

# Annual Report 2011/2012

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## President's Message

As I thought about my Report to the Membership for the 2012 UWSA General Meeting, I reflected on my remarks from last year, which asked: what is the UWSA president supposed to do, and what does the UWSA membership want from the organization?

I'm still not sure I know all the answers to those questions. The last year has been one of challenges and successes for the UWSA. I've been busy as I tried to fulfill my role in supporting and advocating for UWSA members, and promoting our Mission.

A major initiative in the last year has been the re-invention of the Staff Employment Policy (Policy 18) which defines the working environment for Staff at Waterloo. I believe that the new policy achieves many of the goals that were identified in the various public forums and feedback sessions that were held. As I write these remarks, the new Policy is still a "proposal" and so I don't know with absolute certainty what the outcome will be. Whatever happens, I believe that the process undertaken to develop the policy has set a new standard. I want to acknowledge the significant contributions of my UWSA colleague Jeremy Steffler for his guidance and effort for the last eight months in developing the new policy, and I also want to thank Kenton Needham and Michelle Hollis of Human Resources for their willingness to work with the UWSA in developing a policy that serves the needs of both Staff and the Administration. Most importantly, I want to thank the 350+ members of the University Staff who participated in the process – the input we received gave significant and meaningful guidance to the subcommittee. As I said throughout the process of developing the policy, "the mark of a successful compromise is when no-one is really happy and no-one is really disappointed". The feedback I've received thus far suggests that we've been successful: there are parts people like, and parts they don't, but overall, the proposed policy is seen as an improvement over the previous.

Beside Policy 18, an enduring truth about life at Waterloo is that "change is constant": an eloquent statement of this idea comes from the author Isaac Asimov (with apologies to Heraclitus):

*It is change, continuing change, inevitable change, that is the dominant factor in society today. No sensible decision can be made any longer without taking into account not only the world as it is, but the world as it will be ...*

This is a particularly insightful commentary for us in the broader Public Sector in Ontario. The influence of the world outside our doors cannot be ignored: government funding impacts our operating budgets; economic conditions and legislation affect our Pension fund; and changes in the workforce (from demographics, employee perceptions and technology) will have a profound influence in our working environment.

In part, the role of the UWSA President is to be informed and knowledgeable about these issues and all the other unknowns that might have an impact, so that he or she can be an effective advocate for Staff. Over the last two years, I have had the good fortune of a productive and meaningful relationship with members of the University Leadership. As the soon-to-be Past-President of the UWSA, I am looking forward to continuing and developing this relationship with the newest members of the University Leadership. On a personal note, I wish to thank the former Associate Provost for Human Resources, Janet Passmore, for her understanding and candor over the last two years.

At the UWSA itself, we've had some significant changes this year:

- We said goodbye to our Office Administrator, Darlene Garside, who left the University to pursue other opportunities. We welcome Melissa Holst, as of October 22, 2012.
- We have expanded our office space and now have a dedicated meeting room (DC3608) – we are planning to implement a booking system to make the room available to UWSA members for club, group or other personal-use purposes.

- We've implemented a new website using the University standard "WCMS" look-and feel. We hope that the new site has improved usability and makes information easier to find.

The future will bring more change, and undoubtedly have challenges for all of us. I believe that the UWSA's approach to staff relations, which is conspicuously different from that of our peer organizations in Ontario, gives us a distinct advantage. It's another example of the collaborative "Waterloo Way" that make us part of the success story of the University of Waterloo.

Trevor Grove  
President, UWSA

## Treasurer's Report

The UWSA finances are well organized – in large part due to the detailed records of the UWSA Administrative Assistant. The full Financial Report is available as a separate document in the Annual General Meeting 2012 folder of Sharepoint.

Darlene Ryan  
Treasurer, UWSA

## UWSA Standing Committee Reports

### Finance Review

The members of the Finance Review Committee met on Tuesday September 11, 2012. The committee reviewed and discussed the University of Waterloo Staff Association's (UWSA) financial statements for the year ended December 31, 2011; the committee also discussed the financial statements for the brief part of the year from January 1, 2012 to April 30, 2012. The statements were prepared by Hemmerich, Flanagan, Kratz, Eamer & McRae LLP. The 2012 statements were also discussed because the UWSA is in the process of changing the end date of its fiscal year. All concerns and questions raised were answered to the Finance Review Committee's satisfaction.

**Committee Members:** Ryan Hughes (Chair), Barb Yantha, Darlene Ryan (ex officio)

### Area Representatives

The UWSA Area Representatives meet monthly (typically the second Thursday each month, from noon to 1 PM) to discuss issues of concern with the UWSA Executive. This forum is crucial – providing the Executive the opportunity to share information and discuss issues that are important to UWSA members.

This year the Area Reps meetings touched on a number of issues of interest to staff:

- Round-table discussion with Janet Passmore, Assoc. Provost -- Human Resources: this session provided an opportunity for attendees to bring issues of concern directly to the Associate Provost.
- Staff survey: there is a desire to undertake a meaningful survey of Staff on issues like employee satisfaction, engagement and similar issues. The intent would be to develop a baseline measure that could be used to measure effectiveness of policy and program changes intended to make Waterloo a better place to work.
- Policy 18: one Area Reps meeting was dedicated to participating in the Policy 18 roundtables. At every meeting (after April) an update on the progress of the policy development was given.
- Supervising co-op students: there were discussions on the issue of recognizing supervision of co-op students in some fashion – if not as a true "supervisor", then at least some sort of acknowledgement.

- Pension plan changes: the Chair and UWSA Board members others provided information about the proposed changes to the pension plan.

The UWSA Area Representatives meetings are open to all staff: you are encouraged to use this committee as a forum to express concerns you have with the UWSA, UW policies or procedures, or any other issues the Staff Association Executive can help you with. Consult the list below to see who the representative for your area is. If you do not see one, consider volunteering to be your area rep.!

**Report submitted by:** Trevor Grove (Chair)

Thanks to the following staff who served as Area Reps (staff members at large) for the 20011/2012 year:

<b>Name</b>	<b>Department</b>	<b>Building</b>
Anna Gerrard	Health Services	HS
Annette Dietrich	Electrical & Computer Engineering	EIT
Barb Yantha	Arts Computing	PAS
Barb Blundon	Inst. Analysis & Planning	NH
Beth Alemany	Bookstore & UW Shop	SCH
Bev Rodgers	Management Sciences	CPH
Brigitte Schneebeili	Classical Studies/Spanish	ML
Carol Kendrick	Architecture (Cambridge)	ARC
Chantel Franklin	Undergrad Recruitment	BMH
Cynthia Tremblay	French Studies	ML
Darlene Ryan (SAEC)	International Student Office	NH
Dianne Foreman	Psychology	PAS
Edward Chrzanowski	Computer Science Computing Facility	DC
Harmen Vander Heide	Science Technical Services	PHY
Heide Flatt	Chemistry	C2
Jason Greatrex	IST	MC
Jennifer Fleet	Biology	ESC
Jocelyne Sobeski	Drama & Speech Communication	HH & ML
Kate Busse	Counselling Services	NH
Laurie Strome	Library	LIB
Lori McConnell	Faculty of Environment, Office of the Dean	EV1
Lorraine Albrecht	Earth Sciences	EIT
Louise Porter	Psychology	PAS

Name	Department	Building
Luanne McGinley	Sociology and Legal Studies	PAS
Maggie Liang	School of Optometry	OPT
Mandy Wetherup	Library	DC
Marina Ivanova	Pharmacy	PHR
Patricia Duguay	Development & Alumni Affairs	SCH
Paula-Ann Zahra	New Media Services	DC
Randy Dauphin	Retail Services	SCH
Ray Butterworth	Math Computing	MC
Robyn Landers	Math Computing	MC
Stephanie Filsinger	Population Health Research Group	BMH
Stephen Markan (Vice Chair)	IST	MC/PHY
Susan Oestreich	Engineering Undergrad Office	E3
Suzana Pinto	Computer Science/Nanotechnology	DC/QNC
Tanya Snowdon	Systems Design	DC
Tasha Glover	Graduate Studies Office	NH
Theresa Dam	Registrar's Office	HN
Tom Graham	Plant Operations	GSC

## Communications & Membership

The Communications & Membership Committee oversees communication with UWSA members and promotes awareness of membership benefits to University Support Staff. This year, the committee focussed on the UWSA's website development. The site was moved into the University's content management system (CMS) where UWSA staff can benefit from on campus training resources and technical support. One of our goals was to incorporate and begin using social media on our site. The website connects to our Twitter feed where you can follow the activities of the UWSA at UWStaffAssoc. We keep the uWaterloo community informed of our activities and workplace issue topics. We have also connected our site to LinkedIn. Our UWSA group is at 31 members and growing. Its a great way to expand your professional networks, prepare for on-campus job interviews, or explore professional development opportunities.

There were no Staff News newsletters published in 2012. We will incorporate the Newsletter feature and produce a printable newsletter once that feature becomes available in the uWaterloo CMS.

Membership statistics for September 2012:

UWSA Members: 1463 (71% of eligible staff)  
 Total Eligible Staff: 2060

Membership statistics for September 2011:

UWSA Members: 1392 (71% of eligible staff)  
Total Eligible Staff: 1958

Membership statistics for September 2010:

UWSA Members: 1362 (70% of eligible staff)  
Total Eligible Staff: 1938

**Committee Members:** Gail Spencer (Chair), Jason Gorrie, Tom Graham, Katherine MacLean, Carlos Mendes

## Members' Advisory

The Members' Advisory Committee, working with the UWSA Executive Manager, provides institutional guidance and support for UWSA members navigating University of Waterloo policies and procedures both formally and informally, and the committee provides recommendations to the Executive Committee. One of the Executive Manager's primary responsibilities is staff advocacy. This year, the committee supported 44 UWSA members with difficult work situations. Some issues arising were: inappropriate workplace discipline, workplace harassment, job changes or loss due to department reorganizations, employment schedules (overtime, leaves and work schedules), job description and evaluation updates, difficult working relationships, differences in policy interpretations, performance appraisal concerns, and work environment issues. As an advocate, the Executive Manager supported staff in various ways, such as assisting staff with responses to workplace discipline, making referrals to and working with other on-campus service providers on behalf of staff, attending meetings with employees and supervisors where there is a dispute or dispute potential, informing managers of workplace issues needing attention, helping staff communicate around conflict with their supervisor, and working behind the scenes to informally facilitate clearer communication between parties.

**Committee Members:** Gail Spencer (Chair), Trevor Grove, Doug Dye

## Nominating

The purpose of the Nominating Committee is to nominate and/or appoint Staff Association Members to committees:

-UW or UWSA Standing Committees

-UW or UWSA Ad Hoc Committees requiring staff representatives

We encourage all staff to participate in committee work that is of interest as positions become available. The work of staff who serve on University Committees and on Staff Association business requires a variety of skills and experience that can complement and enhance their personal and professional development. A sincere thank you to those staff who served on UW and UWSA committees in 2011/2012:

**Employee Assistance Program:** Mark Lisetto-Smith, Alternate: Marc Iturriaga

**Joint Health & Safety (On Campus):** Melissa Holst, Paula-Ann Zahra, Heide Flatt, Sue Oestreich

**Joint Health & Safety (Architecture):** Emily Stafford

**Joint Health & Safety (Gage Street):** Charles King

**Joint Health & Safety (Health Sciences Campus):** Lisa McLean

**President's Advisory Committee on Traffic and Parking:** \*Murray Zink, Chad Bredin

**Dispute Resolution for USG:** Sharon Adams, Jason Greatrex, Katie Damphouse, Karen Trevors, Maureen Stafford, Sean Van Koughnett, Rita Cherkewski, David Kibble, Sharon Lamont, Diane McKelvie, Marlene Griffith-Wrubel, Aldo Caputo

**Traffic Parking and Appeal Board:** Edward Chrzanowski, Judy Reidt

**UW Pension & Benefits:** \*Steve Cook, Nelson Carrillos, Monika Bothwell

**Staff Excellence Fund Subcommittee (SIF):** Doug Dye, Liz Koblyk, Dawn McCutcheon, Mary Stanley, Carlos Mendes

**University Diversity Advisory Committee (UDAC):** Gail Spencer

**Finance Review Committee:** Ryan Hughes, Barb Yantha

**Fundraising and Social Committee:** Peggy Day, Jenniffer Fleet, Joanne Voisin, Kelly Wilker-Draves, Louise Porter, Diane Foreman

\*denotes staff whose terms have ended over the past 12 months

**Committee Members:** Gail Spencer (Chair), Jeremy Steffler, Jacquie Hanley, Jenniffer Fleet, Luanne McGinley, Carol West-Seebeck, Barb Yantha

## **Pension, Benefits & Staff Compensation**

The subcommittee, as of late, is reviewing the three proposed changes to the pension plan including how these changes will affect uW employees over the long term. The UWSA executive also continues to address pension, benefits and staff compensation issues in executive meetings with our staff representatives on the university-level Pension & Benefits Committee, and through the Provost's Advisory Committee on Staff Compensation (PACSC).

**Committee Members:** Darlene Ryan (Chair), Carlos Mendes, Tom Graham

## **Fundraising and Social**

I would like to start by thanking all of our dedicated volunteers whose efforts ensure the ongoing success of the UWSA's annual events. I would also like to take this opportunity to thank Darlene Garside whose departure from the UWSA has left quite a void. She played a key role in being an organizational resource for our volunteers.

### **7<sup>th</sup> Annual Erie Shopping Trip**

This event took place November 11-13, 2011. There were at least 30 participants who all indicated that the trip was very enjoyable. Plans are underway for this year's trip to Erie, Pennsylvania November 9-11, 2012. Thanks to Sue Fraser and Peggy Day for their work.

### **18<sup>th</sup> Annual Craft Sale**

This event took place November 24 and 25, 2011. Many thanks go to Kelly Wilker-Draves and Sue Fraser for their commitment and dedication for ensuring this event is an annual success. This event directs 10% of all vendor sales and 100% of raffle proceeds towards the UW Senate Scholarship Fund and the UWSA Award. Last year's craft sale raised \$1082 for this cause. A special thanks to everyone who assisted with the sale and to staff and departments that donated items for the raffle.

### **Winterfest December 2011**

A special thanks to Joanne Voisin and the numerous elves and staff members who volunteered and made it another successful event. Staff members and their families had a great time. An estimated 300 people attended this highly anticipated event, which featured skating, crafts, face painting, and a special visit from Santa who provided gifts for the children.

### **Annual Golf Social September 2012**

Unfortunately, due to the departure of the UWSA Administrative Assistant, Darlene Garside, the UWSA executive decided to cancel this year's Golf Social. Darlene's role was vital in organizing this event and it could not be done given the timing of her departure. The UWSA would look forward to working with anyone willing to step forward and assist in organizing this event in the future.

**Committee Members:** Tom Graham (chair), Joanne Voisin, Kelly Wilker-Draves, Sue Fraser, Dianne Foreman, Jenniffer Fleet, Peggy Day, Louise Porter

## University of Waterloo Committee Reports

### Staff Relations Committee (SRC)

The Staff Relations Committee is a forum where issues facing staff can be discussed candidly with the University's senior administration. One of the main functions of the committee is to review and discuss changes to policy documents that govern uWaterloo. In that regard, SRC reviewed and approved the addition of Appendix A to Policy 69 Conflict of Interest. This appendix serves to clarify what is a financial conflict of interest when investigators receive funding from the Public Health Service. Policy 18 has also undergone extensive review over the last year. Please read the UWSA's President's report for a more detailed review. I have been co-chair of the committee for the past two years and my term is coming to an end. It has been my pleasure to serve uWaterloo staff on this committee.

**Staff Association committee members:** Doug Dye (co-chair), Trevor Grove, Jeremy Steffler, Carlos Mendes, Tom Graham, Katherine MacLean. Member-at-large: Stephanie Filsinger

### Provost's Advisory Committee on Staff Compensation (PACSC)

The role of the UWSA representatives on PACS is to provide senior management with the staff perspective in relation to staff compensation issues at uWaterloo. Discussion topics and input was provided in the past year on the following:

- There was discussion of the uncertainty created by the Ontario government. PACSC confirmed the intention to "stay the course" with our existing agreement, which provides for 3% this year (2012) and 3% in 2013 and 2014, notwithstanding some major legislative action by the government.
- Review of the Staff Excellence Fund both in terms of process and use of funds under the following categories:
  - o Special Initiative Fund
  - o Staff Career Advisor
  - o Service Recognition
  - o OHD for speakers for staff
- As the result of a WSIB Safety Audit, PASCs was required to implement a new Safety Review component of performance evaluations for managers in identified "high-risk" areas of campus. This program will be rolled out to affected areas beginning in the fall of 2012 through to the fall of 2014.

**Staff Association committee members:** Doug Dye, Jason Gorrie, Trevor Grove and Darlene Ryan

## Annual Reports from Staff Association Members Serving as Staff Representatives on University of Waterloo Committees

### Board of Governors

In general terms the Board of Governors is responsible for appointing the President, ensuring that the University is well managed and is financially sound, and has the appropriate policies. The University of Waterloo Act (section 14) precribes the powers of the Board of Governors - for those who want more details.

There have been a substantial number of new senior administrative appointments during this past year and the Board reviews all recommendations submitted by search committees. These appointments include Sallie Ann Keller, Vice-President, Academic & Provost; Logan Atkinson, Secretary of the University; Ken McGillivray, Vice-President, Advancement; Tim Jackson, Vice-President, University Relations; Chris Read, Associate Provost, Students; and recently Pearl

Sullivan, Dean of Engineering; Jean-Jacques Van Vlasselaer, Associate Vice-President, International; and David Wallace, Chief Information Officer. We also welcomed Kevin Lynch as the new Chair of the Board of Governors.

The meetings of the Board consist of an open session which you are welcome to attend and a confidential session scheduled near the end of the meeting. The open sessions normally have presentations or updates from the President, the Vice-Presidents and reports from the Board Committees which include Executive, Audit, Building & Properties, Finance & Investment, Pension & Benefits and Governance.

Reports of current business of the Board are found in the Daily Bulletin after Board meetings, and details (minutes and agenda) may be found at <http://secretariat.uwaterloo.ca/governance/bog.htm>

**Staff Representatives:** Walter McCutchan (term completed on April 30, 2012), Mark Walker and Andrea Charette

## Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is a service providing help to employees and/or their dependents who experience personal difficulties (such as psychological, emotional, or behavioral issues) in their day-to-day lives. This could include family/marital problems, personal/interpersonal problems, financial difficulties, or substance abuse

### Activities and Programs of the EAP Committee for the period: August 2011-August 2012

#### Committee membership, attendance, voting procedures

The committee consists of members from the Staff Association, Counseling Services, Occupational Health, CUPE, Human Resources, Faculty Association and one member at large. Each represented area has one member and is encouraged to have an alternate to sit in and represent a constituency, should a primary member not be able to attend a meeting. Alternates are permitted to attend meetings and to participate in activities and or projects undertaken by the committee so that they are kept up to date and able to share the workload.

Historically, the committee has had few issues on which a vote is taken. In general, it has been the practice of the committee to hear all sides or concerns of each areas representative, and to try to reach a consensus through dialogue. On those occasions when votes are taken, primary members have a vote first. If only the alternate member is present from the represented area, then the alternate may vote for the area.

#### Committee Members:

Counselling Services	Jennifer Yuen (primary), no alternate
CUPE	Mike Greulich (primary), no alternate
Faculty Association	vacant
Human Resources	Glenda Rutledge (primary), no alternate
Staff Association	Mark Lisetto-Smith (primary) Marc Iturriaga (alternate)
Occupational Health	Linda Brogden, (ongoing)
Member at Large	Rebecca Burwell (Center for Career Action)

As shown below, the EAP committee was involved in several key areas between August 2011 and August 2012. We have continued to provide our noon hour brown bag educational seminars. These hour long presentations generally attract about 20-100 employees and on occasion their family members.

Additional priorities included special programming initiatives (such as EAP Wellness Challenges--4-week Campus Walking Program and EAP continues to partner with Organizational and Human Development during the 5th Annual Staff Conference).

The EAP committee continues to obtain Moods Magazine at a reduced rate of \$1.00 per copy for departmental-wide distribution (quarterly), as well as providing free access to an on-line electronic version of the magazine.

**Brown Bag Workshops & Misc. Presentations total attendees:** +/-1500 participants

**OHD Employee Conference attendees:** +/-850 participants

**Special Programming:**

- September 29, 2011 - Drumfit Presentation +/- 50 (Partnered with UWRC)
- December 2, 2011 - Mental Health Presentation "A State of Mind" +/- 400 (Partnered with OHD\*, OH\*, FAUW\* and GWL\*)
- February 24, 2012 - Mental Health Presentation for Managers/Supervisors +/- 60 (Partnered with OH\*)
- February 24, 2012 - Evening presentation for CUPE +/- 150 (Partnered with OH\*, GWL\*)
- April 3, 2012 - Evening Passport to Health for CUPE +/- 150 (Partnered with OHD\*, CUPE, OH\*)
- May 14 - June 8, 2012 - Campus walking program: total registrants 434 (137 from UAE, 297 from Waterloo)

**Acronyms:**

OH-Occupational Health  
OHD-Organizational Human Development  
UWRC-University of Waterloo Recreational Committee  
FAUW-Faculty Association University of Waterloo  
GWL-Great West Life

**Campus Benches**

A funding proposal to place 11 benches at various locations on campus was submitted to the Special Initiatives Fund in 2010-2012. We received \$ 14,000 for this project. As of June, 2012, all 11 benches have been installed and are being enjoyed by many on campus.

**Communication**

EAP uses a variety of methods to advise our community of regular full-time and part-time employees about upcoming sessions, events and services:

- Mass email (thanks to OHD)
- Hard copies to CUPE and Housing (delivery courtesy of CUPE representative)
- Daily Bulletin
- EAP website (recently updated to the new Waterloo Content Management System)

In general, the EAP Committee mission is to promote well-being for employees in matters affecting their work, home-life and environment. The goal of EAP is to make people aware of the benefits of dealing with problems. This process is facilitated by the use of on-campus or off-campus resources and by offering a broad range of preventative and supportive educational programs. This promotion helps the EAP develop and maintain a supportive, informed, and caring work-place.

Statistics for Aug 2011 - Aug 2012 relate to on campus contacts in both Counseling Services and Occupational Health, by university employees. This represents only a portion of EAP utilization, as employees and family members can seek off campus support through University of Waterloo employee benefits.

**Individual Counselling**

- Counselling Services: 142
- Occupational Health Counsellor: 50 (funded by Occupational Health and for employees only)

At present, statistics are not collected for off-campus service utilization. However, Occupational Health received 52 contact requests for referral to counseling off campus

### Resources

The committee has been working hard to ensure that our events are well coordinated and professionally presented for our community in a cost effective manner. We've increased collaboration with UW campus resources for development of workshops and speakers.

Administrative tasks such as Finances, Secretary, Communications and Chair are being done by members of the committee. Membership on the committee is voluntary and work is done in addition to regular job duties. As such there can be a challenge to coordinate activities and events.

The EAP Committee looks forward to serving the University community in 2012-2013

**Staff Representatives:** Mark Lisetto-Smith, Marc Iturriaga (alternate)

### Joint Health and Safety

September to August, 2011-2012

Meetings - met 8 times (Sep 19, Oct 20, Nov 24, Jan 24, Feb 28, Mar 30, May 26, Jun 20)

Link to the minutes of Joint Health & Safety Committee:

[https://info.uwaterloo.ca/infohs/hse/committees/committees\\_minutes.htm](https://info.uwaterloo.ca/infohs/hse/committees/committees_minutes.htm)

Inspections – Staff Association members inspect various Academic, Academic Support and Administration Areas throughout the year. Members also inspect the outside campus as a group.

Things that were worked on and accomplished:

- Signs on classroom doors where there are no windows
- In the process of putting new emergency procedures posters in all lecture rooms
- Discussed adding auxiliary safety reps to help with yearly inspections
- Communications sub-committee recommended ways to disseminate information across campus
- Employee and Supervisor Orientation Booklet
- Ministry of Labour Ergonomics video featuring employees from Central Store and Food Services

**Staff Representatives:** Heide Flatt, Paula-Ann Zahra, Melissa Holst, Sue Oestreich

### Joint Health and Safety (School of Architecture)

The School of Architecture is a satellite campus located in the downtown Galt core of Cambridge. Along with housing the Musagetes Library, Design at Riverside Gallery, Melville Café and a fitness centre the School community includes approximately 400 undergraduate and 140 graduate students, 12 full-time staff and 17 full-time faculty members. The Joint Health and Safety Committee at the School of Architecture is comprised of Heinz Koller (Management member), Emily Stafford (Worker member), Kate Windsor (Safety Office Chair) and Mike Greulich (CUPE member). The search for the Faculty member representative is currently underway as the previous Faculty member Robert Jan van Pelt's term on the committee is complete. The committee also includes one undergraduate student representative and one graduate student representative.

Injury reports are filed regularly and are not uncommon due to the nature of the work students perform at the school. The School of Architecture's Joint Health and Safety Committee meets as a group once per term and designated committee members perform regular monthly inspections of the workplace.

**Staff Representative:** Emily Stafford

### **Joint Health and Safety (Gage Street)**

University of Waterloo rents part of a building at 335 Gage Avenue in Kitchener. The Gage Avenue building (GA) houses the Centre for Extended Learning (CEL) and provides some warehousing for library and archive materials. At the site, there are just under 50 staff, usually including one or two co-op students and one or two work-study students. CEL is responsible for Online Learning and Waterloo Professional Development.

The Joint Health and Safety Committee (Gage Avenue) is only required to have two members because of the small number of employees at the site. The Management Member is Kate Windsor and the Worker Member is Charles King who assumed the duties as of January 2012. Monthly workplace inspections are being carried out as are quarterly meetings. As Charles is also an Information Systems Assistant, any issues regarding computer cables, possible trip hazards and small ergonomic adjustments to improve worker comfort at their workstations can be immediately addressed which are the most common concerns for users who are constantly at their desks.

**Staff Representative:** Charles King

### **Joint Health and Safety (Health Sciences Campus)**

Regular inspections and meetings are being held. The full committee is established. Any incidents have been reported and have been sent to the appropriate person. There is still an unresolved issue in room 3026 with the continuous leak that occurs. This has been taken to a higher level and we are waiting for a resolution to the ongoing issue. All other reports have been looked after.

**Staff Representative:** Lisa McLean

### **President's Advisory Committee on Traffic and Parking**

The Traffic & Parking Appeal Board has previously consisted of five active members, including at least one representative each from Faculty, Staff, CUPE, Graduate students, and Undergraduate students—with additional representatives from Parking Services—all under the jurisdiction of Dan Anderson, director of UW Police Services. While the make-up of the Committee remains the same, it now falls under the jurisdiction of Tom Galloway of Plant Operations, and ultimately the Finance Department. How this change will affect the role and responsibilities of the Committee is as yet unclear, but the potential for Parking to be regarded more as a cost/revenue operation than as a service seems to exist. If this is the new reality, we may see the expansion of parking infrastructure (lots, garages, shuttles) directly tied to the amount of money that can be generated via parking revenues. As a result, higher user fees could be forthcoming.

The committee has, however, failed to meet in the last calendar year despite the fact that its mandate requires it to meet no less than three times per year. At the time of writing this report, the current Staff representative has not had occasion to meet personally with anyone from the Committee. As such, this report is not as informative as (and perhaps more speculative than) previous reports. The cause for the lack of meetings is still unknown to the author, but it may have to do with the fact that the jurisdictional structure has been altered. There have been, however, email discussions about setting up a meeting in the near future to deal with the backlog of issues that require attention.

**Staff Representative:** Chad Bredin

### **Staff Training and Development Committee Report**

The Staff Training and Development (ST&D) Committee, a sub-committee of the Staff Relations Committee (SRC), was developed to advise on and assess staff development needs. In recent years, the ST&D Committee has provided oversight on the use of funds set aside by the Provost Advisory Committee on Staff Compensation (PACSC) to fund staff

training and development. In addition, the committee provides advice and guidance to the Organizational and Human Development (OHD) department on its staff training programs and priorities.

This committee has traditionally been comprised of several positions:

- Director of Human Resources, Staff & Labour Relations, who chairs the Committee [ex officio],
- Director of Organizational & Human Development (OHD), or designate [ex officio],
- three staff (terms of 2 years each) who are members of the Staff Association, one of whom sits on the UWSA Executive Committee,
- two staff members, on the recommendation of the OHD Director,
- a senior manager, on the recommendation of the OHD Director, Traditionally the senior manager on the Staff Relations committee.
- Resource Persons [non-voting]:
- support staff from OHD, on the recommendation of the OHD Director,
- support staff from IST, on the recommendation of the OHD Director.

With the retirement of Neil Murray (Committee chair) and a decision not to fill the Director of Human Resources, Staff & Labour Relations position (due to broader organizational change in the Human Resources department), the committee requested that the SRC re-examine its mandate and function. At a minimum, clarification was required as to who should be chairing the ST&D subcommittee. After an examination of the history of the ST&D Committee, the SRC determined that the ST&D Committee was created at a time when there was not an OHD department on campus. In the absence of a department like OHD, it fell to the ST&D Committee to provide input and oversight to the funds allocated by PACSC, report back to the SRC on the training programs offered, and provide an opinion as to whether not the current suite of training provided was meeting staff needs. With the creation of OHD, the SRC determined that the ST&D subcommittee was no longer required since OHD could now fill the committee's oversight role. As a result, the SRC disbanded the ST&D subcommittee in early 2012. To ensure that the SRC still had some oversight of the PACSC funding, OHD will report back to the SRC on an annual basis to speak to the allocation of the PACSC funding.

While the ST&D Committee was officially disbanded, the SRC advised that OHD could create an advisory group to support its efforts. The Director of OHD has adopted this recommendation and the individuals sitting on the ST&D Committee were invited by the Director to sit on the OHD Advisory Group. This group is not an official university committee, but rather, a group advising the Director of OHD. As a result, regular reports of this group will not appear in future UWSA reports or updates.

Prior to the discontinuation of the ST&D Committee, the committee was quite active and discussing a number of items, including:

- The creation of the full series of the Principles of Inclusivity certificate program and discussion of efforts to have this program at the forefront and promoted as enthusiastically as the Basic Principles.
- A review of the Staff Orientation sessions, including the current rates of new staff participation in these sessions and whether or not they should be mandatory.
- Monitoring the rollout of training supporting the Accessibility for Ontarians with Disabilities Act, including impacts on web development training (accessible web design).
- Development of training for managers.
- Examination of tools and resources to reinforce material taught in online training courses.

It is anticipated that the new OHD Advisory Group will continue conversations on these issues moving forward.

**Report submitted by Jeremy Steffler, UWSA Director**

## Traffic & Parking Appeal Board

The Traffic & Parking Appeal Board consists of five active members, including at least one representative from Faculty, Staff, CUPE, Graduate students and Undergraduate students. From Parking Services, Sharon Rumpel and/or Ed Danhausen serve as a permanent non-voting member to ensure continuity of process and one Parking administrative staff member, on a rotating basis, serves as secretary for the Committee.

The Appeal Board meets monthly, or as required, and considers all appeals related to Traffic and Parking offences filed with them. During the period from May 1, 2012 until present, there were a total of 490 warnings and 4519 violations issued.

A total of 63 appeals have been received and read since May 1/12. Of those appeals, 8 have been approved by the Traffic and Parking Appeal Board. The majority of the parking offenses were allocated in the 'Unreserved/Pay and Display' parking areas. Of those tickets issued a large percentage is issued for 'failure to properly display decal/permit'. Those purchased at the pay and display machine were not affixed properly, or were not in the proper location, or were not face-side up on the dash. This number is significantly lower than the previous year due to the "first offence" tickets being withdrawn by Parking Services rather than filtering through the Appeals Board. The "first offence" number is not tracked but rather used as a tool to educate customers on the need to purchase parking.

### Parking Updates:

This year staff and faculty were issued new parking decals that are hung from the rear view mirror. All vehicles displaying a permit must be registered with Parking Services and the transition to this method was successful. Faculty, staff and students are responsible for observing the signage and for making themselves aware of the regulations for parking at the University of Waterloo. Parking Regulations and fees are in effect 24 hours a day 7 days a week.

Engineering V clarified signage as reported last year has significantly reduced the number of violations.

The Pharmacy lot is now working well. Parking Services is still in a position to use a lottery system for student permits, as needs far exceeds spaces. The back service area uses a pay on exit system with either token or credit card. In an effort to make parking more accessible for occasional parkers at the downtown campus a pay and display machine will be installed in the very near future.

Brubacher lane is now unavailable for parking. This area is used and controlled by Athletics for emergency access to the field. Recent signage has been installed to prohibit parking on either side of the road by the Field access with parking control using both ticket and tow enforcement. For more parking information please visit: <http://www.adm.uwaterloo.ca/infopark/>.

Monies collected through the issuance of citations on-campus, are donated by Parking Services, to the UW Scholarship and Bursary Funds. To date, \$30,187.00 has been donated to this fund.

**Staff Representatives:** Judy Reidt, Edward Chrzanowski

## UW Pension and Benefits

The year 2011-2012 has been one of financial ups and downs and government pressures. The annual actuarial report of our Registered Pension Plan, indicates these pressures. The report allows the Pension and Benefit committee to review the funding status of the Growing Concern of the plan. This year's report showed the Growing Concern deficit has increased to \$170,000,000. The Pension and Benefit Committee set to work researching all available options for addressing the deficit. A review of the options, made it clear that if only a single option was chosen, then some uWaterloo employees would bear significant financial burden. The best path was to combine multiple options, which would lessen the

amount of financial distress to uWaterloo staff, while effectively addressing the deficit. The three options under consideration are:

- a small increase in contributions of both uWaterloo faculty and staff  
(Note: uWaterloo has started its increase payments),
- change from the best 3 years out of the last 10, to the best 5 years out of the last 10 and
- change indexation to 75% of CPI on future service

Not all news is doom and gloom, as the committee continues the plan to invest in infrastructure, to guarantee a revenue stream for its future financial obligations. In the coming year, we plan to review health benefits and seek improvements where possible.

**Staff Representatives:** Monika Bothwell, Nelson Carrillos

### **Career Advising for Staff**

The Staff Career Advisor provides individual career advising, workshops, and webinars for all contract and regular full and part-time Waterloo staff (the provision of services to contract staff began in April 2012). The service has proven to be popular again this year, demonstrated by a 12% increase in demand for individual advising over this time last year.

To determine satisfaction level with individual appointments, follow-up surveys are sent after each appointment. These surveys (response rate of 50%) indicate 97% of clients would refer the service to other staff. Survey respondents are also asked to rate the helpfulness of the service, and 96% assigned a rating of 5 or 6 on a 6-point scale (6 being 'Excellent').

In the fall of 2011, a survey was initiated to determine more specifically the needs of staff with respect to the career advising service. A total of 693 regular and contract staff responded to this survey. The results of this survey allowed the Centre for Career Action to determine which workshops/webinars were of most interest to staff, as well as preference for workshop time and location.

As a result of this survey, an increased number and broader range of in-house career development sessions has been offered since January 2012, with webinars becoming an additional mode of delivery. Professionally designed webinar/workshop flyers are delivered to all staff the first week of each term. Seventeen webinars/workshops are being offered for the Fall 2012 term, with two featured sessions: Leverage your strengths for career success; and Excel in your career at Waterloo: Four panelists share their secrets.

**Report submitted by** Rebecca Burwell, Staff Career Advisor

### **University Diversity Advisory Committee (UDAC):**

UDAC membership consists of staff, faculty and students. It was established to act as a medium to promote a highly inclusive environment for the well-being of every person in our campus community. There are many grass-roots organizations on campus that assist members of our community and the mandate of UDAC is to bring together campus stakeholders to address interests, issues, initiatives and programs related to diversity on campus. This year the committee participated in two training sessions:

December 2011: Principles of Inclusivity (OHD)

March 2012: Reflexivity in the Face of Diversity (external trainer)

The committee discussed where UDAC can focus and have positive impact: training of new UDAC members, outreach to groups/clubs on campus, knowledge of recurring campus events, understanding university equity office models. UDAC's subcommittees have identified major stakeholder groups on campus and the recurring events. They have also researched the structures, operations, and services of equity offices at other universities in Ontario for the purpose of contributing toward the future equity office/officer model at uWaterloo. The committee is advisory to the Vice President,

Academic and Provost.

**The committee is comprised of:**

Associate Provost, Human Resources (Chair)

Associate Provost, Students

An appointee from the Office of the Associate Provost, Human Resources

An appointee from the Office of the Associate Provost, Students

Director of Conflict Management and Human Rights

Director of Office for Persons with Disabilities

Director of Health Services

Director of Counseling Services

Director of Police Services

A representative from the FUAC

A representative from each of the:

Chaplain's Association

Faculty Association (2)

Staff Association

Federation of Students

Graduate Student Association

Students-at-large

Undergraduate Students (2)

Graduate Students (2)

**Staff Representative:** Gail Spencer