

AREA REPRESENTATIVES

NOTICE OF MEETING

Date: Thursday, November 8, 2018

Time: 12:00pm – 1:00pm

Location: **NH 3318**

AGENDA

1. Approval of the minutes of October 4, 2018
2. Election for 2018-19 Chair, Vice Chair, Secretary, Program Co-ordinator
[Review Guidelines](#) for election.
3. President's report (Rose Vogt) See **Agenda Appendix A**
4. Outreach Committee report

Next Meeting: Noon on Thursday, December 13, 2018

Agenda Appendix A

President's Report to the Area Reps Committee November 8, 2018

Introduction

At the time of writing this report I have officially been in office for six (6) days. The first few days were spent transitioning into the role of President and moving into the physical office space (DC 3606) and the balance of the week has been attending various meetings within the University. In this report I highlight a few items arising from those meetings.

[Board of Governors – Tuesday October 30, 2018](#)

The Board of Governors (BoG) meets four times per year - February, April, June, and October. As a guest to the BoG, I was in good company with a few other UWSA Directors and the President-Elect. As guests, we are only allowed to attend the regular (open) session of the meeting. Any member of the University community may attend the open sessions.

Governors passed several resolutions/motions regarding Responsible Investing Working Group, Pension and Benefits Committees and heard reports from the UW Administration. Highlights include acknowledging distinguished faculty members, welcoming new Governors, and reporting on the first place standing of University of Waterloo as a “comprehensive research” University. A new governor addressed the assembly, who noted that there was no territorial acknowledgement made at the meeting.

[Provost’s Advisory Committee on Equity \(PACSC\)](#)

Two working groups were defined in the Compensation agreement.

a. Performance Appraisal Working Group

Rose Vogt, Bill Baer, and Lee Hornberger met to review the scope of the project and will make recommendations at the next meeting of PACSC. The steering committee agreed that an external company should be hired to perform a full and comprehensive review of the current Performance Appraisal model. Due to the complexity of the project, it is expected to take at least two years to complete.

The next PACSC meeting will be held on November 22nd.

b. Gender Equity Working Group

Rose Vogt, Jackie Serviss, and Lee Hornberger met to review the scope of the project. A draft proposal was reviewed by email and another meeting will take place on November 7th.

The steering committee will work to have a document prepared for the November 22nd PACSC meeting.

[Staff Relations Committee \(SRC\)](#)

The next meeting will be held on November 23, 2018.

Members of the UWSA meet with the University to address issues related to staff employment such as departmental re-organizations.

Memorandum of Agreement Working Group

Michael Herz, Bill Baer and Rose Vogt are working diligently toward an agreement with the University. We are working collaboratively with the University. Two UWSA sub-groups have met to further develop some aspects of the draft to be brought to the next MoA meeting.

Board of Directors

UWSA Board of Directors met on Tuesday for its 2nd meeting of the new administrative term. There are several opportunities to serve on Committees.

Events

New Member Orientation

The UWSA is invited to make a presentation at the Human Resources new member orientation sessions, approximately once per month. (Depending on the number of participants). Area Reps play a significant role in making new staff feel welcomed to the Waterloo community and in promoting the UWSA. Contact me for ideas on how we can work together to foster a positive working environment in your area.

[\(UWSA President\)](#)

UW-HR Writing a Job Description

HR hosted sessions for writing job descriptions with the most current template. The focuses on well defines job accountabilities, rather than defined tasks. Evaluating jobs based on tasks may not necessarily result in a grade change if the accountabilities remain the same. New job postings will be written up with this template. This is not necessarily to begin an overhaul of all the job descriptions at this time, but eventually all the job descriptions will be updated.

Workday training session for staff

HR presents demonstrations on the 'Workday site' and how staff will access it. It will automatically track vacation days which will be logged into Workday. Overtime will also be tracked right in the application. Workday is poised to take effect on January 1, 2019.

Workday training session for managers

HR is hosting subsequent sessions that outline the managers capabilities and responsibilities as they relate to staff payroll, overtime, vacations, and casual/co-op hires.

UWSA Activities

- Shear Madness – Nov. 28th -A hilarious who-dun-it performed at the St. Jacobs Playhouse. [Tickets are still available.](#)
- [UWSA Craft Sale](#) – Nov. 29th – 30th –It’s the 25th Anniversary of this event! There is a special prize and lots of unique gifts from Staff Vendors! It’s FREE to browse.
- [30th Anniversary of UWSA Winterfest](#) – Sunday Dec. 2nd – FREE for members, \$5.00 for others. We Need Volunteers this year, please help! This is a great opportunity for teenagers to earn their volunteer credits. [UWSA office.](#)
- Road Show – It’s a travelling Road Show! Contact the UWSA [President](#) to book a session in your department. We are reaching out to host mini-town halls, info sessions, or a membership drive. We will come to you-make it a lunchtime event or any other time. We will help you, as an Area Rep, organize one in your workplace.
- Information sessions – I plan to continue the work that was so successful last year in helping staff with “*Getting to Know Your Waterloo Policies*” lunchtime sessions. More details will be forthcoming and if you would like to propose a specific topic – contact [UWSA President.](#)

Submitted by Rose Vogt, November 5, 2018