committee work of the Association, in particular, shall be a member of the Finance Administration Committee, the Contract Committee, and the Communications Committee, and shall actively assist and support the Staff Contract Administration Chair as required. He/she will be a signing officer for FSA financial matters.</td>
<td>To describe the Faculty and Staff positions separately. To update the duties and bring them in line with current practices.</td>
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<tr>
<td>Paragraph</td>
<td>Text</td>
<td>Notes</td>
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<td>5.54</td>
<td><strong>Duties of the Agreement Chair:</strong> on the recommendation of the Executive Committee, and where necessary when ratified by the membership, will discharge Memoranda Letters of Understanding and Letters of Agreement related to the Collective Agreement. As a member of the joint Agreements Committee, deals with questions of clarification of language in the Collective Agreement. In consultation with other members of the Executive Committee, he/she shall review ongoing policy initiatives for compliance with the Collective Agreement. The Agreement Chair will call meetings of the Agreement Committee to discuss and recommend joint resolutions arising from questions of clarification, Memoranda of Understanding, Letters of Agreement, or policy initiatives. The Agreement Chair must communicate all decisions of the Agreement Committee to the Contract Administration Chairs and the Chief Negotiator. The Executive shall annually appoint a second FSA representative to the Agreements Committee. (See article titled ‘Agreement Committee’ in the Collective Agreement for duties of this committee)</td>
<td>To update the duties and bring them in line with current practices.</td>
</tr>
<tr>
<td>5.5 c)</td>
<td>The Secretary-Treasurer will represent the FSA in bargaining with CUPE regarding the FSA office staff. He/she will also supervise the FSA Administrative Assistant – Financial including conducting performance appraisal.</td>
<td>To update the duties and bring them in line with current practices.</td>
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<td>5.5 h)</td>
<td>The Secretary-Treasurer shall act as Returning Officer for all voting that takes place pursuant to Article 3.7. In the event that the Secretary-Treasurer is unable to perform this function, the Executive committee shall appoint another Executive member in his/her place.</td>
<td>To provide for a way of conducting votes if the Secretary-Treasurer is unable to carry out these duties due to illness or other reasons.</td>
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<tr>
<td>5.6</td>
<td><strong>Duties of the Chief Negotiator:</strong> The Chief Negotiator shall represent the Faculty &amp; Staff Association and lead the negotiations team in matters related to the Collective Agreement. He/she will negotiate the local Collective Agreement with UFV Board Representatives. He/she will chair the Contract Committee (see committees below), survey the membership to determine bargaining priorities, and prepare contract language. He/she shall report on a regular basis to the Executive Committee and to the general membership as required, on all matters relating to contract negotiations.</td>
<td>To update the duties and bring them in line with current practices.</td>
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<td>5.7</td>
<td><strong>Duties of the Communications Chair:</strong> The Communications Chair will maintain and work to improve regular and effective communications between officers and members, and among members. He/she will assist the President in maintaining good communication between the Association and the surrounding communities as need be. He/she will review and edit printed and electronic communications issued by the FSA Executive to members and the surrounding communities. He/she will consult with the Communications Committee as needed. The Chair will direct the management of content on the FSA website. He/she will consult with the Communications Committee as needed.</td>
<td>To update the duties and bring them in line with current practices.</td>
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| 5.8 | **Duties of the Faculty Contract Administrator:** The Faculty Contract Administrator will be responsible for handling individual faculty membership matters related to contract and workplace administration. He/she must be familiar with the terms of the Collective Agreement, and with the decisions of the Agreements Committee, and will provide relevant information and advice to any Association faculty member who has concerns about workplace issues. In consultation with other members of the Executive and/or Faculty Stewards, he/she will initiate grievances when appropriate according to the Collective Agreement and the internal FSA grievance process (See Appendix D for Internal Grievance Procedure). The Faculty Contract Administrator may engage the participation and assistance of the Vice Presidents in any contract administration work. The Faculty Contract Administrator will represent the FSA on SACs and perform the observer role in SACs. He/she will also supervise and provide training for Faculty Stewards. | To describe the Faculty and Staff positions separately.  
To update the duties and bring them in line with current practices.  
Added language to reflect the approved internal grievance procedures. |
| 5.9 | **Duties of the Staff Contract Administrator:** The Staff Contract Administrator will be responsible for handling individual staff membership matters related to contract and workplace administration. He/she must be familiar with the terms of the Collective Agreement, and with the decisions of the Agreements Committee, and will provide relevant information and advice to any Association staff member who has concerns about workplace issues. In consultation with other members of the Executive and/or Staff Stewards, he/she will initiate grievances when appropriate according to the Collective Agreement and the internal FSA grievance process (See Appendix D for Internal Grievance Procedure). The Staff Contract Administrator may engage the participation and assistance of the Vice Presidents in any contract administration work. The Staff Contract Administrator will represent the FSA on SACs and perform the observer role in SACs. He/she will also supervise and provide training for Staff Stewards. | To describe the Faculty and Staff positions separately.  
To update the duties and bring them in line with current practices. |
| 5.10 | **Duties of the Social Committee Chair:** The Social Committee Chair will be responsible for organizing FSA social events. He/she shall also make regular reports to the Executive Committee. | To update the duties and bring them in line with current practices. |
| 5.11 | **Duties of the Professional Development Committee Chairperson:** shall co-chair the Joint Professional Development Committee and ensure that divisional allocations for professional development reflect the Association’s and the University’s commitment to professional development for all employees of the University. The Committee will consist of members outlined in the Terms of Reference. He/she shall make regular reports to the Executive members on the proceedings of the P.D. Committee. | To update the duties and bring them in line with current practices. |
| 5.12 | **Duties of the Occupational Health and Safety Co-Chairperson:** shall co-chair the Joint Occupational Health and Safety Committee(s) to ensure that unsafe, hazardous, or dangerous conditions within the work environment are reported to the University and to respond to and investigate members’ complaints about such conditions. The OH&S Co-Chairperson shall make regular reports to the Executive Committee. | To update the duties and bring them in line with current practices. |
5.13 **Duties of the Job Classification Audit Committee Co-Chairperson:** shall serve in a non-voting capacity and shall co-chair the Job Classification Audit Committee to ensure that the Faculty & Staff Association commitment to the job evaluation system is carried out. The JCAC Co-Chairperson shall make regular reports to the Executive Committee on the proceedings of the JCAC, and from time to time establish suitable forums for providing informational workshops on the classification system to member staff. To update the duties and bring them in line with current practices.

5.14 **Duties of the FPSE Representatives:**

- **Non-Regular Employees Committee Chairperson** shall promote the interests and needs of non-regular employees and, when feasible, chair a committee to address both the current and future needs of non-regular employees and shall make regular reports to the Executive Committee.

- **Human Rights Committee Chairperson** shall promote human rights protection and education among the faculty, staff, students and administrators and, when feasible, chair a committee including faculty and staff and shall make regular reports to the Executive Committee.

- **Status of Women Committee Chairperson** shall promote activities which contribute to an improvement in the status of women. Such activities should address both the current and future needs and interests of women. The Chairperson shall, when feasible, chair a committee including faculty and staff and shall make regular reports to the Executive Committee.

To update the duties and bring them in line with current practices.

5.15 **Duties of the Chairpersons of Standing Committees:** standing committees of the Association shall be established for the following purposes, and the chairpersons of such standing committees shall assume the duties as described:

As per 5.15

The duties of the chairs of the standing committees have been moved into the duties of the officers. This revised language now reflects only the duties of the committees below.

5.15 b) **The Contract Committee** shall represent the Faculty & Staff Association and lead the negotiations team in matters related to the Collective Agreement. The Chief Negotiator person shall report on a regular basis to the Executive Committee and to the general membership as required, on all matters relating to contract negotiations. In addition to the Chief Negotiator, the Contract Committee shall ordinarily include the Faculty and Staff Vice-Presidents, Faculty and Staff Contract Administrators, and one representative of non-regular employees, and other such members as the Chief Negotiator and Executive Committee deem appropriate.
| 5.15 c) | **The Communications Committee** shall convene the Communications Committee consisting of the President, Faculty and Staff Vice Presidents, will maintain and work to improve regular and effective communications between officers and members, and among members. He/she will assist the President in maintaining good communication between the Association and the surrounding communities as need be. He/she will review and edit printed and electronic communications issued by the FSA Executive to members and the surrounding communities. He/she will consult with the Communications Committee as needed. The Communications Committee shall include the Communications Chair (chair), President, Faculty VP and Staff VP, and shall formulate and revise communications policy. | As per 5.15 |
| 15.5 d) | **The Stewards Committee** shall consist of all the Faculty & Staff stewards and will be chaired jointly by the Faculty and Staff Contract Administrators, and shall enable the work of the stewards as outlined in the Steward Policy (See Appendix E). One representing faculty, one representing staff, are responsible for handling individual membership matters related to contract and workplace administration. The Contract Administration Chairpersons must be familiar with the terms of the Collective Agreement, and with the decisions of the Agreement Committee, and will provide relevant information and advice to any Association member who has concerns about workplace issues. The Contract Administration Chairs may engage the participation and assistance of the Vice Presidents in any contract administration work. | As per 5.15 |
| 15.5 e) | **The Agreement Committee:** The Agreement Committee is composed of two (2) representatives of the University and two (2) representatives of the Association, and is co-chaired by the FSA Agreement Chair. The terms of the committee are outlined in Article 32 of the Collective Agreement. | Added language from the Collective Agreement. |
| 15.5 f) | **Social Committee:** The Social Committee shall include both faculty and staff representatives, who will promote social functions within the UFV community. The Social Committee will make recommendations to the Finance and Administration Committee regarding plans and expenditures relating to social events. Expenditures for social events must be pre-approved by the Finance and Administration Committee. | As per 5.15 |
| 7.1 (new) | **Area Stewards** Area Stewards shall represent fellow members under the guidance of the relevant Contract Administrator and promote union consciousness and values in the workplace. They will communicate and disseminate official union policy, communications, and directives to members in their area. (see Appendix “E” for Steward Policy) | Added language to reflect the Steward policy approved by the Executive committee – September 27, 2012 |
## INTERNAL GRIEVANCE PROCEDURE

### Principles and/or Assumptions:

1. Grievances will be handled according to the Collective Agreement, following the process as outlined in Article 7.

2. The decision to pursue a grievance belongs to the FSA, not to individual members. Although always protecting the rights of individual members, the FSA is responsible for choosing to pursue a grievance, based on evidence of violation of the collective agreement, and of the ramifications for the membership at large.

3. It is usually beneficial to work problems out either at the pre-grievance stage or at Stage 1 of the grievance process, so the FSA needs to remain both reasonable and flexible. However, the FSA will not shy away from grievances either of an individual or a policy concern if a grievance is needed to protect our members’ rights or to propel a long-standing dispute to resolution.

4. The contract administrators will make regular reports to the FSA executive, including grievances, at what stage they are, and what general principles and/or contract violations are guiding the grievance(s).

5. Contract administrators or the President should feel free to consult with the FPSE representative (or other outside legal counsel if necessary) at any point in the process, if assistance is needed.

6. Confidentiality is crucial in handling grievances. Stewards and Contract Administrators will protect the identity of individuals whose cases they are handling. However, members should be informed that other members of the FSA Executive may be involved in the discussion and resolution of grievances. The whole Executive must be aware of the need for confidentiality, and all discussion of grievances will be conducted in camera.

### FSA Process for Handling Grievances or Potential Grievances:

- An individual query may be handled by either an area steward or the faculty or staff contract administrator. As stipulated in the FSA Constitution, the Contract Administration Chairs “are responsible for handling individual membership matters related to contract and workplace administration . . . and will provide relevant information and advice to any Association member who has concerns about workplace issues.”
  - If other members of the executive or of the FSA office staff are approached with an issue, they should refer the individual (or the question) to the appropriate contract administrator.
  - In cases where a potential conflict of interest might exist with a particular contract administrator, the other contract administrator will deal with the case, or else an area steward may handle the case through Step 1.
Stewards who are handling Step 1 of a formal grievance must always do so in consultation with one of the Contract Administrators.

- Written notice of a grievance should be sent to the FSA president as well as the other parties identified in the Collective Agreement.

- Grievances should not be handled in isolation; this would leave the contract administrators too vulnerable, and would bypass the opportunity to garner suggestions that might resolve the issues.

  - Except in urgent cases where prompt timelines are crucial, it is advisable that the faculty and staff contract administrators consult with each other before proceeding to the formal stage of any grievance.

- Before proceeding to Step 2 of the grievance process, the two contract administrators, or in the case of a conflict of interest, one contract administrator and the area steward, should meet with the FSA president to discuss the grievance and the difficulties with resolution.

  - If there is no agreement within this group on proceeding with a grievance, the contract administrator, after consulting with the FPSE representative, will make the decision about whether to proceed.

- It is understood that if the grievance proceeds to Step 2, the steward will turn the case over to one of the contract administrators.*

- Before proceeding to Step 3, the facts of the grievance should be brought to a Grievance Committee, consisting of the two contract administrators (except in cases of conflict of interest, as noted above), two stewards from either faculty or staff, depending on the origin of the grievance, and one FSA executive member (normally the faculty or staff vice president) for a confidential discussion of the issues and implications, and taking into account any relevant information from the FPSE representative.

  - This committee will make a recommendation on whether or not to proceed to Step 3, and this recommendation will be submitted to the FSA Executive in the event that the grievance is considered to go forward to arbitration.

  - In urgent cases, such as a termination, this step can be bypassed, provided that the CA has consulted with the President and the FPSE representative.*

- Prior to any decision to pursue a grievance to Step 4, or arbitration, the FSA executive must approve this action.

  - Such approval is required when FPSE takes a grievance to the GARC (grievance arbitration review committee) for their assessment.

  - The FSA executive will meet in camera and
will hear the facts of the case and review the recommendation of the Grievance Committee before voting on approval.

*The Collective Agreement lays out timelines for each step of a grievance. It is understood that any stage of this process may be streamlined by the FSA if necessary to complete the grievance steps on time.

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<th>Appendix E</th>
<th>STEWARD POLICY</th>
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<td>Staff Stewards / Faculty Stewards</td>
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<td>Stewards are elected to represent specific areas for a period of one year with an option to renew for a second year. Stewards do not hold executive office but may attend FSA Executive meetings with voice but no vote.</td>
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1. Compensation:
The stewards will receive a stipend of $350 per year for expenses such as internet connections at home, printer cartridges, stationery supplies, mileage and travel. In addition, members are able to submit requests for extraordinary items to the Finance Committee.

2. Expectations
Stewards are required to participate in a short training workshop with respect to the Collective Agreement, the role of the steward in contract administration, and what to do when approached by a colleague with questions. This workshop is conducted annually. In addition, the FSA may provide other workshops on topics of interest to Stewards from time to time. The FSA will cover replacement costs when required.

3. Duties of Stewards
- Respond to inquiries from fellow members about their rights and responsibilities under the Collective Agreement.
- Represent fellow members under the guidance of the relevant Contract Administrator.
- Be informed of official union policy and be prepared to answer members’ questions under the guidance of the relevant Contract Administrator.
- Identify emerging issues and/or possible contract violations and report them to the Contract Administrators.
- Promote union consciousness and values in the workplace.
- Meet with the Contract Administrators as required.
- Prepare preliminary “case” documents for the Contract Administrators and/or the FSA executive.
- Act as an advocate -- “helpful friend” -- to those involved in informal and formal grievance procedures.

As approved by the Executive committee – September 27, 2012
I want to begin this report with comments that would usually be made at the end: my acknowledgment of the FSA Executive officers who have served you this year. They are a remarkable group of people. In all my years at UFV, I have never seen an Executive work harder or take more responsibility for their positions than these folks. As a group, they have taken on thorny issues, discussed and debated and (sometimes) disagreed, invariably with mutual respect. They have represented not just “constituents” of faculty or staff, but have been careful to think about all employees here. Individually, they have protected members’ rights, worked to solve problems, bargained endless hours, improved communication and transparency for the membership, arranged public events—and to accomplish all this, put in far more hours than the allotted release time. It’s been a “dream team” on the Executive. This is not easy work, and it is often taken for granted. They deserve your thanks, and they certainly have mine.

In working with the executive, my philosophy has been to cede the authority for their roles to them and support them in any way I can. We all keep each other informed so that no one is blindsided or left hanging out there on his or her own, and we consult so that ideas and possible solutions can be explored.

This year has been dominated by bargaining, and the time and effort that goes into this process does eat up the time and energy for other initiatives. At the retreat last summer, we set some pretty lofty goals of visiting departments, holding more discussion sessions, surveying our membership on various topics (including how happy they were with their association). But both provincially and locally, bargaining became the chief priority, and of course the two primary functions of a union are to bargain the Collective Agreement and then to enforce it once it is negotiated. In the past, there have been “down” years between bargaining when we could catch our collective breath, but in the current climate, this task seems ongoing.

This year the provincial scene for bargaining has been rather dizzying. In October we met with our FPSE colleagues and agreed to a collective strategy which identified shared goals and a speeded up schedule to begin negotiations. We brought all this to the membership, and got your approval to begin. By winter, FPSE had gone to the table with the government arm (PSEA), the shared goals were dropped, and our salaries were pretty much decided (provided that we could come up with “cooperative gains” at the local level). But you've heard all this in other forums and reports.

Although I have not been in the bargaining sessions, I do serve on the contract committee, which puts together our package of proposals, and meets in between sessions to debrief, to consider Admin proposals, and to strategize.

The Rank and Tenure Committee, chaired by the Faculty VP, has continued the work of refining our proposals and discussing the possibilities with the Admin group with the aim of bringing this item to the actual bargaining table before this round is over.

So what else has your president been doing all year?

- Various FSA executive and ad hoc committees. We have revised policies in Finance, as well as the Stewards and grievance policies. We have made revisions to the FSA Constitution and brought the job descriptions of elected officers up to date.

- LAM (Labour and Management) have discussed a variety of items, ranging from inconsistencies in the IPEC process to irregularities in job postings, to concerns about medical forms required after short-term illness. Our discussion of problems with the handling of instructional complaints has led to a group currently drafting new policy, and another group is forming the tackle the question of workload in small departments.

- UFV Board. I have represented the FSA members at monthly board meetings, in both reporting and advocating capacities.

- I have met individually with members over such a variety of contractual and other issues that I couldn’t begin to summarize. This is actually the most enjoyable part of the job—just as meeting with students is often the most
enjoyable part of teaching.

- FPSE Presidents’ Council has met regularly in Vancouver, occasionally by teleconference, and once in Victoria to lobby both with politicians and bureaucrats from the Ministry.

- The FSA office is a pretty hectic but smooth-running place, and I have worked closely with our FSA staff, this year developing a “performance appraisal” system for them.

- The public part of this job involves events, and I have given some kind of presentation at retirement and recognition events, the December 6 Candlelight Vigil, and the welcoming lunch and orientation for new faculty and staff. In fact, I’m getting tired of listening to myself, so it must be time for a new president.

**Budget.** The UFV budget has been of particular concern this year because of the fall-out from the Provincial Government’s decision not to fund for FTE increases, inflation, or provincially-negotiated raises. The “budget advisory committee” includes some FSA representation, and that group met on March 26. We raised many questions. After that meeting, I wrote to the Finance Officer questioning decisions and suggesting alternatives that would include postponing the hiring of a vacancy in the Administration. I then spoke at Senate, concentrating on the negative implications of the budget for programs and services. My most recent appeal was on April 15 to the Board of Governors, where I argued against cuts that fall on our members and result in lay-offs. I reminded them of the effect on morale and trust of employees, particularly our staff, when there are any lay-offs and bumping.

Not that any of this has produced the desired result. As far as I know, the budget passed through the Board unchanged. But I want all of you to know that I and the executive did everything we could possibly do to represent your needs. This has been the most disheartening part of the year. I am usually fairly positive about our Administration (meeting with other association presidents around the province reminds me of how good our labour situation is), but in this budget their decisions seem to me to be short-sighted and self-serving.

Some thoughts to leave you with:

An association like ours, which includes both staff and faculty, and both regular and non-regular employees, inevitably has built-in tensions. Members of this association sometimes have different issues and interests, and from time to time, they see these as “competing” interests. If you’ve ever worked in a college or university with two or even three unions, the advantages of our structure become clearer. There is a far better chance of people understanding and respecting each other’s work, and there is considerable strength in pulling together and speaking with a collective voice. Members don’t face picket lines of other unions. Staff benefit from professional development and ed leave provisions which they would not find at other universities. Both groups serve on committees together and can bring different and valuable perspectives.

I think of it as a kind of cultural diversity—inclusive and even very Canadian.

However, this inclusive structure depends on good will and trust. At this time of the year, when we are all in budget and bargaining modes, those qualities of good will and trust are sorely tested. As someone once worded it, “when the water hole starts to dry up, the animals start looking at each other differently.” If various groups or factions start baring their teeth and growling at the other groups, then I suspect that the FSA in its current form will be threatened. So please give some thought to how we can best continue to work together and still maintain the most important priorities of our various members. This will be a challenge for the next president.

Which leads me to my final comment. I deferred my sabbatical for two years when I assumed this position, and now I am eager to resume that work. I have been honoured to represent you as president for this past term. I know some of you will have disagreed with me or my approach to issues along the way (it is, after all, an elected position). In defense, I would simply say that I have worked hard and tried to be fair. Thank you all for your support along the way, and thank you for being interested in the work of the FSA.

Whoever is elected this time will have the absolute pleasure of working with two outstanding FSA staff members. Harmandeep Dhaliwal has returned from her maternity leave, and has deftly resumed her duties. Tanja Rourke not only covered for Harman in her absence, but has unflaggingly run the FSA office, organized the Executive, taken minutes, managed the website and... and... and. I raise my glass to you two.
Faculty Vice-President – Jonathan Hughes

Having completed (almost) my first year as Faculty vice-president I can say that this position is enlightening, demanding, and at times frustrating. My job has been particularly busy as a member of the contract negotiations team, which as I write has yet to complete negotiations with management. In addition to time spent bargaining revisions to our collective agreement, I have served on the contract, rank and tenure, finance, and communication committees. Technically, I am the chair of the FSA rank and tenure committee, but I feel more like an apprentice to Virginia Cooke, Sylvie Murray, and Vicki Grieve, who have outstanding knowledge of our Collective Agreement and much wisdom about how UFV operates. It has been a pleasure to work with other members of the contract negotiation team, too, namely Scott Fast, Linda Toews, David MacDonald, David Shayler, and Martin Kelly. As I have written before, this bargaining team is well balanced and we have championed our Association and the protection of our members. Fiscal hardship and austerity measures have made this a difficult year to negotiate a new contract and searching for best solutions is demanding work, indeed. It’s frustrating at times because many variables seem out of anyone’s control and yet many decisions hinge upon these variables. A striking example of an uncertain variable is the upcoming government election and what that may mean for our future budgets, requests for autonomy, etc. Despite these uncertain times, I am confident that UFV will remain vibrant in our region and continue to be an excellent place to work. My primary concern as we move forward is that we do not compromise our current strengths as we respond by necessity to external and internal pressures.

I am pleased to announce that this was the first year that our Association has donated to ecological groups—The Fraser Valley Conservancy and the Fraser Valley Watersheds Coalition—that work to protect and restore critical habitat in the Fraser Valley and, thus, help support ecosystem functions critical to our health and well-being.

In closing, I encourage all members of the FSA to visit our website, read our Collective Agreement, attend meetings, and get involved.

In solidarity.

Staff Vice-President – Martin Kelly

Will be posted at http://www.ufv-fsa.ca/about-us/annual-general-meeting/ and distributed in paper copy at the AGM.

Faculty Contract Administrator – Linda Toews

Thank you for the opportunity to have served as your Faculty Contract Administrator for the last year and a half. As the end of my term nears, I have been reflecting on whether I have been able to make a positive impact on Labour Relations at UFV, and what I have learned (please read the April 2013 Words and Vision for more on that).

The purpose of an annual report is to summarize what we have done for the last year. When you are busy every day, summarizing a year’s work into a few paragraphs is a somewhat formidable task. I wanted to check what I had said last year to see if that would help me measure what I have accomplished this year. I read the following paragraph from my last year’s report and wondered if I had had a crystal ball, or if I could have bet on what would happen this year, if I could have been more accurate in my forecast.

This is from my May 2012 AGM report:

I expect that this year will be particularly challenging and frustrating as we attempt to bargain in a provincial environment in which our employers have been informed that there is no money for anything unless savings can be found through "Cooperative Gains"—essentially a shell game in which there may or may not be someone else’s money under one of the shells and we may or may not be allowed to poach it. To say that the BC Liberals, with the support of the Federal Conservatives, have set back Labour Relations in BC a long way, is an understatement. If the
strategy is to divide and conquer, then what better way than to set the non-unionized public on the unions and then pit the union members against each other in a scramble for tightly controlled resources.

I am disappointed to report that this is exactly what has happened. We are in the latter stages of bargaining the contract, and the end of the terms of some of the current FSA executive and some of the bargaining team members. The least that can be said is that it has been a slow, frustrating, and Sisyphean task.

The members of your bargaining team are working diligently, passionately and cooperatively to try to make gains for the membership. I sincerely hope that when bargaining opens next year (yes, that soon, again) the political climate and valuing of post-secondary education by its primary funding source is different.

Apart from bargaining and the corresponding meetings of the Contract Committee (your FSA Bargaining team) which has consumed a large amount of time since October, the following is a short summary of activities this year:

- Preparing for arbitration for two members who were excluded from department service in April 2011. FPSE is supportive and instrumental in moving this forward.
- A Policy Grievance last year resulted in a review and recommendations for changes to the IPEC procedures for faculty who teach in non-semester based programs, and some general recommendations for all probationary faculty members. The recommendations are not radical changes; they are primarily time line changes for faculty who teach in programs which are not semester based or are January hires, colleague evaluations for cross-appointed faculty, a change from the probationary faculty member’s self-assessment being optional to being mandatory, and the inclusion of applied settings for observation (e.g. clinical conferences in the BSN.)
- A concern brought to LAM about the Dean’s Instructional Concerns procedures resulted in a working group comprised of Virginia Cooke and myself with Dean of Professional Studies Rosetta Khalideen, College of Arts Associate Dean Ken Brealey and Human Resources Labour Relations Advisor Kimberly Burridge. This group was asked to review and present a new Instructional Concerns/Complaint Policy. This work is almost complete.
- There were some faculty layoffs last spring due to a program suspension. The FSA worked closely with Human Resources and the faculty members to ensure that the process for the faculty members was fair.
- A grievance was filed on behalf of a terminated probationary faculty member. It was resolved at Step 3 with a fair settlement for the member.
- I observed a number of SAC’s both for permanent faculty and sessionals. In addition I investigated SAC procedures at the request of unsuccessful internal candidates.
- Sessional issues are ongoing. The primary issues are rights to work based on seniority in departments, fair consideration as internal candidates for hiring into open positions, evaluations and probationary periods. These questions come from sessionals themselves, their Department Heads, the Deans’ offices and HR.
- An issue which arose from changing terms of work for faculty was resolved at the informal resolution stage. This was a trend which I noticed throughout the year. I was able to resolve many issues at the informal stage through discussion, consultation and problem solving with members and with management.
- A sub-committee of LAM tasked to look at the current harassment policy and procedures and how to deal with issues of bullying in the workplace and toxic and poisonous work environments stalled when new legislation was passed placing these issues into the domain of the Workers’ Compensation Board (Worksafe BC) and Occupational Health and Safety. We are hoping to see this protection for our members in place soon.
- Attending FPSE Contract Advisory Review Committee and other meetings at FPSE has been educational, informative and supportive. These forums have allowed me to discuss common issues with colleagues from other institutions.
- FPSE provided both steward and bargaining training this year, as well as support on other issues as needed.
- Questions from members frequently result in being able to bring issues to LAM. A sample of current issues being discussed includes online instruction, member’s access to seniority lists and fiscal restraint.
• FSA Executive initiatives this year have included examining the role of our stewards, the responsible use of FSA resources and the development of an internal grievance process.

It has been a great pleasure to have worked with the FSA executive this year. I appreciate the support of Harman Dhaliwal and Tanja Rourke, who keep the business of the FSA running smoothly. Thanks also to the stewards, who are our eyes and ears on the ground, and who are rightfully proposed to be officially recognized in the FSA constitution.

Most of all, it has been a pleasure to work with and for you, our members. I don’t like goodbyes, so I will just say "see you later!"

Staff Contract Administrator – David Shayler

A year has passed quickly and it has me thinking back to my first experience with the FSA executive. We went to the FPSE AGM held in Whistler. I was excited and had no idea what to prepare for. When the executives from all FPSE locals were asked to stand and led to sing, “Solidarity Forever”, I thought I had mistakenly joined a cult. I soon took note of where all the exits were.

As the AGM continued, I met many people from a number of institutions who were connected by education and shared convictions of being a strong voice for the faculty and staff of their organizations and a little light came on.

Soon after, I attended the FSA retreat and met the rest of the FSA executive team, a group for which my admiration continues to grow. I was able to share with them the experiences of my first week as staff contract administrator, such as exercising the bumping rights of a couple of UFV staff laid off due to low registration numbers and lack of funding. There is no easing into a position such as this. Becoming more involved with the SAC processes and the potential grievances around them, dismissal of employees on probation for just cause, and the continuing differential interpretation of the collective agreement is just the start of it.

Also, I soon realized how many committees I would be involved in as part of this new position. These have included the Labour and Management Committee (LAM) where the employer and FSA associates meet to discuss possibilities of informally taking care of operational issues within UFV; and the Contract Administration Review Committee (CARC) that brings together the chief stewards from 22 post-secondary institutions to coordinate and learn how best to protect collective agreement rights. I also filled in for Kathy Gowdridge on the Disability Management and Rehabilitation Committee (DMRC), a committee that helps to assist locals to identify and assess the disability and rehabilitation needs of members.

These days, it’s not hard to notice that UFV is going through some interesting changes, and change, for some, can be upsetting. Departments that are restructuring can cause unrest to the employees within it and affect morale, especially when job descriptions and titles are changed, or positions at risk or possibly lost.

We cannot compare the UFV of yesterday to the direction it is taking for tomorrow. Trends in every business come and go, and the business of education is no different. We as staff must continue to grow as individuals and train ourselves to be as diverse as possible for tomorrow’s job market. There are not a lot of institutions that offer the benefits of education and professional development funding that UFV does and this is something that every employee should take advantage of.

UFV is a place to network. Make friends, find connections and learn what employees here do and why they do it. This help broadens our perspective of one another, our employer and build a sense of community. Getting involved will develop a feeling of belonging and we all need that to be happy in any workplace.

Remember - we are stronger together.

Chief Negotiator – Vicki Grieve

My first year as your Chief Negotiator has been characterized by steep learning curves and sharp corners. The progress towards negotiating our expired agreement has been fraught with what now seem like the usual frustrations: an under-funded post-secondary system and the Kafkaesque oversight of our government funders, who seem to be giving with the right hand while taking with the left. We are going to get a raise, but not without giving something up. This is referred to as a “cooperative gain”—the term is as fine an example of double-speak as you’ll find anywhere.
I’m writing this report on April 16, and despite our hopes and best efforts, it might turn out that we won’t have an agreement to bring to you before our AGM. We are getting very close, but we are still wrangling over two items. First, there is the concession that PSEC and PSEA are requiring us to make to bring us into line with agreements negotiated by other post-secondary institutions at a common table (the Template Table) and by post-secondary staff unions (most notably, the BCGEU). Secondly, we have not concluded negotiations regarding rank, tenure and promotion. As you are no doubt aware, the introduction of such a system is complex, and although it is cost-neutral, it has major implications for the working lives of faculty here. Our concern is with negotiating principled conditions that will provide positive opportunities without adding to the workload of over-burdened faculty. Before the inclusion of provisions for rank, promotion and tenure can take place, two things need to occur. First, faculty will need to be given the opportunity to read, discuss and understand the terms and conditions we are negotiating. We will need to poll faculty to ensure that we’ve devised a system they can approve before we can bring the contract to the whole membership for ratification. In addition, management will need to secure approval from PSEA for the inclusion of rank, tenure and promotion language in the agreement. This body is, as always, a real wild card. You can see why I’m reluctant to put a definite date on the finalization of our contract.

If it comes to pass, it will seem odd to be holding our AGM before negotiations are concluded; however, I’m told this has been done in the past occasionally, as the schedule for yearly reporting and election of new FSA officers does not always coincide with the signing of a new contract in a bargaining year. I will be happier at this point if my work has culminated in a finalized agreement, but time and reporting requirements wait for no woman or man.

What follows is a roughly chronological summary of my activities during the past year:

May and June were a time of transition; I’m grateful to the outgoing chief negotiator Hilary Turner for sharing her expertise, her boxes of binders and files, and for bringing me up to speed on the work she’d done in preparation for bargaining. I attended meetings, met with members of the executive, and served as the FSA observer on a faculty selection advisory committee. I also connected with FPSE’s staff representatives and members of the provincial Bargaining Coordination committee.

Thanks to the bargaining survey that Hilary Turner conducted before leaving office, I was able to present initial bargaining proposals to the FSA executive during our retreat in early September. These proposals were debated and further developed within our contract committee during September and October. Along with our president, Virginia Cooke, and faculty and staff contract administrators, Linda Toews and David Shayler, I attended FPSE’s Bargaining Coordination Conference in mid-September. Given the difficulties of dealing with the provincial employers associations (PSEA and PSEC), delegates at the conference made the decision to engage in a tightly coordinated provincial bargaining strategy, with provincially shared proposals. These proposals (which dealt mainly with system-wide concerns like compensation), along with our local bargaining proposals, were presented to our membership at an EGM in mid-October.

The coordinated bargaining approach required a great deal of communication with negotiators from other FPSE locals; we had regular teleconferences during the fall, and a secure members-only discussion forum was set up for information sharing. I have found the collective wisdom and experience that I can access there helpful, and FPSE staff representatives have also been a great resource; Lesley Burke O’Flynn provided the contract committee and FSA executive members with an invaluable bargaining workshop in October.

During November we worked to transform the bargaining proposals accepted by the membership into contract language for inclusion in our bargaining package. We began meeting with management in December, first to draft a protocol agreement, and then for two bargaining sessions in December. Bargaining continued throughout January with some delays due to vacation absences on management’s side. Meanwhile, in early February, as a result of the coordinated bargaining strategy, a template table was struck with representatives from provincial colleges, FPSE and PSEA. The compensation deal we will be receiving, along with cooperative gain concessions, were negotiated at that table, even though the “new” provincial universities (us included) did not participate. I did, however, attend a meeting of the template-table group in Vancouver in order to understand the potential impact that this initiative would have on us. As it turned out, the signatories of this agreement basically got their raises, agreed to participate in some cost-saving measures, and then rolled-over their existing contracts. We were correct in determining that we had local issues that could not be addressed at that table.

Although there have been some opportunities to attend national labour conferences and training events, the demands of weekly bargaining and on-going communications with members have kept me close to campus. Working with the FSA
executive and with our bargaining consultant, Scott Fast, have presented me with great learning opportunities; I am very grateful to have access to their generous collective expertise, experience and creative problem-solving. This would be lonely work without the support of my colleagues on the executive. This is a hard-working and dedicated group of individuals whose commitment to their roles is exemplary.

Along the way I’ve attended so many meetings I’ve lost count, but one in particular stands out. That was an emergency meeting of the agreement committee, which management called in late January. They wanted to open up Article 32 (Early Retirement) in order to offer a one-time retirement incentive to employees. We had serious reservations about both the legality of opening the clause, and the selective criteria for granting the retirement deal. However, we also recognized that management had access to a one-time pool of funding and that they were sincerely hoping that offering this incentive to employees might help to minimize the impact of the lay-offs they could see coming. As it turned out, the employer had the right to offer the retirement incentive without a formal agreement from the FSA. However, because of the process we went through, management listened to our advice; the retirement incentive was announced and granted in a far more open and democratic manner than it might have been otherwise. I cite this as an example of how a cooperative working relationship with management can produce positive results for our membership. I believe that the lay-offs we may be facing would be much worse without consultation about the early retirement incentive. In a similar manner, we have been working with management to amend calculation of seniority language, as we discovered that a provision was placed in the agreement that will make fair calculations of seniority for staff almost impossible. We will be consulting with staff over currently suspending and re-negotiating this article.

Communications throughout this year have been time-consuming (Words and Visions articles, bargaining reports, discussions on-line and face-to-face with groups and individuals), but incredibly useful and, I hope, informative, even though at times I have found it difficult to keep up with the volume of communication. I look forward to continuing on in the role of chief negotiator, and working with the executive and membership to protect and enhance our collective agreement. The importance of this document and its impact on all of us cannot be overstated.

Respectfully submitted.

Communications Chair – Sylvie Murray

It’s been a pleasure to serve again this year on the executive, even though it’s been hectic. The professionalism with which the office has been run under Virginia’s leadership, and the team spirit that the officers have maintained in the face of huge challenges and much stress, have made it worth every ounce of energy spent. I’ll come back shortly to the challenges that we face at this juncture but, first, my end-of-the-year report...

In my area of direct responsibility, getting the new website up and running was our primary focus in the summer and early fall. It was launched in October, at the same time as we inaugurated the new electronic format for Words & Vision. Give or take a few glitches and some tweaking, I feel that we’ve successfully transitioned to a much more usable—and much more democratic—system of communication.

Usable – A large part of the work that we did as we prepared to launch the new website was to refresh and re-organize information that we know you expect from your union (on the steward program, for instance, or the grievance process). It’s now easy for our office staff to upload new material, and we would appreciate suggestions on what you might find helpful.

System of communication – There’s nothing straight forward, I’ve discovered, about communication. We’ve tried to make the process of registering and signing in for access to the secure area of the site as transparent as possible (if you need assistance with it, please contact the office). We have adjusted how Words & Vision is published electronically (you can read and comment on the individual articles and reports by signing in, or you can access the publicly-accessible version in PDF without signing in). We also continue to print copies of the newsletter, although in much smaller numbers.

Democratic – We’ve created space for members to participate in online discussion, both through the forum and in replies to newsletter articles and reports. We are also posting on the website homepage letters to the editor received between issues of the newsletter. So there are now avenues that members can use to present their views. Some members have made ample use of this new space, and the tone and content of their comments have been, on the whole, highly critical of the
work of the executive. This is not surprising, as people generally speak up when they strongly disagree with something. Do these opinions reflect what the majority of you think? Probably not, any more than the silence of most members necessarily signifies their approval of all executive work. I know that officers do read and try to factor in all views. In the throes of negotiations, however, they do not always have time to respond to every comment. We’ve worked hard, and conscientiously, on behalf of all members in the last year, and the results of the upcoming election and ratification vote will help us all put things in perspective.

Challenges at this juncture, and more about democracy – Our union has been under tremendous stress in the last few years and, unless you’ve paid close attention, you might not have realized how vulnerable we are, not only to the assaults of the new fiscal regime under which we operate, but to internal dissension. Some believe that a more confrontational approach to labour relations would serve us better. Would it? The FSA has, for 35 years, defended its members’ interests through a problem-solving approach. Our Constitution still states our objectives to include:

To promote and protect the welfare and professional interests of the Association membership in the University.

To assist in protecting and enhancing the freedom and quality of teaching, thought, and inquiry within the University.

... To promote a harmonious relationship with the Administration and University Board.

Have we outlived the spirit that these objectives embody? In my mind, “harmonious” does not mean that we don’t vigorously disagree and protest particular decisions made by the Administration and the University Board. Rather, it means that we agree on the fundamental values expressed in the first two sentences. The test of an effective democratic system is when very different perspectives can be voiced, and heard, in order to reach a better solution for all involved. I don’t know what letter grade you would give our system lately, but what better option do we have but to continue working within the framework that we know has been effective in the past?

In closing, I would like to thank our administrative assistant, Tanja Rourke, for her amazing efficiency and patience under pressure. Harman Dha liwal, administrative assistant-finance, has also helped with some communications and website management tasks since she returned from maternity leave. The members of the communications committee (Faculty and Staff vice-presidents Jonathan Hughes and Martin Kelly, and President Virginia Cooke) have offered much-needed support and sound advice. It’s been a privilege to work with all this year’s officers.

In solidarity.

Agreements Chair – Moira Kloster

The Agreements Chair is responsible for working on issues related to interpreting the collective agreement. When it isn’t clear how to interpret a clause in the agreement, or when the agreement is silent on something that must be dealt with immediately, Agreements steps in. The Chair helps executive members interpret the language of the current collective agreement. The Chair and the second FSA Agreements Committee member work with the two management members to agree on the fairest way to resolve any problems of interpretation. They also make sure that any Letters of Agreement have had the necessary work completed and signed off. This year, the Agreements Committee dealt with each of these types of responsibility:

- Four Letters of Agreement on workload had not been able to make recommendations by March 31, 2012. We signed off on their final outcome in November 2012: the committee, which had not reached any settlement, were formally disbanded. However, some issues raised in these committees could then be added to bargaining, and other recommendations had already been taken forward to the deans of the areas for action.

- The Department Head selection process was silent on what would happen if no eligible member of the department was recommended by the selection committee. (Article 11.7) The existing language assumed that if the Head SAC continued to meet, it would be able to find a suitable internal candidate. But it does happen occasionally that even repeated meetings produce no internal candidate. One such situation was in progress when we met. The agreement permitted the Dean of the area to appoint a suitable external candidate. That language was not in the collective
• Seniority calculations were a problem for staff hired into Type A positions with previous contracts of Type C or D (temporary and part-time work). (Article 15.3) This very serious question of interpretation was probably the hardest question I’ve seen so far in Agreements. The language negotiated in the last collective agreement did have a clear intention, to prevent sessional faculty or Type C or D staff coming into a permanent job with more seniority than the permanent faculty or staff already in place. However, the language required seniority to be calculated for the “department” in which the staff member was hired, but staff are not hired into departments. We tried to find a coherent interpretation of the language—but were completely unable to do so. Any attempt to define a “department” for staff created unfair seniority results. We had to fall back on an unusual two-step recommendation. First: suspend the portion of the article referring to staff seniority by department. Second: take the whole article into bargaining. Because that first step was not just an interpretation, the FSA thought it wise to present it to staff for a vote, and that is being done now. Look for a new article in the bargaining results.

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**Job Classification Audit Committee Co-Chair – Shane Schlosser**

The JCAC rated and finalized the rating on a total of 12 positions in the 2012/2013 year with 10 positions currently in progress. Numerous new positions were assigned an in-term bench rating throughout the year.

I have completed my second year as JCAC Co-Chair. I had originally intended to hold the position for one year, but events led me to continue for a second year. I have had numerous requests for more information on the process throughout the year and we have been working on providing that. I am very hopeful that we will be able to post more information on the JCAC web site soon.

I would like to thank all of the committee members for their hard work and dedication throughout the year. The rating process can be long and difficult at times and would not be possible without the time and effort put in by all the JCAC members.

Please visit [http://www.ufv.ca/hr/staff/jcac/](http://www.ufv.ca/hr/staff/jcac/) to get further information on the committee or to find out more about the process.

Just a reminder, if you would like assistance with revising your job description you can contact Brittany Grewal, Coordinator, Classification & Evaluation at extension 4439 or email her at brittany.grewal@ufv.ca.

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**Joint Professional Development Committee Co-Chair – Vicki Bolan**

The Joint Professional Development Committee is composed of representatives from the FSA and the Employer who work together to oversee the distribution of professional development funds. These cover not only Faculty Sabbaticals but a wide range of professional development activities for both faculty and staff.

A Terms of Reference sub-committee met on a regular basis to refresh the structure of the committee. The new membership structure includes five FSA members (in addition to the FSA co-chair): three instructional faculty members (each of whom will divide evenly the responsibility to represent and liaise with each of the UFV faculties), one academic support faculty member, and two staff members. These members will be elected to three-year terms and have the option to run for subsequent terms. In addition, the committee is mandated to meet a minimum of once per semester to ‘share expertise and to formulate and review policies and identify resources for employees to assist them with professional development.’ A complete list of the terms of reference may be found at: [http://www.ufv.ca/hr/professional-development/joint-professional-development-committee/](http://www.ufv.ca/hr/professional-development/joint-professional-development-committee/)

The Joint Professional Development Committee (JPDC) along with the Scholarly and Sabbatical Sub-Committee of the JPDC has created a searchable online database of UFV granted faculty scholarly activities and faculty sabbatical leaves. This database is being housed in myUFV within the **Online Services** tab. You will have to login to myUFV to gain access: [https://portal.ufv.ca/cp/home/login](https://portal.ufv.ca/cp/home/login).
Currently, information stored in the database includes 2009/2010, 2010/2011, 2011/2012, and 2012/2013 UFV granted faculty scholarly releases and faculty sabbatical leaves (2013/14 will be added in the coming months). The summarized information contained in the database has been generated based on the application submitted. You will see that the data displayed for 2012/2013 provides users with a more detailed abstract as the application proposal process specifically addressed this. The intention of this database is to provide faculty with a link to generate connections and relationships with other UFV faculty members as it relates to scholarship and research areas.

Past practice has seen the JPDC review only the sabbatical applications that had been submitted under the Scholarly Activity or Teaching & Learning streams; at the same time, the Research office only reviewed the applications that had been deemed Research by the applicant. For the first time, the JPDC committee met with the Research Office to do a brief review of all sabbatical applications. The committee reviewed 30 sabbaticals in total—17 were determined to be research-based and 13 as under the auspices of the JPDC. Applications ranged from credential completion to curriculum development to final editing of books for publication. The Faculty Sabbatical Leave Fund (FSLF), as defined in Article 24.3(c) (Faculty Sabbatical Fund), is supplemented by Faculty, Lab Instructors, Education Advisors, and Directors with a contribution of 0.4% of their salaries.

In addition, four staff educational leaves were granted. The Staff Educational Leave Fund (SELF) supports assisted educational leaves for Type A and Type C Staff as defined in Article 24.3(b) (Staff Assisted Educational Leave) and consists of $100,000 annually plus any remainder of the previous year’s SELF budget. There is currently no funding provision under which staff contribute to the SELF fund to increase the amount available for staff educational leave.

In another first for UFV, the Research office and the JPDC held joint meetings to review all applications for Research and Scholarly Activity releases. It had been noted that some faculty were in the habit of applying for both Research Option and Scholarly Activity releases. In these tight fiscal times with government funding to post-secondary institutions being cut, the decision was made to have both the Research office & the JPDC committee review all release applications. There were a few applications from faculty for both types of releases; these faculty members were given the choice as to which release they would prefer. Of the 84 applications received, 55 were considered Research Options, 29 Scholarly Activity (6 of which were requests for student grants). Eleven of the total applications received were deemed to not meet the criteria of either the Research Option or Scholarly Activity.

### Occupational Health & Safety Committee Co-Chair – Kathy Gowdridge

Wow, four years focusing on Occupational Health & Safety, and now I’m leaving it behind. Believe it or not, I find there is an actual grieving process involved with letting go of something that has been a big part of my life. But it is time to move on. What has the last year involved? Well, a lot of it has been more of the same from last year, and the year before that, and even the year before that. But at least we’ve made progress. Here’s a very short list of a few of the issues worked on this past year:

- **Animals on Campus** (specifically **Pets on Campus**) — it will probably wind up being incorporated into the **Building Use policy**, and will restrict pets (or any animals not actually involved in teaching or research) from being inside any campus building, although not from the grounds.
- **Smoking** — this is an ongoing concern, and a very complex one. Signage is up, but doesn’t always cover all situations; people don’t necessarily understand, or even read, the signage that is there; enforcement is always a difficult issue. A focused education program might work to some extent. Suggestions have been made that we need to become completely smoke-free.
- **Long standing issues at the Trades & Technology building at CEP** — finally, some of the issues have been or are being dealt with and problems are being corrected.
- **Terms of Reference** — one of my prime goals since my very first term, finally realized.
- **Chilliwack OH&S Committee (at CEP)** — my second primary goal, and now finally realized, up and running.
Committee Meetings attended:

- Abbotsford OH&S Committee — monthly, for the most part
- TTC OH&S Committee — monthly, for the most part, until CEP committee set up
- CEP (Chilliwack) OH&S Committee, since January 2013 — monthly, for the most part
- FPSE Workplace, Health, Safety & Environment Committee — weekend meetings November 23 & 24 and February 22 & 23
- FPSE Disability Management & Rehabilitation Committee (sometimes referred to as “Return to Work”) — weekend meetings November 2 & 3 and February 22 & 23 — since I haven’t yet figured out how to be in two places at the same time, I am very grateful to David Shayler for covering that second meeting for me.

Social Committee Chair – Sheila McKay

Once again the main event of the year was the Holiday Dinner and Dance held at the Rancho in Abbotsford on December 8. We had record ticket sales with 165 people attending the event and we were once again fortunate to be entertained by the musical styling of the band Head over Heels. It can be assumed that all had fun by the fact that the dance floor was filled all night. The Rancho provided an outstanding buffet meal with a variety of foods for all tastes.

Other events that we supported this year included the Welcome Back BBQ with awesome ice cream sundaes, and the Golf Tournament. We are looking for ideas to increase the number of social events for this coming year so if you have something that you would like to see let us know.

I have sincerely appreciated the opportunity to act in the role of Social Convener and would like to thank the Social Committee and Janice Nagtegaal for all their help this year.

Kind regards.

FPSE Status of Women Rep – Lisa Morry

Looking back, looking inward and looking forward

Bif Naked
The obvious highlight of my year as your status of women representative was our International Women’s Day event featuring punk rocker and breast cancer survivor Bif Naked. Bif touched so many people when she spoke here, that I am still hearing about it. We didn’t know it when we were organizing International Women’s Day, but at the same time, UFV was considering giving Bif Naked an honorary doctorate. For me, the best part is we got students as well as community members, staff and faculty involved in recognizing and celebrating International Women’s Day.

Vigil
The Faculty and Staff Association’s December vigil to mark the Montreal massacre had a great turnout of faculty, staff and community members, but few students came out. The Chilliwack Women’s Chorus performed and Dr. Wenona Victor and the Sto:lo women’s empowerment group gave us an Aboriginal welcome. UFV instructors Virginia Cooke, Marcella LaFever and Sylvie Murray spoke along with Chilliwack-Hope MLA Gwen O’Mahony and Abbotsford Councillor Patricia Ross, who stunned everyone by recounting a kidnapping and rape she suffered in her 20s.

BC Fed
Another notable experience from the past year was the BC Federation of Labour conference, November 26 to 30 at the Vancouver Convention Centre. I was privileged to steep myself in that left-leaning familial atmosphere for a weekend, learning from BC Fed President Jim Sinclair, Provincial NDP Leader Adrian Dix, Federal NDP Leader Thomas Mulcair, Journalist and author Linda McQuaig, and my fellow convention-goers.
CFUW scholarship
A UFV student was awarded the $1,000 Canadian Federation of University Women West Vancouver Gaming Education Award. Thanks to last year’s status of women representative Anastasia Anderson for helping with this.

Fraser Valley Coalition for Women
I have drawn great strength from the members of the Fraser Valley Coalition for Women, who meet mostly monthly in the Centre for Indo-Canadian Studies on the Abbotsford campus.

Federation of Post-Secondary Educators
I’ve learned plenty about what other women’s representatives are working on at other campuses, including challenges like violence against women and great ideas for events, while attending two Federation of Post-Secondary Educators Status of Women meetings in Vancouver.

Transit
Just before writing this report, I emailed Chilliwack Coun. Jason Lum, head of Chilliwack’s transit committee, to check in on the status of our request to make the campus safer for students and employees. Representatives from the Faculty and Staff Association, along with UFV board of governor representatives, met with Jason Lum, BC Transit representatives and city staff to address campus transit safety. It’s a long, lonely walk to the CEP campus bus stop at night. While I think there will probably be some good news to report, I don’t have details to share right now.

Women at UFV
I’ve requested numbers from Human Resources on women working here at UFV. While Institutional Research has already done much of the work, there is plenty to be learned about how women employees are faring at UFV.

Women’s Centre
We are crunched for space on all our campuses; however, we need to make room for a room of our own. We need a women’s centre. This task remains for next year’s status of women representative.

Summing up
It has been an exciting and fast-paced year with a steep learning curve. I feel I’ve achieved some goals, like getting students out to a radical feminist event, while leaving some jobs like transit improvements and a women’s centre in process. Like re-shelving books here in the library, the job is never over.

FPSE Human Rights & International Solidarity Rep – Melissa Walter

It has been a privilege to serve as HRISC rep for our FSA this year, and I hope that the FSA’s activities in this area have helped to foster community and awareness around human rights issues at home and abroad. To review the year, in collaboration with UFV’s Race-Anti-Racism Network, the FSA co-hosted an informative event on December 4, 2012 (Human Rights Day) to discuss the human rights of migrant workers. Lucy Luna from Abbotsford Community Services, Yana Stratemeyer-Trinczek (UFV MA Criminology, now employed by Nanaimo-Cowichan MP Jean Crowder), and Dr. Patricia Tomic and Dr. Ricardo Trumper, both from the sociology department of UBC-Okanagan, spoke. Attendees were challenged to consider the legal problems and social inequities related to migrant labour in BC. In other HRISC-related activities this year, UFV had two people apply for the FPSE international solidarity fund grants. And finally, almost twenty people completed Safe Harbour training with Danica Denomme and Kam Aulja of Abbotsford Community Services.

Looking ahead to 2013-2014, the FPSE-HRISC committee plans to focus on water issues as these affect human rights and labour. A speaker’s tour is planned for 2013-2014, possibly in October. One suggested speaker for the tour is Chief Marilyn Baptiste, of the Tsilhqot’in Nation. She and her people are fighting a mine near Fish Lake. I am excited about this topic, as I imagine that it will engage many people at UFV who have related research and teaching interests. I hope that these folks may be interested in participating in a panel or two around these issues in the fall.

The water rights tour will allow us to continue to examine and raise awareness about central problems affecting human rights, such as systemic racism and unrestrained capitalism. No doubt 2013-2014 will also offer many other opportunities to
learn more about and become involved with indigenization, diversity, access to health care and healthy environments, accessibility, economic justice, and anti-racist issues and actions.

If I can mention one last thing, I hope that all FSA members will vote in the upcoming provincial elections and will consider human rights issues as they make their choices. If you need inspiration to exercise your right to vote, may I recommend the movie No, about the campaign to persuade Chileans to vote against the continued rule of dictator Augusto Pinochet in 1988? Pinochet’s regime is of course infamous for its violations of human rights, which included campaigns of disappearance and torture. But this film will make you happy to vote! As a bonus, the film takes a pragmatic look at how to analyze an audience’s needs and assumptions, and be persuasive intense political circumstances.

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**FPSE Non-Regular Employees Rep – David MacDonald**

Having never written an annual report for the FSA, I’m assuming such a document is meant to contain some brief description of the state of affairs of Non-Regular faculty at UFV over the past year. Since accepting the position of Non-Regular representative last spring, I can first attest to the steep learning curve one faces when holding the responsibility of representing such a diverse and little-known group of people. By “little-known” I mean to say that precious little information is freely available about Non-Regulars—here and elsewhere—and that much of what I’ve come to understand about our group has only been recently discovered.

There are over 300 “Sessional” instructors employed at UFV, teaching (by my estimate) well over one thousand courses, and earning an average salary of less than $24,000 annually. These numbers alone reveal much of our state of affairs. We collectively constitute nearly half of the teaching faculty at UFV and are responsible for an enormous amount of the delivery of programs to our students. Yet, we are compensated for our efforts at a mere fraction of full-time faculty; without their access to benefits, job security, or funding. We also lack, in many cases, their support in our efforts to find reasonable and just employment as fellow faculty members.

Indeed, the single most surprising facts I have discovered in my tenure as Non-Regular representative are the articles of our collective agreement that had been carefully crafted to exclude “Sessionals” from nearly every opportunity for fair pay, benefits or advancement. In the present agreement, as well as its predecessors, the FSA has voted to support these remarkably discriminatory agreements along with our employers.

The existence of extreme exploitation and the attendant lack of social justice in our agreement aside, I would be remiss not to note that many Regular faculty members—on the Executive Committee, Bargaining Committee, and among the general membership—have been incredibly kind and supportive both of myself and of Non-Regular faculty in general. We should never lose sight of the fact that we ‘Non-Regs’ have many friends, colleagues, and sympathetic supporters among the Regular ranks. To them, I offer a sincere and heartfelt thank-you!

The process of negotiating our new collective agreement began last November and continues past the day of this writing. Due to protocol agreements, I am not able to fully discuss some of the proposals and discussions taking place. However, I think it would be fair and honest at this juncture to state that issues of concern for Non-Regulars are still in play. Despite the economic belt-tightening by our government and its minions, and the callous views of some others closer to us, I am reasonably confident that Non-Regulars will see some improvement in their lot—however slight—in the upcoming collective agreement. There is not much on the table in this round of negotiations for anyone—Regular or not.

Finally, I would like to say to you all that it has been an honour and a privilege to serve as your representative this past year. It was a very enlightening time for me and I was lucky to have so many dedicated and patient colleagues both on the Executive Committee and the Bargaining team to support me, answer my innumerable questions, and show an honest sympathy for someone who was struggling at times to grasp the enormity of it all. We do need more colleagues like these! I strongly encourage anyone willing to step into the breach to come forward at our AGM and be elected as our new Non-Regular representative. I cannot promise it to be an easy service to provide, but I can assure you that serving your fellows is indeed worthwhile.

Respectfully.
Hanna Barton & Company Ltd.
CERTIFIED GENERAL ACCOUNTANT

REVIEW ENGAGEMENT REPORT

To the Members of UFV Faculty & Staff Association

I have reviewed the statement of financial position of UFV Faculty & Staff Association as at March 31, 2012 and the statements of income and changes in net assets for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to me by the association.

A review does not constitute an audit and, consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

Abbotsford, British Columbia
October 31, 2012

Hanna Barton & Company Ltd.
CERTIFIED GENERAL ACCOUNTANT

UFV FACULTY & STAFF ASSOCIATION
Statement of Financial Position
March 31, 2012
(Unevaluated)

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<td>Prepaid expenses</td>
<td>600</td>
<td>264</td>
</tr>
<tr>
<td><strong>LONG TERM INVESTMENTS (Note 5)</strong></td>
<td>221,800</td>
<td>138,043</td>
</tr>
<tr>
<td><strong>CAPITAL ASSETS (Note 5)</strong></td>
<td>289,601</td>
<td>318,831</td>
</tr>
<tr>
<td><strong>LIABILITIES AND NET ASSETS</strong></td>
<td>11,617</td>
<td>12,424</td>
</tr>
<tr>
<td>CURRENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable</td>
<td>2,697</td>
<td>34,273</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invested in capital assets</td>
<td>11,617</td>
<td>12,424</td>
</tr>
<tr>
<td>Unassigned fund</td>
<td>568,644</td>
<td>429,001</td>
</tr>
<tr>
<td>****</td>
<td>519,621</td>
<td>435,025</td>
</tr>
<tr>
<td>****</td>
<td>822,618</td>
<td>467,298</td>
</tr>
</tbody>
</table>

ON BEHALF OF THE EXECUTIVE COMMITTEE

Secretary-Treasurer

See notes to financial statements
### UFV FACULTY & STAFF ASSOCIATION

#### Statement of Income

Year Ended March 31, 2012

(Unaudited)

<table>
<thead>
<tr>
<th>RECEIPTS</th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues</td>
<td>$ 781,872</td>
<td>$ 780,375</td>
</tr>
<tr>
<td>Social events contributions</td>
<td>3,851</td>
<td>5,391</td>
</tr>
<tr>
<td>Reserve revenues</td>
<td>15,845</td>
<td>10,297</td>
</tr>
<tr>
<td><strong>Total RECEIPTS</strong></td>
<td>796,568</td>
<td>802,963</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Amortization</td>
<td>2,477</td>
<td>3,106</td>
</tr>
<tr>
<td>Annual general meeting</td>
<td>2,061</td>
<td>2,953</td>
</tr>
<tr>
<td>Charitable donations</td>
<td>12,073</td>
<td>12,505</td>
</tr>
<tr>
<td>Committee expenses</td>
<td>2,374</td>
<td>1,819</td>
</tr>
<tr>
<td>Communications/website</td>
<td>8,516</td>
<td>6,924</td>
</tr>
<tr>
<td>Delegate fees, training and seminars</td>
<td>2,286</td>
<td>4,275</td>
</tr>
<tr>
<td>Executive releases</td>
<td>191,721</td>
<td>246,009</td>
</tr>
<tr>
<td>Executive transition meeting</td>
<td>1,032</td>
<td>5,998</td>
</tr>
<tr>
<td>FSA Office staff (CUPE)</td>
<td>192,872</td>
<td>241,917</td>
</tr>
<tr>
<td>Federation of Post Secondary Educators fees</td>
<td>342,980</td>
<td>343,231</td>
</tr>
<tr>
<td>Fraser Valley Labour Council</td>
<td>3,037</td>
<td>3,038</td>
</tr>
<tr>
<td>Membership recognition</td>
<td>8,090</td>
<td>11,499</td>
</tr>
<tr>
<td>Office supplies, phone and tax</td>
<td>9,229</td>
<td>10,337</td>
</tr>
<tr>
<td>Professional fees</td>
<td>7,517</td>
<td>8,758</td>
</tr>
<tr>
<td>Social events contributions</td>
<td>11,085</td>
<td>12,330</td>
</tr>
<tr>
<td>Travel</td>
<td>4,591</td>
<td>4,704</td>
</tr>
<tr>
<td><strong>Total EXPENDITURES</strong></td>
<td>711,827</td>
<td>772,297</td>
</tr>
</tbody>
</table>

**EXCESS OF RECEIPTS OVER EXPENDITURES FROM OPERATIONS**

<table>
<thead>
<tr>
<th>2012</th>
<th>30,376</th>
</tr>
</thead>
</table>

**OTHER INCOME (EXPENSES)**

| Loss on disposal of assets | (1,145)   |

**EXCESS OF RECEIPTS OVER EXPENDITURES**

| 2012       | 30,376    |

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See notes to financial statements

---

UFV FACULTY & STAFF ASSOCIATION

#### Statement of Changes in Net Assets

Year Ended March 31, 2012

(Unaudited)

<table>
<thead>
<tr>
<th></th>
<th>Invested in Capital Assets</th>
<th>Unrestricted Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET ASSETS - BEGINNING OF YEAR</td>
<td>$12,424</td>
<td>$420,601</td>
</tr>
<tr>
<td>Excess of receipts over expenditures</td>
<td>(1,407)</td>
<td>88,003</td>
</tr>
<tr>
<td>NET ASSETS - END OF YEAR</td>
<td>$11,017</td>
<td>$508,604</td>
</tr>
</tbody>
</table>

See notes to financial statements

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Haynes Barton & Company Ltd

CERTIFIED PUBLIC ACCOUNTANTS

May 2, 2013
1. PURPOSE OF ORGANIZATION

The Association is incorporated in British Columbia. Its primary purpose is to promote and protect the welfare and professional interests of its membership in the university.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Use of estimates

When preparing financial statements according to Canadian generally accepted accounting principles, I make estimates and assumptions relating to:

- Reported amounts of receipts over expenditures
- Reported amounts of assets and liabilities
- Disclosure of contingent assets and liabilities

I base my assumptions on a number of factors including historical experience, current events and actions that the organization may undertake in the future, and other assumptions that I believe are reasonable under the circumstances. Actual results could differ from these estimates under different conditions and assumptions. I use estimates when accounting for certain items such as useful lives of capital assets and impairment of long-lived assets.

Investments

Long-term investments are recorded at the lower of cost or fair market value.

Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

- Equipment and furniture: 20% declining balance method

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates include providing for amortization of capital assets. Actual results could differ from these estimates. These estimates are reviewed periodically.

(continues)
UFV FACULTY & STAFF ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2012

(Unaudited)

3. TERM DEPOSITS

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term deposit</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>30,000</td>
<td></td>
</tr>
</tbody>
</table>

4. INVESTMENTS

<table>
<thead>
<tr>
<th>Investment Description</th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMO Nesbitt Burns, fixed income accounts</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>McQuarrie Private Wealth, equities, trust units and preferred shares (market value 2012 - $294,432; 2011 - $333,154)</td>
<td>289,601</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 289,601</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>$ 315,831</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. CAPITAL ASSETS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment and furniture</td>
<td>$67,981</td>
<td>$56,964</td>
<td>$11,017</td>
<td>$12,424</td>
</tr>
</tbody>
</table>

6. FINANCIAL INSTRUMENTS

The Association’s financial instruments consist of cash, accounts receivable, investment, accounts payable and accrued liabilities. Unless otherwise noted, it is management’s opinion that the Association is not exposed to significant currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.

The association is exposed to financial risk that arises from the fluctuation of interest rates with respect to long-term investments.

There are no derivative financial instruments to mitigate these risks.

7. STATEMENT OF CASH FLOWS

A statement of cash flows has been omitted as it would not provide additional meaningful information not readily determinable from other financial information provided.
University of the Fraser Valley
Faculty & Staff Association

NOMINATION FORM
ELECTION OF OFFICERS
2013

Positions to be filled:

- President (2 year term)
- Staff Vice-President (2 year term)
- Faculty Contract Administrator (2 year term)
- Secretary-Treasurer (2 year term)
- Communications Chair (2 year term)
- JPDC Co-Chair (2 year term)
- Occupational Health & Safety Co-Chair (2 year term)
- Social Committee Chair (2 year term)
- FPSE Rep - Status of Women (1 year term)
- FPSE Rep - Human Rights (1 year term)
- FPSE Rep - Non-Regular Employees (1 year term)

FSA Executive job descriptions can be viewed at '2013 FSA AGM'

Nominations:
Please complete this form and forward it to the FSA Office (B377), Abbotsford Campus. Nominations will close at the AGM on Thursday, May 2, 2013.

Candidate Statements:
All nominees will have the opportunity to present a three-minute statement at the AGM. Written candidate statements shall be forwarded to Tanja.rourke@ufv.ca no later than 12 pm on Friday, May 3, 2013. All statements will be posted on the FSA website at 4 pm, Friday, May 3, 2013.

If necessary, an election for the contested positions will take place on May 6, 7, and 8, 2013.

I nominate ____________________________________________________________
(please print clearly)

for the position of ______________________________________________________
(please print clearly)

______________________________________________
(name and signature of NOMINATOR...please print clearly) (date)

I accept the nomination __________________________________________
(signature of NOMINEE)