UFV
Faculty and Staff Association

ANNUAL GENERAL MEETING

Thursday, May 1, 2014
1:30pm – 3:30pm
Abbotsford Campus Theatre (Building B)

Social to follow
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University of the Fraser Valley
FACULTY & STAFF ASSOCIATION
ANNUAL GENERAL MEETING
Thursday, May 1, 2014
1:30pm – 3:30pm
Abbotsford Campus Theatre (Building B)

AGENDA

1. Call to order
   1:30 pm
2. Approval of the Agenda
   1:35 pm
3. Approval of Minutes: AGM, May 2, 2013
   1:40 pm
4. Proposed Constitutional Changes
   1:45 pm
5. Annual Reports
   2:15 pm
   2:30 pm
7. a) Report on bargaining survey
   2:45 pm
   b) Report on LOA committee on ‘members’ assigned supervisory duties’
   3:00 pm
9. Presentations by those nominated for election
   3:15 pm

Adjournment

NOTE: The election for the Executive positions (if necessary) will take place on May 5, 6, and 7, 2014.

Refreshments to follow at the Phoenix Lounge (across from the Abbotsford Sports & Entertainment Centre)
Management, excluded employees, and retired members are cordially invited to join members of the FSA.
ADVANCE NOMINATIONS

FOR FSA EXECUTIVE POSITIONS 2014/2015

Nominations received to date:

Faculty Vice-President - John Carroll
Staff Contract Administrator - Laura Chomiak
Chief Negotiator -
Agreements Chair -
Social Committee Chair -

FPSE Committee Representatives

Status of Women -
Human Rights &
International Solidarity - Rajnish Dhawan
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/.
UNIVERSITY OF THE FRASER VALLEY
FACULTY & STAFF ASSOCIATION
ANNUAL GENERAL MEETING
Thursday, May 2, 2013
Chilliwack Campus – Theatre
10:00 am to 12:00 pm
(Followed by a social held in the cafeteria)

Draft MINUTES


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. A. Cameron/ – Carried

3. APPROVAL OF THE MINUTES – Virginia Cooke

Motion: to approve the May 2, 2012 AGM minutes as presented. S. Chute/C. Bell – Carried
4. **PROPOSED CONSTITUTIONAL CHANGES – 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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<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 <strong>may</strong> be given out to one member in a given year.</td>
<td>Clarifies the meaning of the article.</td>
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<td>5.2</td>
<td><strong>Duties of the President</strong>: 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>
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<td>5.3</td>
<td><strong>Duties of Faculty Vice-Presidents</strong>: The Faculty Vice-President 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 member 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.</td>
</tr>
<tr>
<td>5.4</td>
<td><strong>Duties of Staff Vice-President</strong>: 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</td>
<td>To describe the Faculty and Staff positions separately.</td>
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*FSA Annual General Meeting – May 1, 2014*
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.

5.5  
**Duties of the Agreement Chair:** 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)

May 2, 2013 AGM – The membership agreed to replace the proposed language ‘recommend joint resolutions’ with ‘clarify, interpret and recommend’ Memoranda of Understanding, Letters of Agreement, or policy initiatives.

H. Turner/C. Magnuson  *Carried*

5.5 c)  
**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.**

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

5.5 h)  
**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.**

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.

5.6  
**Duties of the Chief Negotiator:** The Chief Negotiator shall represent the Faculty & 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.

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

5.7  
**Duties of the Communications Chair:** 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.

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

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

To describe the Faculty and Staff positions separately.

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

 Added language to reflect the approved internal grievance procedures.

May 2, 2013 AGM – The membership agreed to remove reference to Appendix D – Internal Grievance Procedure because of privacy issues when executive are given right to privy to the information and unnecessary additional scrutiny required. The membership also requested for addition of an appeals procedure to the grievance procedure and removal of point 6.

R. Snow/L. Newman Carried (14 members opposed)

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.

May 2, 2013 AGM – The membership agreed to remove reference to Appendix D – Internal Grievance Procedure because of privacy issues when executive are given right to privy to the information and unnecessary additional scrutiny required. The membership also requested for addition of an appeals procedure to the grievance procedure and removal of point 6.

R. Snow/L. Newman Carried (14 members opposed)

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

To update the duties and bring them in line with current practices.
and investigate members’ complaints about such conditions. The OH&S Co-Chairperson shall make regular reports to the Executive Committee.

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:

- **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.

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.

As per 5.15

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 Chairperson 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 Chairperson and Executive Committee deem appropriate.

As per 5.15

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.

As per 5.15
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.

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) 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 Agreements Committee, and will provide relevant information and advice to any Association member who has concerns about workplace issues. The Contract Administration Chairpersons may engage the participation and assistance of the Vice Presidents in any contract administration work.

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.

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.

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)

**Appendix D (new) 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

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*Motion: the internal grievance*
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 procedure be amended with the suggested changes and an appeals process be included in the procedures before presenting the document to the membership.

S. Drysdale/W. Podrouzek  Carried
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.

Appendix E (new)

### STEWARD POLICY

**Staff Stewards / Faculty Stewards**

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 approval by the Executive committee – September 27, 2012
voice but no vote.

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.

Motion: to accept the Proposed Constitutional changes with the noted amendments. Carried

5. ANNUAL REPORTS – Virginia Cooke
The annual reports were distributed in the AGM package. M. Kelly provided a brief report.

V. Grieve also provided the following bargaining update to her report:
Bargaining is still in progress and there is complexity with salary and rank and tenure issues. The FSA has agreed to the principle of tenure and grandfathering. FSA negotiations will be contingent upon members’ approval. The new collective agreement will have to be ratified by May 31 before the new Executive take office.

Motion: to accept the annual reports as presented. C. Bell/I. Hay – Carried

6. PROPOSED BUDGET FOR 2013-2014 – Sean Parkinson
a. Review Engagement
Sean Parkinson expressed thanks to Harman Dhaliwal for her work this past year. He then provided an overview of the financial statements for 2011-2012, which was reviewed by Hanna Barton & Company Ltd in June 2012.
Motion: to receive as presented the 2011-2012 Review Engagement Report, which has been independently reviewed by Hanna Barton & Company Ltd. Carried

b. Secretary Treasurer’s Report
Sean presented his report to the membership and spoke to variances noted in the 2012-2013 Year End Budget to Actual Table.

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

c. 2012-2013 Year-End Review Engagement

Motion: to appoint the firm of Hanna Barton & Company Ltd for the 2012-2013 Review Engagement. Carried

d. 2013-2014 Proposed Budget
Sean presented the proposed budget for 2013-2014 and spoke to some of the changes:
Increase in CUPE staff budget from 80% to 90% to reallocate work time; less during summer and more during the rest of the year.
Increase in discretionary releases to help with unexpected replacement costs for the FPSE reps and other executive positions when needed.

Motion: to accept the Proposed Budget for the 2013-2014 fiscal year. Carried

7. FPSE AGM
Virginia Cooke thanked the entire Executive for helping out with the FPSE AGM which the FSA hosted this year in Whistler. The convention turned out very well.

8. NOMINATIONS FOR FSA EXECUTIVE 2013-2014
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 final list of nominations:

President Vicki Grieve/ Wayne Podrouzek
Staff Vice-President Connie Cyrull (acclaimed)
Faculty Vice-President John Carroll/ Tim Cooper/Hilary Turner
Secretary-Treasurer Ding Lu (acclaimed)
Faculty Contract Administrator Randy Kelley/ Shelley Drysdale
Communications Chair Lisa Morry/ Mary Higgins
OH&S Co-Chair Shelley Drysdale/Don Miskiman/Nicole Klassen
JPDC Chair Vicki Bolan (acclaimed)
Social Committee Chair Rhonda Snow
FPSE Rep. – Status of Women Mary Higgins/Noham Weinberg/Rhonda Snow
FPSE Rep. – Human Rights Curtis Magnuson/Lynn Kirkland Harvey
FPSE Rep. - Non-Regular Employees Mary Higgins/David MacDonald
Elections will be held May 6, 7 & 8, 2013, for the positions having more than one nomination.

The Executive thanked Virginia for her hard work and leadership as President.

9. PRESENTATIONS BY THOSE NOMINATED FOR ELECTION

Candidates were given the opportunity to address the membership. Candidate statements were also made available on the FSA website - http://www.ufv-fsa.ca/index.php?page=fsa_agm.

10. ADJOURNMENT

The meeting was adjourned at 12:00 pm and the membership joined the Executive for a social event in the cafeteria. Carried
MAY 2014: PROPOSED CHANGES TO THE CONSTITUTION

The following table sets out some proposed changes to the Constitution by the FSA executive for consideration and ratification by the membership. Please have a look at the proposed changes and give them your careful consideration.

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<th>ARTICLE</th>
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<th>RATIONALE</th>
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<tr>
<td>4.3</td>
<td>Any candidate for office as an officer of the Association must be a member in good standing at the time of nomination, and his/her nomination must be made by a member in good standing at such time of nomination. <strong>A member cannot accept a nomination for more than one position on the executive within the same election.</strong></td>
<td>Allowing nominations for more than one position is confusing for voters, potentially creating a domino effect in terms of needing a succession of by-elections in order to fill positions. It undermines the credibility of our electoral processes, in that a voter could find that the candidate they supported for a particular position resigns because they were elected to a second position.</td>
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<tr>
<td>5.9</td>
<td><strong>Duties of the Faculty Contract Administrator:</strong> The Faculty Contract Administrator will be responsible for handling individual faculty 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 <strong>internal FSA grievance process (See Appendix D for Internal Grievance Procedure).</strong> 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.</td>
<td>See rationale for Appendix D: Internal Grievance Procedure Policy.</td>
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<td>5.10</td>
<td><strong>Duties of the Staff Contract Administrator:</strong> The Staff Contract Administrator will be responsible for handling individual staff 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 <strong>internal FSA grievance process (See Appendix D for Internal Grievance Procedure).</strong> 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.</td>
<td>See rationale for Appendix D: Internal Grievance Procedure Policy.</td>
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<tr>
<td>Appendix D</td>
<td><strong>Internal Grievance Procedure Policy</strong></td>
<td><strong>Rationale:</strong> Although our C.A. outlines the steps of the grievance process, much is left up to the discretion of the contract administrator handling a case. This is isolating for the contract administrator and leads to a lack of transparency regarding how grievances are (or are not) carried forward. The proposed policy protects</td>
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<td>Grievances are among the most important means of protecting and asserting the rights of our members. The steps in a grievance are delineated in the Collective Agreement, Article 7. However, these steps are described in terms of the interaction between the FSA and the UFV Administration. The FSA must also take internal steps to decide when it will begin a grievance and how it will respond to Administration’s offers during the grievance process.</td>
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This document outlines the grievance process as it occurs within the FSA in order:

- To ensure consistent and professional handling of grievances
- So that our members can understand how their union handles complaints/grievances.

**Principles and/or Assumptions:**

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

2. **Confidentiality is crucial in handling grievances. Stewards and Contract Administrators will protect the identity of individuals whose cases they are handling.** However, **members involved in grievances should be informed at the beginning of a consultation that other members of the FSA Executive may be involved in the discussion and resolution of grievances.** The member can then make an informed decision on what information to share. **The whole Executive must be aware of the need for confidentiality, and all discussion of grievances will be conducted in camera.**

3. **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. **It is usually beneficial to work problems out before initiating a formal grievance, 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. **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.** Opportunities for consultation should be available throughout the process.

5. **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).** This will be done in a way which protects the identity of the members involved.

6. **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.**

7. **Faculty and staff contract administrators should consult with each other before proceeding to the formal stage of any grievance and during the various stages of a grievance.**

8. **Before deciding to recommend that a grievance should proceed to arbitration, the contract administrators should have the support of an FSA Grievance Review Committee (GRC) to make the decision.**

**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 or another executive member may handle the case through Step 1.

• Stewards or other designates who are handling Step 1 of a formal grievance must always do so in consultation with one of the Contract Administrators.

• Consultation between the Contract Administrators will normally take place at this stage.

• When an issue is considered for a grievance, either by an individual member or by the Executive itself, the Grievance Review Committee will meet. This committee will decide whether a grievance is the best option for dealing with the concern. The decision of this committee will be conveyed to the FSA Executive as a whole in the Contract Administrator’s regular report.

  The members of the Grievance Review Committee will be:
  – the two contract administrators (or designates, if there is a conflict of interest)
  – the two FSA Vice Presidents
  – the FSA President, as chair

• Where the issue has been raised by a member with a steward, or raised directly by a steward, the steward can attend the GRC meeting with voice but no vote.

• When the decision is to proceed with a grievance, written notice of the grievance should be sent to the FSA president as well as the other parties identified in the Collective Agreement.

• Before proceeding to Step 2 of the grievance process as outlined in Article 7, the two contract administrators, or in the case of a conflict of interest, one contract administrator and the area steward, should consult 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 will consult with the FPSE representative, and 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 two contract administrators, or in the case of a conflict of interest, one contract administrator and the area steward should consult with the FSA president to discuss the grievance and the difficulties with resolution. The contract administrator will also consult with the FPSE representative before making the decision about whether to proceed.

  If the contract administrator recommends that the grievance not be pursued to Step 3, the member has the right to appeal this decision. The member may make a written request for the Grievance Review Committee to convene and review the decision. See below for appeal process.

• As required by FPSE protocol, 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 Grievance Review Committee will meet to consider the case and prepare a formal recommendation for the FSA Executive. To preserve the anonymity of any individuals involved, the recommendation will be limited to which general principles and/or contract violations are guiding the grievance(s) and whether the case appears strong enough to have a chance of success at arbitration.

- The FSA executive will meet in camera and will review the recommendation of the Grievance Review Committee before voting on approval.
- If the FSA votes to approve the recommendation, the grievance will be forwarded to the FPSE GARC (Grievance Assessment Review Committee). The decision of GARC is binding on the FSA and cannot be appealed by the FSA or the member.

* 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.

**Appeal Process:**

If a contract administrator decides not to pursue a grievance to stage three, the member may appeal the decision in the following manner:

1. The member should contact the FSA president in writing within five days of receiving notice that the grievance will not be pursued, and ask that this decision be reviewed by the FSA Grievance Review Committee (GRC).
2. The president will schedule a meeting of the GRC, normally within five days of receipt of the member’s written request. All materials related to the grievance will be available for the committee to review. Materials will be supplied by the member and/or relevant contract administrator or designate.
3. The GRC will review and discuss the case, and a decision will be made by majority vote to uphold or overrule the contract administrator’s recommendation. This decision will be binding on the member and the FSA.
4. Within two days of the GRC appeal meeting, the FSA president will communicate the GRC’s decision in writing to the member, with copies to the GRC members.

Members will be made aware of further possibilities of appeal through the BC Labour Code.

*Approved by the Executive committee – January 30, 2014*

The following motion has been brought forward by FSA members for consideration and ratification by the membership. 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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| 5.20    | **New Clause**   | 1. Members of the Executive Committee have a duty to represent the interests of members, confidentially, and sometimes in opposition to the Employer, whether in informal disputes and grievances, or issues related to bargaining, employment equity, discipline, severance, bumping, potential layoffs, and the like.
|         | “It is the expectation that members of the Executive Committee shall neither apply for nor accept an excluded managerial position during their term of office, nor for at least two (2) years after the end of their term of office.” | 2. Despite mutual good will and collegiality, the interests of the Employer and the Association are different and sometimes incompatible.
|         | Moved by: Norm Taylor | 3. The Employer has recently appointed members of the Executive Committee to excluded managerial positions, either when the member was still in office or very shortly after he or she has left | Seconded by: Hilary Turner |
|         | Submitted: April 3, 2014 | |
4. The possibility, real or imagined, of being appointed to or rejected for an excluded managerial position has the potential to place a member of the Executive Committee in a conflict of interest (5.19).

5. Members of the Association have a right to expect that their elected representatives will act in good faith, exclusively in the interests of members, in accordance with their responsibility to the Association, and without regard for the expectations, interests, or influence of the Employer.

6. Members have the right to expect that elected representatives to whom they may have confided private information will not suddenly become their supervisors or managers.

ANNUAL REPORTS

President – Vicki Grieve

In June, when I assumed the duties of president, we were still wrapping up contract negotiations. This made for an interesting transition between my former role as chief negotiator and current role as president. It was the classic double whammy. Negotiations, which had been held up by our rank and tenure proposals, were finally concluded in July, and it seemed nothing short of miraculous that the contract was finalized and ratified. I hope all our members think the new contract was worth the long wait, and that faculty members in particular are happy to have titles and definitions of their roles which reflect the scope of the work they do. Everyone received incremental raises, (admittedly, at 1% some of these fall into the “don't blink or you’ll miss it” category) and there are some clarifications and revisions to aspects of the agreement which I hope will benefit everyone. I was happy pass the role of negotiator on to Lynn Kirkland Harvey and to concentrate on my current role as president.

Although I was on-deck most of the summer, it felt like the real work of this office began during our executive retreat in late August, when the “new” executive gathered in Harrison Hotsprings to get acquainted and sort out our roles and priorities for the coming year. There, during a brainstorming session, we determined that improving membership engagement is something we need to work towards. We also thought that as an adjunct to this, we might need a bit of an image make-over, and that we should strive to become more fun. Our thinking here was that most of our communications with members occurs within the context of problems, difficulties and serious systemic issues. Maybe we should lighten-up a bit. Well, we’ve tried, but this remains an elusive goal, given the climate for post-secondary education in the province, the tightening of purse strings to the point of strangulation, and the amount of institutional change we all face as we struggle to find our path as a new, teaching intensive university. Party hats and noise-makers unfortunately will not banish the specter of over-work and budget deficits.

Nevertheless, the current executive has soldiered on, learning to work together and to rely on each other for support and advice. I feel privileged and grateful to be working with such a dedicated, smart and good-humored group of people.

Never has the value of this group been more apparent that during the last week or so as we’ve been dealing with the lay-off of 14 staff members. I find it difficult to express my disappointment and yes, anger, that once again management has chosen this route to balance the institution’s budget. I acknowledge that the situation has been caused by the provincial government’s unwillingness to fund this sector adequately; however, I think our management could have found other means of dealing with the budget short-fall. UFV is made up of three components: staff, faculty and excluded employees and administrators. Faculty were able to prevent actual lay-offs in their areas by agreeing to increase student numbers in many of their classes. Staff does not have that kind of solution available to them, and so for the third year in a row their numbers have been reduced. Yet there has been no similar sacrifice made by UFV’s excluded component. I think it will be
increasingly difficult for us to remain positive about the wisdom and motivations of our management when actions (or non-actions) like this seem so self-serving.

Although this year was not punctuated by the by the pressures of bargaining, I’ve found the role of president to be a busy one. What follows is a brief summary of my activities.

- In September I worked with management to form three LOA (Letter of Agreement) joint FSA and management committees to deal with issues that were not resolved within the context of bargaining: the Included Supervisor committee, which has developed criteria for applying Article 18.1 and determining the type of training these members will need; The Instructional Workload committee, which has been looking at workload equity across all faculties and programs; and The Rank and Tenure committee which has developed the procedures and timelines for rank and tenure applications for new faculty. The latter two committees have had big jobs to do, and have spent an incredible number of hours on their tasks. The three committees will meet their deadlines of concluding their work by April 30th and will be presenting their sets of recommendations to the membership for approval, either at the AGM or at other forums. I would like to thank the FSA members of those committees for their hard work and dedication: David Shayler, Jill Harrison, Virginia Cooke, Noham Weinberg, John Carroll, Moira Kloster, Lynn Kirkland Harvey, Randy Kelley and Ding Lu. I will also thank our invaluable administrative assistant, Tanja Rourke, for the hours she has spent taking minutes and providing support for two of the committees. Her role there has been so time-consuming it’s a wonder she’s been able to do anything else. But Tanja is a miracle worker!

- In the fall, as part of a budget planning exercise, deans approached their faculties regarding increasing class-sizes to meet their budget targets. As our Collective Agreement governs class-size, I worked with our agreements chair, Moira Kloster, to clarify and communicate a process by which faculty members could voluntarily agree to temporary class-size increases.

- I have participated on a number of FSA committees: Finance, Communications, Contract, and Agreements and Constitutional Review. We have developed and revised policies in both the Finance and Communications committee. The Constitutional Review committee has researched the process of moving our certification from the Societies Act to the Labour Board, a task we may undertake next year.

- With Eric Davis, I have co-chaired the LAM (Labour and Management) committee, which has dealt with emerging issues facing the membership. This committee remains a positive and essential aspect of labour relations here. We used this committee as a mechanism for sharing budget information this year. Although we heard more about budget development than ever before, I am still not satisfied that the consultation has been truly meaningful, in that FSA concerns, suggestions and advice seemed to have little influence on the finalized budget.

- I have worked closely with our contract chairs, Randy Kelley and David Shayler in investigating and resolving (sometimes, not always) issues members have brought forward. We have also frequently accessed the labour advice FPSE provides us; Lesley Burke O’Flynn has provided expert assistance and training by email and phone, as well as making numerous trips to UFV over the past year.

- I have attended and given reports to the Board of Governors at the public sessions of their bi-monthly meetings, as well as representing FSA budget concerns during an in-camera session.

- I have attended almost monthly meetings of FPSE’s President’s Council and have enjoyed and learned from the contact with other presidents of locals throughout the province. Watch for an institutional climate survey which we developed there. You’ll be asked to participate in that during the fall. As well, responding to our requests, FPSE has conducted a very informative administrative density survey of institutions in the province.

- I have been a part of FSA-sponsored events like our annual Christmas dinner-dance, as well as attending institutional activities such as retirement and years-of-service recognition events.

It’s not easy to summarize the work of a year, especially since some of the most time-consuming parts of this job involve dealing with members one-on-one and in confidence. I have truly enjoyed getting to know staff and faculty from many different areas, with many different concerns.
I need here to recognize the work of the two people who provide the glue that keeps the executive together, and who are responsible for the smooth functioning of the FSA office: Tanja Rourke and Harmandeep Dhaliwal. Quite simply, they make it a joy to come to work each day. I also sincerely thank our past president, Virginia Cooke, who despite being on sabbatical has chaired the Rank and Tenure LOA, and is never farther away than a phone call if I need her help.

Finally, I want to express my gratitude to two FSA executive members who will be leaving the institution at the close of the semester, Moira Kloster and David MacDonald. UFV won’t be quite the same without Moira, who is moving into a well-deserved retirement. We shall miss her sound reasoning, good judgment, common-sense and ethical compass more than I can say. Thanks, Moira, for all you’ve done for us over the years. David MacDonald, our non-regular representative, is experiencing the same situation as many of our sessional instructors: a work shortage. For the past two years, David has represented the concerns of non-regular faculty with passion and intelligence. I believe his presence on the bargaining team last year made some significant improvements for sessional instructors, and through his representation there and at the FSA Contract committee meetings he has set down a place-holder for the next round of bargaining. Thank you David; we will miss you, and we wish you well.

Respectfully submitted,

Vicki Grieve

Faculty Vice-President – John Carroll

My year as FSA faculty VP has been spent largely with committee work. As a member of the Contract committee, I have been involved in the preparation of the bargaining survey and subsequent computation and interpretation of the results. I have also served on a sub-committee whose goal was to look at possible adjustments to the language in article 18.14 of the Collective Agreement. A large portion of my time on committees has been consumed by work on the Letter of Agreement committee on rank and tenure procedures. This has proved to be especially challenging work but has resulted in a document (still in draft form at present) that I think the members will by and large find satisfactory. I attended a retreat of the FPSE education policy committee last fall and have regularly attended executive and finance committee meetings throughout the year. Having served only one year, I have found the learning curve steep at times, but in general have found the experience instructive, and I hope that I have in some small way made a positive contribution to the FSA and the working conditions of its members.

Faculty Contract Administrator – Randy Kelley

I’m really quite pleased to have been able to serve our membership as the faculty contract administrator for the past year and am looking forward to serving for another year. This has been a year of learning, and at times the learning curve has felt vertical.

I’ve been able to work with faculty from many of the areas within our institution, and for the most part I think we’ve made progress. That said, there are still many areas in which we need to remain vigilant and in which further work is needed to improve conditions for all.

While I’ve worked with many or most areas of the Collective Agreement, it shouldn’t be all that surprising that as faculty contract administrator, I’ve worked extensively with Article 18: Working Conditions for Teaching Faculty, and Article 19: Working Conditions for Academic Support Faculty. The following specific articles have all drawn attention in the past months:

- 18.1 Teaching Faculty Duties
- 18.3 Assignment of Teaching Faculty Workload
- 18.5 Workload for Science Faculty and Science & KPE Lab Instructors
- 18.7 Teaching Loads of Vocational Faculty
• 18.8 Teaching Loads in Health Sciences
• 18.11 Overloads
• 18.12 Class Size
• 18.14 Assignment of Courses for Faculty
• 18.16 Department and Program Head Duties
• 19.1 Academic Support Staff Duties
• 19.5 Assignment of Academic Support Professional Faculty Workload.

And in addition to work on specific articles, I’ve served on numerous committees, including the Letter of Agreement joint committee on faculty workload. It’s been a remarkable experience to understand workload as it appears across our institution, and I know it’s going to be a huge challenge to make recommendations which will serve our membership.

I’ve helped several of our members work through member-to-member conflicts. And while I don’t necessarily believe that we’re on the road to being one big happy family, I do believe that we’re closer to a workplace where we understand each other and treat each other with respect and civility.

There have been numerous issues between faculty and the employer that have been resolved at the informal stage. The key here seems to be the promotion of better mutual understanding and communication.

There have been questions raised relative to the new limited term appointments, how they are awarded, and what the implications are for both those who receive them and those around them. The reality appears to be very much one of choices, and as one person may gain through the awarding of an limited term appointments, others may well lose. This is one of those areas which the FSA will need to watch very closely to ensure the Collective Agreement is followed.

I’ve worked with Trades faculty to begin a conversation with the employer regarding assigned duties. As a member of the Trades faculty, I’ve always understood the workload issues we’ve faced. Now working from a different perspective, I’m seeing those issues better illuminated in an institutional perspective. It is clear to me that issues exist that the employer will need to sort out. I’m hoping that we can do this in a spirit of consultation and cooperation, but in any case, we do need to fix workload issues here. I’m looking forward to seeing how this conversation evolves.

I’ve met with lab instructors, both in groups and individually, to hear their concerns. It’s evident to me that they are an important group within our faculty. Their concerns and requests don’t strike me as unreasonable. These folks are in fact teaching, they are responsible for students, they engage students in learning, and they are held to the same article on teaching faculty duties as any other faculty member. If we really are all faculty, and I believe we are, then we need to move away from the Animal Farmesque notion of “all faculty are equal, just some are more equal than others.” In my view, if we’re going to claim that Article 18 applies to all teaching faculty, then it really does need to apply to all.

I’ve very clearly heard from our sessional faculty regarding issues of access to work, seniority, and work allocation related to Article 18.14. Our sessional colleagues are teaching many of the same courses as our semester-based faculty, yet are compensated at a lower rate and have a difficult time qualifying for benefits. And for those sessionals who contribute to our institution through various forms of service, they do so with no additional compensation, not even recognition of that service in terms of institutional seniority.

And of course I’m tremendously worried about the announcement of funding reductions by the various levels of governments and the effect through our institution on our colleagues in ESL. Here we have individuals who have dedicated themselves to making a difference to those who are in a state of transition. These are people working with students who are trying to develop the skills and knowledge necessary to participate in our society. And this work is being frustrated, and indeed stopped, by what amounts to the federal government simply re-distributing funds. I’m very saddened by impact of this action on our colleagues in the ESL department.

I’ll use this report as a reminder to myself of all the truly outstanding people I work with, as encouragement to myself to get out and meet even more of our team in the next year, and as an important note to myself that we’re not through with our work yet. I’m looking forward to all that the next year can bring.

Looking forward to seeing everyone at the AGM.
Well here we are at another AGM and my two-year term as staff contract administrator is almost complete. I knew at the beginning of my stint on the executive that I was going into this rather blindly and that there was a huge learning curve ahead. It is not until you face the fear and jump on anyway, that you realize how big that curve is. Most may wait until the end of their article before they start giving their thanks but this is my article and I am giving some up right now.

The executive members I started my term with and the executive members I work with presently have been nothing short of amazing. These are quality people who care about others and make my job so much more enjoyable. I could go into specifics but it is best I say that the members are extremely lucky to have such a high-caliber executive team like you... all of you! Your encouragement and support has been never-ending and I will never forget all the vital direction and help you have given me along the way. Thank you.

Now, let’s get to what’s been happening around here. By the time you are reading this we will be well into the second round of lay-offs from the first round of bumps. If you are a member who has been affected by this, please remember that it is not you! It seems our government is not one that supports advanced education or the post-secondary institutions that do their best to deliver it. It is all about business and unfortunately the bottom line budget is all this government cares about. It’s sad really.

This year’s budget cuts translated into a loss of 14 staff positions. Some were ‘C’ and ‘D’ contract employees, but most were ‘A’ contract employees, who collectively made up the 8.14 full time equivalents the employer felt they needed laid off. Why does it usually fall on the backs of support staff? Good question and not one that I have been able to get a good answer for. Believe me, I, and other executives have asked many times. None of the answers we got have helped in the understanding of it. I do know that consistently doing more with less crushes morale, and right now our staff morale is extremely low.

Unfortunately when morale takes an all-time low, we see more uninspired, unfulfilled, unhappy, complacent and stressed workers whose interpersonal communication goes from adapt to inept, and member to member conflict becomes a growing behaviour problem. Usually the executive will break apart and try to remedy the issue informally, but sometimes we have to file a grievance against the employer for allowing a certain behaviour to continue at our workplace.

Over the last year I have attended a couple of human rights and accommodations conferences, a good thing considering we are presently awaiting an accommodation for one of our members. It is not great timing to squeeze anyone into a position right now, but it never is a good time. The employer has not yet claimed undue hardship so the FSA continues to apply pressure.

I continue to work with others on the Labour and Management committee (LAM) to discuss possibilities of informally taking care of operational issues within UFV. Presently we are polishing a letter of agreement pertaining to Article 4.1, which has created language to best support included supervisors and managers in directing their workforce. Federation of Post-Secondary Educators of BC’s Contract Administrator Review committee (CARC) is still busy protecting our Collective Agreement rights, but honestly, it is getting harder and harder to connect the support staff issues with the majority of faculty administrators in the room. I still try.

And really, that’s all a contract administrator does – they try. We try and make things better at the workplace. We can’t please everyone and I know, I have tried with some and failed and sometimes even the happy customer isn’t really that happy.

Closing, I want to thank everyone who has supported me during the last two years. The encouragement I have received from members and the executive to stay for another term has been humbling. I truly believe UFV is a great place work because it is filled with many wonderful individuals. Really, thank you!
Chief Negotiator – Lynn Kirkland Harvey

When I took on this position last July, it was with the expectation that I would be learning a lot – about bargaining trends in the province, about what is happening in other institutions, and about the needs of our own members. Looking back on this year, I have learned so much more.

The results of contract settlements are coming in from around the province, and the trend is clear. Longer term contracts (such as five years) and smallish salary increases will be the norm. It is not yet public what BC Government Employee and Service Union instructors settled on for their salary increase a few weeks ago, but we can assume the rest of us will be pressured into much the same. This is why it is extremely important that we don’t rush into this next round of bargaining without being clear on what we’d want in return.

We are in line with what the other locals are doing at the Federation of Post-Secondary Educators. I attended two bargaining conferences, and while there was pressure to start bargaining early this year, the reality is that we are at the same stage as most of the other locals. However, despite sharing several proposal items, we are a profoundly different local – we represent all UFV employees, whereas the majority of FPSE locals represent only faculty. Their issues are our issues, but not all of our issues are their issues.

We have been tracking numerous problems with many of our current articles in the Collective Agreement. Some need some minor wording changes, and some need a complete overhaul. Our agreement is a patchwork resulting from years of tinkering. A good Collective Agreement is one that members can use to find relevant information efficiently and effectively and one where the wording is easily understood by both sides of the table. While it is not feasible to rewrite our Collective Agreement from scratch, it is imperative that the wording and organization of that document be workable and clear, especially if it has to last longer than a year or two.

The Faculty Workload Letter of Agreement committee has consumed a great deal of my time, and the committee is winding up its report within the next few weeks. This LOA has had an incredibly challenging mandate to try to address the list of long-standing faculty workload issues in just a few months. We have analyzed the results of our data collection, and are now coming up with recommendations based on principles that we believe can be applied across the institution. But clearly, more time will be needed to solve some of the issues specific to certain departments. There are no quick fixes for all the inequities, but after decades of trying to deal with workload issues with little progress, it is time to make some headway. So my perspective has been to stop saying why something can’t be done or can’t be applied to certain areas, and instead look at the barriers and constraints and see how we change those elements first.

As I write this report, I am poring over the results of the bargaining survey. The survey garnered a 49% response rate from our members, and I am pleased that you took the time to fill it out and be heard. The members of the contract committee are currently analyzing the results.

Many of you are polarized on certain issues. Often it is your comments that are the most helpful in understanding your take on an issue, especially if was something you opposed. The general results will be posted on the FSA website soon and reviewed briefly at the AGM, and the detailed analysis will help in the development of the proposal for bargaining which will be brought to you later in May for ratification.

It’s important to recognize that even though we haven’t started bargaining yet, a whole lot has been going on behind the scenes. We will need to lead with a strong proposal and be unfazed by the “there’s no money” mantra of management. We have used this year wisely, and we will be ready.

It is with regret that I will not be running again for this position, but I am committed to working closely with whoever will be taking over. I have had the pleasure of having very dedicated individuals on the contract committee (Vicki, John, Connie, David S., Randy, David McD, and Tanja), who have helped me set in motion all the elements to get a comprehensive proposal together.

I wish the contract committee the best for next year, and I leave them with this thought: “In preparing for battle I have always found that plans are useless, but planning is indispensable.” Dwight D. Eisenhower
Communications Chair – Lisa Morry

As the newbie FSA communications officer, I’ve been privileged to have met many of our colleagues on our various campuses. I meet many employees in the Chilliwack library, where I work, but not many people from the Abbotsford campus, where Connie Cyrull and I have been making a habit of walking around and offering print copies of our union newsletter and a chocolate, a cookie or an orange. We’re sometimes greeted with startled responses such as: “What’s this for?” But usually people smile, say they appreciate the old-fashioned hard copy of Words & Vision and accept a treat.

It’s about communication. It’s about how important our union is to all of us. And it’s about the Canadian Labour Congress’ Fairness Works project. Last fall, Vicki Grieve and I attended a Fairness Works conference in Burnaby, where organizers spoke about the importance of communication. Walking around, handing out a newsletter and a treat is our variation on their theme. Connie is amazing. She knows everyone and every corner of Abbotsford and she’s introduced me to so many people who work with us. Along the way, we’ve reminded you that you are part of our union and we are here to listen. We haven’t met everyone, but we try to go to different parts of the campuses at different times and we hope to run into you.

It’s been a big learning curve for me this year. Not only is there the newsletter and the web site, there’s information or a lack thereof, coming from other organizations with which we are affiliated or to which we should be paying attention, such as the Federation of Post-Secondary Educators, the Canadian Association of University Teachers and the Fraser Valley Labour Council. Then there are bills and acts that impact the climate in which we work and media reports about other unions and union federations.

I’ve been privileged to attend the Canadian Labour Congress’ winter school in Harrison Hot Springs, where I took a highly useful course on women in leadership. During that week I heard women leaders like Vancouver East MP Libby Davies and Vancouver City Councillor Andrea Reimer give us their take on what makes a leader. Also at that conference I had the opportunity to network with members from unions all over the province and listen to fantastic speakers who work for the Canadian Labour Congress. They are a group of talented people.

In May, along with other members of our executive, I will attend the Federation of Post-Secondary Educators’ annual general meeting in Whistler and will have a report for you after that. Buckle up, the coming year should be interesting with further budget cuts and bargaining coming at us.

Agreements Chair – Moira Kloster

It has been a busy year: I think I’ve earned my keep. I retire in August, and I have found this a rewarding end to 30 years on campus, with 15 of those years in various capacities on the FSA Executive.

The agreements chair is responsible for working on the interpretation of 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 also makes sure that any Letters of Agreement have had the necessary work completed and signed off. This past year, the Agreements dealt with each of these types of responsibility:

- What did we mean when we said that?
  a. Article 12.7 (e): grand-parenting. The “grand-parenting” clauses, which assign rank and tenure to faculty who are already employed here, were not clear how they applied to various categories of faculty currently still on probation, or on when the dean had to step in with a recommendation. Revised language has just been drafted.
  b. Article 25.7 (e) (and (f) Special Leave for Family Illness and for Family Emergency. These clauses were both worded in a way which made it hard to ensure that they could be applied equitably to everyone. We made sure we understood what the clauses had intended, and then added wording to make it clear which family emergencies would qualify for special leave.
  c. Article 18.3 and 18.14, assignment of teaching workload and assignment of courses: how do we “take
into account” the factors that must be taken into account, and how do we ensure the course loads are rotated among faculty in “an equitable manner?” Clarification of the process will need bargaining.

- How are we supposed to deal with this?
  a. Article 14, discipline, was silent on what happened if an employee who had received a letter of reprimand was seconded or switched to a different position while the letter was still on file.
  b. Article 18.12 (b), class sizes. The budget crunch compelled deans to ask for class size increases. With the best of intentions, what happened was an unhappy mixture of actions, only some of which were consistent with Article 18.12 (b)’s requirements for consultation. Eventually, the agreement was to ask for class sizes under 28 to increase to 28 wherever possible, and class sizes between 30 and 35 to increase to 36. This was the best fit with the reasons for having smaller classes, and with the different sizes of classrooms that are available. The increases were for this year only.

- Can we complete difficult bargaining tasks through Letters of Agreement? Letters of Agreement are used to create joint committees which can resolve issues that could not be worked out at the bargaining table. Three were established after the last bargaining round, and all three have ended up needing extensions of their terms until April 30, 2014. Their reports won’t be in until the day before our AGM, so it’s not possible to report on the outcomes, but here’s a sense of what to expect.
  a. Members Assigned Supervisory Duties and Responsibilities. Normally, discipline should only come from an excluded employee, but in some cases the nearest excluded employee is too far away from the affected employee to understand properly what has been going on. Members must supervise members. The committee is working out how this can be done fairly.
  b. Tenure and Promotion. This one has two tasks. It is extending the basic model for rank and tenure to areas which don’t fit the standard academic model – for instance, librarians, trades faculty, and lab instructors. It is also refining the overall guiding document, the procedures for achieving tenure or promotion. The committee has met at length and will have results by April 30.
  c. Instructional Faculty Workload. This one is charged with rethinking the workload of instructional faculty institution-wide, for greater equity. (Non-instructional faculty went through this process successfully through a similar committee after the last round of bargaining, finishing in March 2013.) As part of this process, the committee is also dealing with specific workload proposals from several areas that had gone to bargaining but were not resolved at the table. As you might imagine for such a challenging task, the results are likely to be much less exciting than you’d hope, but also much less life-changing than you might have feared.

**Job Classification Audit Committee Co-Chair – Gayle Noel**

The job classification audit committee rated 23 positions from April 2013 – March 2014 and have 13 job ratings in progress.

The committee is working on streamlining the process for rating jobs that will include a detailed questionnaire which we feel will help the committee rate each of the factors in the job rating system. All job descriptions can now be accessed through the human resources website at [http://ufv.ca/hr/staff/jcac/job_desc/login/](http://ufv.ca/hr/staff/jcac/job_desc/login/). We will be developing more resources and information for the process as well as holding information sessions for staff in the coming year.

Thank you to all of the committee members for taking time away from their regular duties to work on this committee.

JCAC information can be found at [http://ufv.ca/hr/staff/jcac/](http://ufv.ca/hr/staff/jcac/). If you would like assistance or have question you can phone either of the co-chairs: Brittany Grewal, coordinator classification & evaluation at extension 4439 or Gayle Noel, co-chair JCAC at extension 4093 or by email.
The Joint Professional Development committee (JPDC) is composed of representatives from the FSA and the employer who work together to oversee the distribution of professional development funds and the allocation of various releases. These releases include not only faculty sabbaticals but a wide range of professional development activities for both faculty and staff.

Last year, a terms-of-reference sub-committee met on a regular basis to refresh the structure of the JPDC committee. The new structure now 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. A complete list of the terms of reference may be found at: http://www.ufv.ca/hr/professional-development/joint-professional-development-committee/

A searchable online database of UFV-granted faculty scholarly activities and faculty sabbatical leaves has been created and can be found through the myUFV portal. It is housed under the online services tab. You will have to log in to myUFV to gain access: https://portal.ufv.ca/cp/home/login.

Currently, information stored in the database includes 2009/2010, 2010/2011, 2011/2012, 2012/2013, and UFV-granted faculty scholarly releases and faculty sabbatical leaves. The summarized information contained in the database has been generated based on the application submitted. You will see that the data displayed from 2012/2013 onward 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.

This year, the JPDC sabbatical sub-committee met with the research office to do a review of all sabbatical applications. The committee reviewed 32 sabbatical proposals in total—28 faculty were approved and will be taking leave in 2014/2015, two members were approved or received conditional approval and will be deferring until 2015/2016, and one application is awaiting revisions. One ESL faculty member’s application is on hold, pending the decision on layoffs in that department. 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, the research office and the JPDC held joint meetings to review all applications for research and scholarly activity releases. We 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 and 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 102 applications received, 70 were considered research options (49 approved), and 32 scholarly activity options (25 releases and seven requests for student grants). In the scholarly activity category, 12 releases and five grants were approved.

On the staff side, 10 members applied for educational leave, of which four were granted (two short-term and two long-term). 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. This could be addressed in collective bargaining, provided staff members are willing to contribute to the fund, much as faculty members contribute to their fund.
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 14. We had another great turn out this year with a 135 people attending the event. Everyone had a fantastic time enjoying the fellowship of colleagues, great food and fantastic musical entertainment provided by the band Head over Heels. Mark your calendars – the 2014 Holiday Dinner and Dance will be held on December 6th at The Rancho.

Other events that we supported this year included the Welcome Back BBQ 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 see let us know.

I have sincerely appreciated the opportunity to act in the role of social convener and would like to thank Tanja Rourke, Harmandeep Dhaliwal and Martin Kelly for their invaluable help this year.

FPSE Status of Women Rep – Rhonda Snow

This year, as your Federation of Post-Secondary Educators (FPSE) Status of Women representative, I have been challenged by the amount of work required by this position. There are the FSA executive meetings and FPSE meetings to attend, along with making connections with the other university and community groups who work to promote the status of women locally and internationally.

The National Day of Remembrance and Action against Violence against Women was December 6th, a Friday during the final exam period. We set up a table in the foyer of the university with the hopes of speaking with as many students, staff, and faculty as possible. We had handouts, a quiz, posters, and video clips. Perhaps even more importantly, we had cake to hand out. With the help of FSA staff members, Tanja Rourke and Harman Dhaliwal, we had the opportunity to speak with more than 130 people who stopped by to ask questions about our posters and videos. This was a particularly successful event given that we spoke with so many young people who are in the age group at most risk for experiencing violence. In addition, we were able to engage men by providing information about the role they can play in ending violence. One of our video clips featured the BC Lions’ Don’t Be a Bystander campaign.

It was interesting how many of our students were either very young or "not yet born" on the day these events happened in Montreal. The students seemed very interested in learning about this day of remembrance and action.

It is difficult to come into a new position in which you are expected to hit the ground running. It was very helpful to me to meet with the Status of Women representatives from the other institutions who are part of the Federation of Post-Secondary Educators. One idea I took from this meeting last November was the idea of filling a bin with posters, candles, notes, video clips, and handouts to enable a new incoming representative to set up a Day of Remembrance display on short notice. We now have one for each campus.

On March 8th we celebrated International Women’s Day. The original plan was for the Fraser Valley Women’s Coalition, the Indo-Canadian Centre at UFV and the union to collaborate on a celebration at UFV. However, GirlKIND, a registered non-profit in BC with the goal of fighting gendercide and discrimination, approached the UFV groups to participate in their community event to support the 1 Billion Rising initiative (see quote below from https://www.facebook.com/events/1446476645583857/).

The amalgamation of International Women’s Day and One Billion Rising is a day to celebrate the inspirational and brave work women around the world are doing to secure women’s and girl’s rights and create better and equitable societies. It is also a day to reflect on the work that remains and remember the many women whose voices go unheard and who continue to be excluded from realizing their full potential. One Billion Rising will turn the world stage into an arena for events worldwide, asking women and girls to find or organize an event in their community, and stop, gather, dance and
celebrate the right of all women and girls to live peacefully and free from violence.

In May I will be attending the FPSE AGM to assist in showing some of the work completed by the FPSE Status of Women Committee. We have been collaborating on a video showcasing International Women’s Day events, and a web page on the FPSE web site designed to provide easy access to resources representatives can use in planning their events. It has been an interesting year, gone all too quickly, leaving me with the feeling that there is much to learn and much more to do. Thank you for the opportunity to serve in this position.

**Staff Vice-President – Connie Cyrull**

It has been almost a year since taking on the role of the vice president for the staff at UFV. I’ve spent a lot of time involved with various committees, and have attempted to serve the membership as well as represent the rights of others to the best of my ability.

I have also been accompanying Lisa Morry, in handing out our newsletters or hanging posters, which has been a wonderful opportunity to listen to the concerns of the membership. I confess, this is a task I truly look forward to and must applaud Lisa Morry for suggesting it.

The year ahead will be a challenge as we begin the process of bargaining for the next contract. I thank those of you who completed the bargaining survey. This will help us to compile the issues that you have identified and bargain accordingly. I look forward to seeing you all at the AGM and the social to follow.

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

Winter of 2013 found us locked in contract bargaining with the Employer. Dozens of rounds of bargaining went past before a contract could be agreed upon in late spring – with some letters of agreement still to be negotiated. Articles changed in regards to Non-Regulars were:

Article 12.9 – Limited Term Appointments

Article 15.3(b) – Removal of the limitations on seniority to be below that of all other regular faculty within a department (if a sessional is offered a Type B contract).

The summer of 2013 was spent transitioning the newly elected members of the FSA executive and preparing for an EGM in August to ratify the new contract. The contract was subsequently overwhelmingly ratified by the membership.

The fall of 2013 began with meetings of the FPSE Non-Regular Faculty committee and the Federation of Post-Secondary Educators bargaining co-ordination committee in Vancouver. During both these meetings, the subject of Non-Regular issues was discussed in some detail. FPSE adopted the motion that Non-Regular demographic data should be produced and distributed to all the member associations and that Non-Regular issues should be given some priority locally. What comes out very clearly in these meetings is that UFV is at the bottom of the list in terms of regularization, job security, access to health benefits, access to professional development funds, and in the variety of ways the Collective Agreement excludes Non-Regulars from numerous articles.

The FPSE Non-Regular Faculty committee was an opportunity to meet Non-Regular representatives from all the other regional, teaching intensive universities and colleges. Each representative gave a report on the conditions of Non-Regular faculty at their local institutions. I outlined the numerous changes we were struggling for at UFV and that I was hopeful some progress could be made again this year.

During the annual FSA executive retreat in September, we discussed a wide variety of issues and strategies for promoting a better environment for Non-Regulars at UFV. The executive seemed unanimous in the belief that we need to press for
more substantial changes that could positively affect our Non-Regulars members.

The fall of 2013 also brought news of a disastrous decline in “sessional” contracts. Sixty-eight fewer Non-Regulars were employed in the fall; despite the fact that only one less course was offered than the previous fall term.

In October, 2013, the first ever Non-Regular faculty forum was held. This was an opportunity for Non-Regular faculty to become more informed about conditions for sessionals at UFV, discuss desired changes to the Collective Agreement, and to socialize with other Non-Regular faculty. The Forum was well-attended and considered successful. A report of the forum’s activities was created and emailed to all Non-Regular faculty who were unable to attend. The following month (November), the FSA Non-Regular Faculty committee (NRFC) was created. Several Non-Regular faculty joined the NRFC which continues to meet monthly to discuss Non-Regular issues and develop initiatives for bargaining and policy changes.

The winter of 2014 began with even more Non-Regulars without contracts. The exact numbers of Non-Regulars who have had their number of sections reduced or eliminated altogether is still not yet known. An estimate of approximately 130 has been suggested. I am waiting for the actual figures to be delivered by institutional research soon.

In January, I attended the FPSE Bargaining Coordination committee. The Bargaining Coordination committee is comprised of chief negotiators from all the member associations belonging to FPSE (approx. 21). Their purpose is to discuss timelines and strategies for upcoming bargaining both locally and province-wide. The FSA chief negotiator informed the Bargaining Coordination committee that we expect to be bargaining a new contract sometime in the fall of 2014. I made an appeal to all of the members of the Bargaining Coordination committee to place as much emphasis as possible in gaining improvements for Non-Regulars at their locals.

Also in January, I attended another FPSE Non-Regular Faculty committee in Vancouver. Again, the meeting was to report any progress or strategies developed at our local levels to further Non-Regular issues. There was a workshop offered on the second day of the conference aimed at organizational skills and methods.

By February and March, there were a large number of FSA- Non-Regular Faculty committee, Executive, and Contract committee meetings. These were mostly directed towards preparing our bargaining positions through a bargaining survey, and to keep abreast of letter of agreement and labour and management developments. There have been many discussions regarding Non-Regular issues at all these committee meetings and everyone always demonstrated their support.

April found us most busy with the bargaining poll. There were a very good number of responses from the membership and we are now in the process of compiling and interpreting the data so that we have clear bargaining positions for the upcoming round of negotiations. We are involved with numerous Contract committee meetings as well as the usual executive and Non-Regular Faculty committee meetings.

In the past year, I’ve had many dozens of opportunities to meet with our Non-Regular colleagues and discuss issues important to them. Rarely a day goes by that I’m not in contact with one or more Non-Regular members and this has given me some insight into the concerns most of us share. With ever-decreasing budgets, changing administrative priorities, and a poorly performing economy, Non-Regular faculty have shouldered the brunt of the cutbacks in spending. In short, we are viewed as disposable employees who can be utilized to teach courses at very reduced compensation and then done away with whenever budget cuts are required or administrative priorities change.

I leave the post of Non-Regular representative after two years with some sadness, to be sure. But I am also very grateful to have had the opportunity to meet so many wonderful colleagues and to serve them with the FSA and FPSE. We are now faced with the decision of electing a new Non-Regular representative. Whoever is elected, he/she will no doubt find the task of representing such a diverse group of individuals challenging. With negotiations likely beginning in the fall, the new representative will also experience first-hand the challenges of making progress for Non- Regulars here at UFV. Your new representative will have all my support and best wishes in these endeavours.

In Solidarity,
David MacDonald
# UFV FACULTY & STAFF ASSOCIATION

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Year Ended March 31, 2013

*(Unaudited)*

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**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, 2013 and the statements of operations 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 accounting standards for not-for-profit organizations.

The statement of financial positions as at March 31, 2012 and April 1, 2012 and the statements of revenues and expenditures and changes in net assets for the year ended March 31, 2012.

Abbotsford, British Columbia
August 22, 2013

Hanna Barton & Company
CERTIFIED GENERAL ACCOUNTANT

UFV FACULTY & STAFF ASSOCIATION
Statement of Financial Position
March 31, 2013
(Unaudited)

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>March 31</th>
<th>March 31</th>
<th>April 1</th>
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<td>2013</td>
<td>2012</td>
<td>2011</td>
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<tr>
<td>CURRENT</td>
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<td>Cash</td>
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<td>Accounts receivable</td>
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<td>Prepaid expenses</td>
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<td>262,692</td>
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<td>LONG TERM INVESTMENTS (Note 4)</td>
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<td>CAPITAL ASSETS (Note 5)</td>
<td>10,837</td>
<td>11,017</td>
<td>12,424</td>
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<tr>
<td>581,771</td>
<td>522,518</td>
<td>467,298</td>
<td></td>
</tr>
</tbody>
</table>

| LIABILITIES AND NET ASSETS                  |          |          |         |
| CURRENT                                    |          |          |         |
| Accounts payable                           | $28,577  | 2,897    | 34,273  |
| NET ASSETS                                  |          |          |         |
| Unrestricted net assets                     | 542,357  | 508,604  | 420,601 |
| Invested in capital assets                  | 10,837   | 11,017   | 12,424  |
| 553,194                                    | 519,621  | 433,025  |
| $581,771                                   | $522,518 | $467,298 |

See notes to financial statements

ON BEHALF OF THE BOARD

Secretary-Treasurer
UFV FACULTY & STAFF ASSOCIATION
Statement of Operations
Year Ended March 31, 2013
(Unaudited)

<table>
<thead>
<tr>
<th>2013</th>
<th>2012</th>
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</thead>
<tbody>
<tr>
<td>RECEIPTS</td>
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<td>Dues</td>
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<td>Social events contributions</td>
<td>3,336</td>
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<td>Reserve revenues</td>
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<td><strong>Total Receipts</strong></td>
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<td>EXPENDITURES</td>
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<td>Annual general meeting</td>
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<td>Charitable donations</td>
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<td>Committee expenses</td>
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<td>Communications/website</td>
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<td>Delegate fees, training and seminars</td>
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<td>Executive transition meeting</td>
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<td>PSA Office staff (CUPE)</td>
<td>92,996</td>
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<td>Federation of Post Secondary Educators fees</td>
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<td>Fraser Valley Labour Council</td>
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<td>Membership recognition</td>
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<td>Office and miscellaneous supplies</td>
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<td>Professional fees</td>
<td>7,323</td>
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<tr>
<td>Rental</td>
<td>249,310</td>
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<tr>
<td>Social events</td>
<td>13,932</td>
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<td>Travel</td>
<td>5,063</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>783,811</strong></td>
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<tr>
<td>EXCESS OF RECEIPTS OVER EXPENDITURES FROM OPERATIONS</td>
<td>34,396</td>
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<tr>
<td>OTHER INCOME</td>
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<tr>
<td>Loss on disposal of assets</td>
<td>(823)</td>
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<tr>
<td><strong>EXCESS OF RECEIPTS OVER EXPENDITURES</strong></td>
<td><strong>$33,573</strong></td>
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UFV FACULTY & STAFF ASSOCIATION
Statement of Changes in Net Assets
Year Ended March 31, 2013
(Unaudited)

<table>
<thead>
<tr>
<th>Unrestricted Net Assets</th>
<th>Invested in Capital Assets</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET ASSETS - BEGINNING OF YEAR</td>
<td>$508,604</td>
<td>$11,017</td>
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<tr>
<td>Excess of receipts over expenditures</td>
<td>33,753</td>
<td>(180)</td>
<td>33,573</td>
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<tr>
<td>NET ASSETS - END OF YEAR</td>
<td>$542,357</td>
<td>$10,837</td>
<td>$553,194</td>
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See notes to financial statements.
UFV FACULTY & STAFF ASSOCIATION
Statement of Cash Flows
Year Ended March 31, 2013
(Undaunted)

<table>
<thead>
<tr>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPERATING ACTIVITIES</td>
<td></td>
</tr>
<tr>
<td>Excess of receipts over expenditures</td>
<td>$ 33,573  $ 86,596</td>
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<tr>
<td>Amortization of capital assets</td>
<td>2,337     2,477</td>
</tr>
<tr>
<td>Loss on disposal of assets</td>
<td>823       1,145</td>
</tr>
<tr>
<td>Loss (gain) on disposal of investments</td>
<td>1,499    (422)</td>
</tr>
<tr>
<td>Items not affecting cash:</td>
<td></td>
</tr>
<tr>
<td>Changes in non-cash working capital:</td>
<td></td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>(70,082)  23</td>
</tr>
<tr>
<td>Advances receivable</td>
<td>(1,876)   (585)</td>
</tr>
<tr>
<td>Accounts payable</td>
<td>25,679     (31,376)</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>308       (236)</td>
</tr>
<tr>
<td></td>
<td>(45,971)  (32,174)</td>
</tr>
<tr>
<td>Cash flow from (used by) operating activities</td>
<td>(7,739)   57,622</td>
</tr>
<tr>
<td>INVESTING ACTIVITIES</td>
<td></td>
</tr>
<tr>
<td>Purchase of capital assets</td>
<td>(2,980)  (2,215)</td>
</tr>
<tr>
<td>Proceeds from sale of investments</td>
<td>(340,619) (215,413)</td>
</tr>
<tr>
<td>Cash flow from (used by) investing activities</td>
<td>(23,119)  24,437</td>
</tr>
<tr>
<td>INCREASE (DECREASE) IN CASH FLOW</td>
<td></td>
</tr>
<tr>
<td>(30,858)  82,059</td>
<td></td>
</tr>
<tr>
<td>Cash - beginning of year</td>
<td>220,815   138,756</td>
</tr>
<tr>
<td>CASH - END OF YEAR</td>
<td>$ 189,957  $ 220,815</td>
</tr>
</tbody>
</table>

See notes to financial statements

UFV FACULTY & STAFF ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2013
(Undaunted)

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

The Association prepares its financial statements in accordance with accounting standards for not-for-profit organizations (ASNPO).

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the accounting policies summarized below:

Fund Accounting

The Unrestricted Net Assets of the association accounts for the association's administrative activities.

The Invested in Capital Assets reports the assets, liabilities, receipts and expenditures of the association's capital 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:

- Office furniture and equipment: 20% declining balance method

Revenue Recognition

Receipts are recognized as revenue in the year when related expenses are incurred.

(continues)
UFV FACULTY & STAFF ASSOCIATION
Notes to Financial Statements
Year Ended March 31, 2013
(Unaudited)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Use of estimates

When preparing financial statements according to ASNPO, the Association makes estimates and assumptions relating to:

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

Management's assumptions are based on a variety of facts, including historical experience, current events and actions that the association 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. Estimates were used when accounting for certain items, such as the useful lives of capital assets and impairment of long-lived assets.

Financial instruments

All significant financial assets, financial instruments and equity instruments of the Association are either recognized or disclosed in the financial statements together with other information relevant for making a reasonable assessment of future cash flows and interest rate, currency or credit risk.

Management is of the opinion that the Association is not subject to significant interest, currency or credit risks on the financial statements.

3. FIRST TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFITS

During the year the association adopted accounting standards for private enterprises. These financial statements are the first prepared in accordance with these standards. The Association has made no changes that required retrospective changes and therefore, no resulting changes in beginning equity and restatement of certain assets and liabilities was necessary.

4. LONG TERM INVESTMENTS

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>McQuarrie Private Wealth, equities, trust units and preferred shares</td>
<td>$308,242</td>
<td>$298,601</td>
</tr>
<tr>
<td>Market value</td>
<td>$326,327</td>
<td>$294,432</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>Office furniture and equipment</td>
<td>$68,628</td>
<td>$57,791</td>
<td>$10,837</td>
<td>$11,017</td>
</tr>
</tbody>
</table>

6. FINANCIAL INSTRUMENTS

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The association is exposed to credit risk from customers. In order to reduce its credit risk, the Association reviews a new customer's credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information.

Fair Value

The Association's carrying value of cash and cash equivalents, accounts receivable, and accounts payable approximates its fair value due to the immediate or short term maturity of these instruments.

7. ECONOMIC DEPENDENCE

The Association received the majority of its funding from the University of the Fraser Valley and is therefore economically dependent on continued funding from the university.
University of the Fraser Valley
Faculty & Staff Association

NOMINATION FORM
ELECTION OF OFFICERS

Annual General Meeting
Thursday, May 1, 2014

Positions to be filled:

♦ Faculty Vice-President (2 year term)
♦ Staff Contract Administrator (2 year term)
♦ Chief Negotiator (2 year term)
♦ Agreements Chair (2 year term)
♦ Social Committee Chair (1 year remaining of a 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)

Job descriptions for executive officers can be viewed at http://www.ufv-fsa.ca/about-us/annual-general-meeting.

Nominations:
Nominations may be made at any time up until the elections are held at the Annual General Meeting. Nominations may be forwarded to the FSA Office (Abbotsford Campus room B377) by 12 pm on Wednesday, April 30, 2014, or handed in at the sign-in table at the beginning of the AGM. Only those nominations received by 4 pm on April 23, 2014 will be included in the printed AGM package.

Candidate Statements:
Candidates nominated prior to or at the time of the call for nominations at the AGM will have the opportunity to present a three-minute verbal statement at the meeting. Written candidate statements will also be accepted but must be forwarded to FSA.Editor@ufv.ca no later than 12 pm on Friday, May 2, 2014 if the candidate wishes it to be posted on the FSA website at 4 pm, Friday, May 2, 2014.

If necessary, an election for the contested positions will take place on May 5, 6, and 7, 2014.

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)