

AREA REPRESENTATIVES

NOTICE OF MEETING

Date: Thursday January 10, 2019
Time: 12:00 pm – 1:00 pm
Place: EC5 1111

AGENDA

1. **Guest Speaker:**

Sue Fraser is the Employee Career Advisor at the Centre for Career Action and holds degrees in Biology, Psychology and Master of Social Work. With over 25 years of experience as a counsellor, Sue works with staff, faculty, CUPE members and contract staff with a contract of one year or more. Sue provides free, confidential individual career appointments for all stages of the career development process. Appointments for career exploration may include assessments for values, skills, and personality type using Myers-Briggs Type Indicator. Sue facilitates customized career development workshops and provides support for job applications and interviews.

2. [Approval of the minutes of November 8, 2018](#)

3. [President's Report](#)

4. Open Forum

Next meeting: Noon on Thursday February 14, 2019.

President's Report to the UWSA Area Representatives January 10, 2019

In this report I highlight my activity with a summary of meetings, steps to develop positive relations with the university, member outreach, and training and development.

Summary of Meetings

UWSA Board of Directors

- The Area Reps suggested information about the Board's activity could be included for information and possibly included in news to members.
- Board's role is to oversee the governance of the UWSA and directors have a responsibility to observe their fiduciary duties. Namely a duty of care and a duty of loyalty to the organization.
- The Board met on November 6th & 20th, and December 5th & 18th.
- The early November meeting began the new term for officers and directors newly elected, and Board approved UWSA and UW committee appointments, ensuring the best people are in place.
- Board also approved amendments to the Nominating Committee ToR, Staff Enhancement Grant Committee ToR, heard Officer Reports and monitored UWSA activity reports.
- Board approved the initiation of a Governance Committee to support the Board and Directors in achieving their mandate and that of the organization.
- Board deemed that a formal procedure for the Territorial Acknowledgment falls within its review of the UWSA Mission, Values, and Vision.
- Board agreed UWSA is to work with FAUW in the development of the new Policy#?- "Accommodation". A report that SRC did not wish to participate in this was dispelled.
- Board approved funding requests as recommended by the [Staff Enhancement Grant](#) Committee. Six staff received funding for a total of \$1990.

Provost's Advisory Committee on Equity (PACSC)-November 22, 2018

- The last meeting of was held on 22 November 2018. No meeting was held in December.
- UWSA is represented on PACSC by Rose Vogt, Lawrence Folland, Bill Baer, and Agata Antkiewicz.
The Chair of the PACSC agreed to include Director, Jackie Serviss as an alternate representative of the UWSA, with voting privileges when sitting in for an absentee. Jackie will continue to work in the Gender Equity Working Group.
- Performance Appraisal Working Group
The steering committee of Rose Vogt, Bill Baer, and Lee Hornberger met on Nov. 7th.

The steering committee continues to fine tune the scope of the project and working group. Two drafts have been submitted to PACSC, however, the committee has not agreed to the scope defined in the drafts. The steering committee will be submitting an amended draft to PACSC for the January 16th meeting.

- Gender Equity Working Group

The steering committee of Rose Vogt, Jackie Serviss, and Lee Hornberger met on November 7th.

The terms of reference and scope of the project for the working group was approved by PACSC. The working group will consist of Rose Vogt, Jackie Serviss, Lee Hornberger and Joan Kennedy.

The first phase of the project is to undertake research, learn, and develop an understanding of the project.

- PACSC approves funding for the Staff Excellence Fund (SEF) proposals as recommended by the UWSA SEF Committee.

Staff Relations Committee (SRC)

- The SRC met on November 23rd and December 14th.
- UWSA is represented on SRC by Rose Vogt, Lawrence Folland, Bill Baer, Annette Dietrich, Dave McDougall, Terry Labach, and Danielle Jeanneault. Agata Antkiewicz, Jackie Serviss, and Michael Herz are recognized as alternates.
- The SRC Sub-Committee, consisting of members from UWSA and HR, meets to review Unit organization change/reorganizations (re-orgs). Re-orgs are thoroughly vetted before advancing to the SRC committee for approval. Many of the issues discussed at this level are confidential due to the complex nature of the work.
- A recommendation to change the UWSA representation on the SRC Sub-committee (SRC-SC) was approved in principle at the November 6th Board meeting.

Rationale:

Previous member structure: Secretary and President *ex officio* members.

New member structure: President-Elect and President *ex officio* members.

The SRC-SC, when initiated included a longstanding UWSA director/secretary, who had a broad understanding of the processes involved in scrutinizing the re-org structures and being able to align the general principles of policy 18 to the submissions. The President is appointed as the second member of the SRC-SC *ex officio*. Each year there was one member that had a historic context and continuity to the meetings, but the President would begin without this context. It became evident in this year's transition that the two new members of the SRC-SC (Secretary and President) had little exposure to the processes involved in the committee's work. This could pose a risk to the UWSA to

effectively apply due diligence in its duty of care.

After discussion with the Past-President, it became evident that a possible solution would be to make the appointments to the SRC-SC as “*ex officio*” positions of the President-Elect and President. The staggered term of these two roles ensures that at least one SRC-SC member has one full year of experience. Each year the President-Elect would gain experience by serving directly with the President. The Past-President, as co-Chair of the SRC, would also have gained significant insight into the issues that may arise with re-orgs.

For the UWSA this creates continuity over a three year period. Also, this allows the President to have a broader understanding of issues to better advocate for and advise staff. The President will also be able to capture pertinent information in representing the interests of staff in other committees, policy development and networking.

The new structure brought to the SRC-SC was accepted, informally by Michelle Hollis, HR. Since this year is the first of the new structure, Bill Baer, Past-President was asked to continue on the SRC-SC for a few meetings, in order to ensure that it continues to effectively address any re-org issues that may arise.

Continued communication between the “Presidents” will ensure effective leadership.

- A Faculty/Staff Policy Development Committee (FSPDC) has been struck to develop a new “FS” **Policy: Accommodation**. A call for nomination applications was held in December for one staff member appointment in addition to the President who will sit on FSPDC. UWSA members on this committee are identified in [UW Policy 1](#).
- The President will be connecting with HR to look at ways to incentivise manager training. More information on this will be forthcoming.

Pension & Benefits Committee

- Attended the P&BC as UWSA non-voting guest on behalf of Ted Bleaney and Michael Herz who were unable to attend.
- Approval was given to enhance the dental benefits with the increased funding as part of the salary/compensation package for faculty, staff and CUPE members.

Memorandum of Agreement Working Group (MOA)

- At this time the general outlook for achieving an agreement is positive. The committee continues to work toward finalizing an agreement this year.

University Relations

New Staff Orientation

- December 7th - UWSA takes part in the orientation of newly hired staff in each session held by HR. Area Reps are encouraged to reach out to new staff in their areas and follow up our positive message with positive action.
- How can the UWSA help Area Reps with this messaging? Please send feedback to:

uwsapres@uwaterloo.ca with subject **Area Reps Tools**.

Meeting with the Vice-President Academic & Provost (Provost)

- The President meets with Jim Rush on at least a monthly basis. We confirmed that the University and the Staff Association must work together to achieve mutual goals and to set goals that embrace what it means to be one of Canada's top 100 employers.
- Other discussion included the role of "whistle blower" policy to mitigate risk factors for our community

Meeting with the Associate Provost Human Resources (APHR)

- We have had email communications, mostly with respect to setting up other meetings. I hope to set a schedule in 2019 for one-to-one meetings.

The President's Community Impact Awards –Jury

- Participated in the selection committee

The Holistic Benefits Working Group

- This is a working group of the Pension & Benefits Committee.
- Ted Bleaney was appointed to serve on this committee due to their experience on the P&B Committee.

Outreach

- Area Reps Committee – Dec 13th was cancelled.
- There have been a lot of events held in November. I would like to acknowledge all the volunteers who make these events so much fun. I would like to acknowledge and thank Cathy Bolger, UWSA Administrative Assistant for their efforts and their excellent organizational/event-planning skills - that makes us all look good!
- Road Show – I reach out to area reps to connect with me to meet in your area. I am excited to be able to connect at your workplace to learn about issues, provide information sessions, policy interpretations and of course to shamelessly promote the UWSA.
- Information sessions –These will continue in 2019. In addition to the Policy 18 sessions I had discussions with OHD about partnering with resources like Amanda Cook (Sexual Violence), Gina Hickman (Equity), and Healthy Workplaces. These sessions would be open to all staff. If Area Reps have an idea or would like to participate in organizing a session, please contact: uwsapres@uwaterloo.ca with subject "**Get Involved-Info Session**".
- Meeting with HR about offering additional Workday training sessions for staff, post roll-out. (Seeking feedback)

Staff/Member Support

- UWSA has experienced an increase in requests for advocacy/support in November and December.

- Each case is held in strictest confidence. (as permitted by law)
- Area Reps can play an important role within their area by recommending staff consult with the UWSA as the first step in any issues they may want to address.
- Success in cases is often dependent on early intervention and informal resolution.
- What tools do you need as an Area Rep to assist you with this messaging?
Contact: uwsapres@uwaterloo.ca with subject **Area Reps Tools**.

Training & Development

Leadership Essentials:

- These sessions occur approximately once a month for a whole day. Highly recommended for personal development.

Implicit Bias – Brown Bag Chat, Part 1- November 28/Part 2-Dec. 12th

- A discussion and self reflection/assessment about unconscious bias.

Workday training session for managers – Dec 6th

UWSA Board Development – ongoing

- Initiated a Governance Committee to support UWSA Board and Director training.
- The Governance Committee reviews policies, practices and procedures related to best practices in corporate governance, evaluates the work of the UWSA Board related to achieving its objects and goals.
- Prepared presentations, references, and resources supporting excellence in governance.

I would like to acknowledge that the land on which we gather today is the land traditionally used by the Haudenosaunee, Anishnaabe and Neutral people. I also acknowledge the enduring presence and deep traditional knowledge, laws and philosophies of the indigenous people with whom we share this land today.

Submitted by Rose Vogt, January 3, 2019