

# Annual Report 2017/2018



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## President's Report

It has been my pleasure to represent the University of Waterloo Staff Association (UWSA) as President through some interesting yet challenging times. I have had the rare pleasure of working with two Provosts, the first Professor Dixon and our new Provost Professor Rush. Both have been strong advocates for staff and have shown to be able to support creative positive outcomes for staff.

Over the past year, we have developed a stronger relationship with Human Resources (HR) by understanding that the strategic direction of HR (i.e. Robust Employer-Employee Relationship<sup>1</sup>) interestingly aligns to UWSA Mission, Vision & Values<sup>2</sup>. With this unique opportunity, we were able to illustrate how we support and advocate for staff in a positive manner. There have definitely been times we were at opposite ends of an issue; however, most times the results were better for staff and the university.

The UWSA Board of Directors (BoD) strategic retreat was held late June 2018 and was very productive. As we worked through our discussions we realized there was a need to shift from a less operational BoD to a more strategic acting BoD. As a result, two working groups formed: 1) Mission and Vision refresh and 2) create a renewed strategic work plan for BoD. As the UWSA grows and adopts to the needs of our members our goal is to align with a new mission and vision shaped through member consultations and connect to the elements of the University's strategic plan (still being developed with input from all stakeholders).

A new and updated Memorandum of Agreement (MOA) with the University of Waterloo continues to be worked on by the committee. This committee is equally represented by three UWSA members and three representatives from the University. There was a slow-down over the summer months however there has been some real progress made.

We are also involved with Bridge 2020 on the following two issues papers: Leveraging Resources and Empowering People. The issue papers were only created to set a base for discussions for the consultation phase, which has just begun. Hopefully, staff as they have done in the past, put forward concerns, issues and possibly suggestions to help guide the strategic directions of the university. From what I have seen so far, this is definitely the case.

I have realized some of the true value of being President is the knowledge you learn. With that in mind, I look forward to offering Policy Lunch & Learn sessions during my term as Past-President. These sessions will focus on some of the interpretations of Policies I have experienced over the year so staff can take advantage of this knowledge (both from the positive and negative aspects of staff related policies).

My sincere appreciation is extended to everyone who played a part in making all of this happen this year. Our board of directors have brought dedication, knowledge, differing viewpoints and professionalism to the table, and working with them has been my pleasure: Agata Antkiewicz, Annette Dietrich, Lawrence Folland, Jason Gorrie, Michael Herz, Terry Labach, Jackie Serviss and Rose Vogt. Thanks for all your support and understanding.

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<sup>1</sup> <https://uwaterloo.ca/strategic-plan/eight-themes/robust-employer-employee-relationship>

<sup>2</sup> <https://uwaterloo.ca/staff-association/about>

Lastly, I must express appreciation for the staff of the UWSA. Catherine Bolger, the UWSA Administrative Assistant, manages the office and keeps the organization on track. She also effectively manages the UWSA communications so our members can stay informed and connected. Gail Spencer, our Executive Manager, brings a strong commitment to helping every staff member. With a resilient and collaborative working style she supports, represents and advocates for staff in need. Catherine and Gail, thank you both for everything you do.

Bill Baer, UWSA President

## Treasurer's report

The official Financial Statement for the fiscal year May 1, 2017 to April 30, 2018, prepared by the accounting firm Hemmerich, Flanagan, Kratz, Eamer & McRae LLP, is included with the agenda package. It shows that the UWSA once again had a modest surplus from activities in the year.

I am pleased to report that the financial state of the UWSA is good and that we continue to look at more ways we can offer services to our Members.

Lawrence Folland  
Treasurer, UWSA

## UWSA Standing Committee Reports

### Area Representatives

The Area Reps committee is known as the best committee for making connections from across campus. Anyone interested in getting out of their own area, to attend, learn and help share information can benefit from becoming an area rep, or from simply attending the area rep meetings.

Efforts to connect remote users have helped mostly to connect the Stratford campus and may need more advertising to reach the other remote campuses. In addition, we have broadened our advertising of programming speakers to our entire membership, instead of just to the area reps, which has helped garner more attendees. Note our highest number of individuals attending remotely was nine this past year.

Moving forward, a change is being considered to have the president act as Vice-Chair (e.g. backup if Chair not available) and the Chair role move to the Vice-Chair.

Thanks to all of our area reps, listed below, with special thanks extended to the members of the outreach committee and particularly, Danielle Jeanneault and then Shannon Taylor as co-chair (they also chair the outreach committee), Lillian Liao and then Philip Demsey as our programming directors, and Robyn Landers (and sometimes Catherine Bolger) as our recording secretary.

### Area Rep Outreach Team

This committee was previously known as the Area Rep Membership Subcommittee. This committee (comprised of two Area Reps, two UWSA staff, and one UWSA Director) meets once a month; business is also conducted via email between meetings.

Our mandate is to maximize the effectiveness of the Area Reps (AR) Committee. The mandate can be reached by increasing the AR representation on the committee, by providing support to help ARs

understand their responsibilities and fulfill their roles, and by exploring opportunities to makes changes to the AR Committee.

Our accomplishments this year, include:

- Creation of a new SharePoint site for internal use.
- Identifying gap areas and conducting targeted outreach to fill gap areas.
- Conducting an Area Rep vacancy drive by reaching out to existing Area Reps to approach colleagues
- Reviewing Area Rep Meeting structure, content and format to make continuous improvements.

Upcoming activities:

- Send out annual survey to ARs to confirm/decline their interest in staying on for another year's term (after October elections).
- Continue to identify gap areas and send communications to targeted individuals who are Staff Association members to request help in filling an Area Rep vacancy.
- Seek out additional volunteers for the Outreach Team to fill vacancies. Currently there are only two Area Reps on this committee, we would like to have at least two more.
- Continue reviewing and potentially piloting a change in structure to the Area Rep Meetings. This would involve the Area Rep Outreach Team Chair becoming the Chair of the Area Reps Meeting rather than the Current President of the Staff Association.

Shannon Taylor, Chair

## Area Rep Program Subcommittee

A subcommittee (Programs) of the Area Reps committee was formed in March 2016. This year the work was performed by Philip Demsey. The mission of this subcommittee is to “engage staff by providing relevant, quality topics of interest.” Speakers from various departments and areas across campus are invited to the monthly Areas Reps meetings to talk for 15 to 20 minutes with a small question period at the end of presentation.

Speakers so far this year have been:

- Tania Del Matto, Director of Greenhouse
- Lee Hornberger, Director HR Total Compensation
- Lynn Long, Senior Education Consultant for Conflict Management and Human Rights Office
- Amanda Cook, Sexual Violence Response Coordinator
- Jennifer Gillies, Associate Director of AccessAbility Services
- Amanda Annarilli, Student Relations and Office Operations Coordinator, Student Success Office.
- Linda Brogden, Occupational Health Nurse
- Diana Parry, Associate Vice President, Human Rights, Equity and Inclusion with Kelly Davis and Joanne Adair
- Jennifer McCorriston, Associate Director, Health Promotion

New members are welcome to join and suggestions for presenters are welcome from all members.

## Area Representatives Members

In 2017-18, there were 55 active area reps, as listed below:

Area Rep Name	Department
Agata Antkiewica*	Games Institute
Amanda Pickett	CECA - Cooperative Education & Career Services
Andrea Rose Santi	Undergrad Recruitment
Andrew Urschel	Engineering Student Machine Shop
Annette Dietrich*	Dean of Engineering Office
Bill Baer*	Arts Computing
Brian Dietrich	Plant Operations
Brigitte Schneebeli	Classical Studies; Spanish & Latin American Studies
Camille Graham	Sociology & Legal Studies
Cathy Logan-Dickie	Chemical Engineering; Computer Science Department
Charles Boyle	Engineering Machine Shop
Christine Gillis Bilton	Office of Research
Colleen Mechler	Chemical Engineering
Danielle Jeanneault	Registrar's Office
Dave McDougall	Federation Of Students
Doug Dye	Safety Office
Ed Chrzanowski	Computer Science Computing Facility
Jackie Serviss*	Office of Research
Jason Gorrie*	Information Systems & Technology
Jennifer Calbery	Waterloo International
Jenny Conroy	English Language & Literature
Jessica Bondy	Student Success Office
John Fedy	Organizational & Human Development
Juli-Ann Sannuto	Dean of Arts
Julie Thomson	Sociology & Legal Studies
Karen Browne	Office of Advancement
Karin Staley	Fine Arts
Kathleen St. Laurent	French Studies
Kathy Smyth	CEL - Centre for Extended Learning
Katie Damphouse	FAUW - Faculty Association, University of Waterloo
Katy Wong-Francq	Office of Research
Laura McDonald	FAUW - Faculty Association, University of Waterloo
Lawrence Folland*	Computer Science Computing Facility
Lillian Liao	School of Optometry
Lisa Habel	Electrical & Computer Engineering
Lorraine Albrecht	Earth & Environmental Sciences
Marina Ivanova	Political Science
Matthew Fries	IQC
Michael Herz*	Mechanical & Mechatronics Engineering
Murielle Landry	Arts Undergrad Office
Murray Zink	WatPD
Nicole Brandt	CECA - Cooperative Education & Career Services: Off-Campus
Paula-Ann Zahra	Retail Services (New Media Services)
Philip Demsey	CECA - Cooperative Education & Career Service

Rebecca Boyd	Athletics & Recreational Services
Rita Cherkewski	Dean of Arts
Robyn Landers	Applied Mathematics; Math Faculty of Computer Facility (MFCF); Pure Mathematics
Rose Vogt*	Federation Of Students; Graduate Student Association
Saja Al-Biladi	CECA - Cooperative Education & Career Services
Sam Vankekerckhove	Psychology
Sarah Landy	Faculty of Engineering
Shannon Taylor	CECA - Cooperative Education & Career Services; Engineering Undergrad Office
Sheila McConnell	Political Science
Stacy Reda	Anthropology
Stefaniada Voichita	Library - Davis Centre
Stephanie Facca	CECA - Cooperative Education & Career Services: Off-Campus
Stephanie Filsinger	Office of Research
Steve Bradley	School of Pharmacy
Susan Oestreich	Office of VP Academic Provost
Tammy Vucicevich	Food Services
Terry Labach*	Information Systems & Technology
Tim Ireland	Library
Trish Van Berkel	Physics & Astronomy
Wes Stewart	Central Stores

\*Board of Director members attend Area Rep meetings

## Communications and Membership

The Communications and Membership Committee oversees communication with UWSA members and promotes awareness of membership benefits to University Support Staff.

### Committee projects for 2017-2018 were:

**Staff Conference:** The UWSA hosted an information booth at the Staff Conference on April 5 and 6 to inform UW staff of the benefits of UWSA membership. Our corporate partner Johnson Insurance sponsored a draw for two Ipad Minis for all members who visited the display and filled out a ballot. The lucky draw winners were: Jean Zadilsky and Sharon Secord. UWSA staff and directors were there to promote UWSA membership and distribute SWAG.

**Keeping Well at Word Day:** On Tuesday, October 17 the UWSA hosted an information booth at the first “Keeping Well at Work Day”. This day was sponsored by the Staff Excellence Fund and organized jointly by the UWSA and the University’s Healthy Workplace Committee.

**UWSA Website:** The website continues to be a place for UWSA updates on news, events, and many services for members such as: online committee application forms, scholarship and grant information, and the continually expanding list of discounts and program partners in our community.

**UWSA Facebook:** UWSA continues to connect with our members via our Facebook page. We promote UWSA events, news, and stories. We have 335 followers and would like to increase that engagement.

**UWSA Twitter:** We also keep members informed via our Twitter account: @UWStaffAssoc. Staff following us on Twitter hear about UWSA social events, services, grant recipients, speaker events, and issues of interest in the wider University of Waterloo community.

**UWSA member identifiers:** Membership cards have gone digital; however, anyone requesting a printed plastic card will receive one.

Committee Members: Gail Spencer (Chair), Jason Gorrie, Catherine Bolger, Terry Labach, Michael Herz

## Members' Advisory

The Members' Advisory Committee provides guidance and support for UWSA members navigating difficult workplace situations and University of Waterloo policies and procedures, both formally and informally. Sometimes, as a result of this work, Committee members provide recommendations to the Board of Directors. The Executive Manager's time is primarily used for staff advocacy. This year, the committee supported a total of 48 new UWSA member cases.

The Members' Advisory committee provided support and assistance to staff in addressing the following issues:

- Performance Improvement Plans and the broader performance management process, including progressive discipline
- Workplace accommodations and sick leave process
- Difficult work environments/difficult relationships/non-collegial conduct
- Workplace harassment
- Job changes or loss due to department reorganizations
- Policy 36 informal complaint process
- Policy 33 complaint process
- Performance appraisal and rating concerns
- Job description and job evaluation concerns
- Workplace investigations
- Terminations
- Resignation exit interviews
- Workplace issues arising from mental health care
- Return to work following leaves
- Policy interpretation and advocacy

The Executive Manager and the UWSA President advocated for staff in various ways through the scenarios listed above, 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 and department heads of informal workplace issues needing attention, assisting staff with performance appraisal responses, helping staff communicate around conflict with their supervisor, helping with documentation for formal Policy 33 and informal 36 complaints, supporting staff in return to work meetings, supporting and advocating for staff on leaves, seeking legal advice for members, attending legal appointments with members, and attending Policy 33 and 36 processes with staff.

Early intervention is the best scenario and the UWSA will strive to reach out to line management when there is a clear path to an appropriate, workable solution for both parties. The Executive Manager and UWSA President advocate regularly with Human Resources and at the Department Head, Secretariat, Associate Provost Human Resources, and Provost level when appropriate and necessary.

With the Members' Advisory committee members (President-elect, Past President, and President at 100% release time) there is the capacity for the UWSA to support staff members in cases where both parties have requested UWSA member support, even where one party is a manager. Each person will be matched with a separate support person.

Committee Members: Gail Spencer (Chair), Bill Baer, Rose Vogt, Jackie Serviss, with assistance from Michael Herz.

## Nominating

The purpose of the Nominating Committee is to nominate and/or appoint UWSA members to committees:

- UW or UWSA Standing Committees
- UW or UWSA ad hoc Committees requiring staff representatives

The Committee meets to vet applications when a call for nominations has gone out to UWSA members requesting staff representatives on committees. We encourage all staff to participate in committee work that is of interest as positions become available. The work of staff on University Committees and on UWSA 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 2017/18:

**Employee Assistance Program:** Monika Bothwell, Alternate: Ashley McKnight

**Joint Health & Safety (Main Campus):** Mark Kuntz, Liam Morland, Sue Oestreich, Nathan Honsberger, Ryan Comfort.

**Joint Health & Safety (Architecture):** Sue Martin/Sara Perkins

**Joint Health & Safety (Health Sciences Campus):** Robin Andrade and Lisa Walsh

**Joint Health & Safety (Digital Media School in Stratford):** Sheri Macguire

**Advisory Committee Traffic Violations and Parking:** Judy Reidt

**UWSA appointed Dispute Resolution for USG:** Brian Bailey, Dave Logan, Sarah Landy, Melinda Szilva, Heather Lang, Philip Demsey

**Appeal Committee on Property Infractions:** Selena Santi

**UW Pension & Benefits:** Ted Bleaney, Monika Bothwell (term ended April, 2018), Michael Herz (2018-2021)

**Provost's Advisory Committee on Equity (PACE):** Gail Spencer

**Healthy Workplace Steering Committee:** Murielle Landry

**UW Accessibility Committee:** Annette Denny

**Fundraising and Social Committee:** Catherine Bolger (Chair), Annette Dietrich, Rose Vogt, Lawrence Folland, Peggy Day, Jessica Jordao, Kelly Wilker-Draves

**Chief Returning Officer:** Joe Allen

**Staff Excellence Fund Committee:** Terry Labach (Chair), Murielle Landry, Kathy Becker, Mari-Beth Davis, Annette Dietrich, Tom Barber

**Waterloo Women's Wednesday (W3) group:** Cassandra Bechard

**Dean of Arts Nominating Committee:** Rita Cherkewski

**Dean of Applied Health Sciences Nominating Committee:** Katie Damphouse

As Chair of the Nominating Committee, I thank the following members of this committee for their service this year: Agata Antkiewicz, Katy Wong-Francq, Lauren Broderick, Murielle Landry, Dave Logan, Rebecca Wroe, Joe Allen.

Gail Spencer

## Pension, Benefits & Staff Compensation Subcommittee

The Pension, Benefits & Staff Compensation Subcommittee met a few times and had two major accomplishments. Firstly, a thorough review of how the Responsible Investing Working Group (RIWG) will function and how best to utilize the recommendations, and secondly, we reviewed the draft recommendations for the new Pension Investment Committee which is proposed to replace the old RPPI.

Currently, this subcommittee has been working on how the additional ~ \$800,000 from the salary agreement will enhance our healthcare benefits, hopefully for the start of 2019.

Thanks to Ted Bleaney, Michael Herz and Monika Bothwell who served on this committee.

William (Bill) Baer  
President, UWSA

## Fundraising & Social Committee

Dedicated and enthusiastic; these committee members work very hard throughout the year to provide activities and events that draw our members and their families together for social or philanthropic goals. It is a pleasure to work with such an engaged, active and enthusiastic group of volunteers on our Fundraising & Social committee.

### Survey leads to new social events

We listened! Our committee reached out to members asking for suggestions for improving our event planning this year. We received 166 replies so far, indicating that spring and summer are the preferred seasons for social events. The most popular suggestions for events are: Stratford Festival group event, a Toronto Blue Jays game, and a Kitchener Ranger hockey game. With this in mind, we hosted box seats at a Kitchener Ranger game on January 14 (sold out), a trip to see The Music Man in Stratford in April with 52 members enjoying the show, and are now planning a bus trip to see a Blue Jay game in spring 2019. Also popular is a Raptor game and a bus trip to see Come From Away. Keep those suggestions coming!

## **24th Annual Craft Sale**

The event took place November 23 and 24th in the Davis Centre Fish Bowl Lounge with 14 vendors and 12 Silent Auction sponsors. Every year 10% of the vendors' sales and 100% of the Silent Auction (\$1090) table proceeds go towards the UW Senate Scholarship Fund and the UWSA Award. This year's event resulted in a total contribution of \$1,986, a small increase from the year before. Thanks again to everyone who helped with the sale and thanks to the staff, departments and vendors who donated items. The next craft sale will be held on November 29 and 30, 2018 in the Davis Centre Fish Bowl Lounge, again chaired by Sue Fraser and Kelly Wilker-Draves. This is the 25<sup>th</sup> year of this very successful event, and the committee is working very hard to make this a very celebratory year, with special thanks to Johnson Insurance for contributing to this milestone.

## **29<sup>th</sup> Annual Winterfest**

Thanks to Santa and his many elves for hosting another fun Winterfest event on Sunday, December 10, 2017 for over 235 participants. Activities included skating at Columbia Icefields, crafts overseen by Stephanie Filsinger, balloon creations by Lawrence Folland, and photographs with Santa. Special thanks to Melissa Holst who managed all the toys for this event. Thanks also to Joanne Voisin, Elizabeth Askin for taking and delivering the photos with Santa, and John Askin, our favourite Santa. The 2018 Winterfest is celebrating its 30<sup>th</sup> year! Plan to join us on Sunday, December 2, 2018 at Columbia Icefields.

## **5<sup>th</sup> Annual Golf Social Tournament**

Special thanks to Mother Nature for the gorgeous weather on July 19, 2018, for the fifth Annual Golf Social at Foxwood Country Club. There were 40 golfers registered. The afternoon involved nine holes of golf, including the chance to win \$10,000 at a hole-in-one contest sponsored by Johnson Insurance. This was followed by a dinner where each golfer was rewarded with one of a variety of amazing prizes. Thanks to all of our generous sponsors, enthusiastic volunteers and this year's chairs Lawrence Folland, Jackie Serviss and Rose Vogt for making this event enjoyable for all who participated. (We make this statement with confidence based on very positive feedback forms.)

## **UWSA corporate and discount partners**

This subcommittee was formed in 2016 to pursue new partnerships with businesses willing to offer our members a discount or incentive. Among others, partnerships have been formed between our members and Herc's Nutrition, Columbia Sportswear's Employee Store, Queen Street Yoga, Ontario Science Centre, Rogers, Courtyard by Marriott Waterloo, Copper Branch, Urban Bricks Pizza, 2 Oktoberfest venues, and Perkopolis, which gives members access to over 1,000 discounts. We are always grateful for any suggestions of new discount partners.

Committee Members: Catherine Bolger (Chair) Lawrence Folland, Peggy Day, Sue Fraser, Kelly Wilker-Draves, Dianne Foreman, Gail Spencer, Stephanie Filsinger, Melissa Holst, Paula Ann Zahra, Rose Vogt, Annette Dietrich, Jessica Jordao (Corporate/Discount partners).

## **Staff Enhancement Grant (SEG)**

The purpose of the Staff Enhancement Grant (SEG) is to help cover the costs associated with the pursuit of personal development for staff for initiatives not directly related to job duties. The University of

Waterloo Staff Association reviews applications and determines recipients for a Staff Enhancement Grant. Applications are judged on the basis of the overall merit of the objectives, activities proposed, benefits to the individual, and benefits to the community. All UWSA members are eligible to apply for a SEG.

The Staff Enhancement Grant Committee is the group that reviews applications and makes grant recommendations to the UWSA Board of Directors. There is a pre-determined individual limit (\$500). The annual budget allocation for this award is \$4000. Membership of this committee consists of a Chair and two Board members, appointed by the UWSA Board. Please see the [SEG Terms of Reference](#) for the committee and for fund information in general.

Grant application due dates are June 1 and December 1 each year. Please see [all funds awarded](#) on the UWSA website.

Committee Members: Gail Spencer (Chair), Lawrence Folland, and Agata Antkiewicz.

## University of Waterloo Committee Reports

### Staff Relations Committee (SRC)

The Staff Relations Committee (SRC) is our primary forum for discussing staff and employment issues with the University's senior administration. Over the last year, we have held six meetings, with one remaining before year-end and after the writing of this report. Each meeting has included an open forum, where all staff may join to listen and learn about issues related to staff on campus. This is followed by a closed session, open only to the active committee members, where confidential discussions occur.

Membership of the Staff Relations Committee (SRC) includes UWSA Directors, one member at large, and UW administration appointed members, as follows:

UWSA Members:

- Rose Vogt, President-Elect UWSA
- Bill Baer, President, UWSA
- Jackie Serviss, Past-President UWSA, and co-Chair
- Jason Gorrie, Treasurer UWSA
- Terry Labach, Director UWSA
- Annette Dietrich, Director UWSA
- Danielle Jeanneault, UWSA Member-at-Large

UW Representation:

- Michelle Hollis, Director, Client Services, Human Resources
- Robert Lemieux, UW Appointment
- Kenton Needham, Executive Director, Human Resources, HR
- Ian Rowlands, UW Appointment
- Marilyn Thompson, Associate Provost, Human Resources, and co-Chair
- Karen Trevors, UW Appointment
- George Dixon, when he was Provost, and

- James Rush, as the new Provost.

The Secretary to the committee has been Rebecca Wickens, Associate University Secretary.

During the open sessions, we have had many presentations of interesting information including:

- The Policy 58 – Accessibility updates by Joyce Barlow
- Excellence Canada Results
- The Changes to the Employment Standards Act
- An introduction to the Equity office and PACE committee by Diana Parry
- The guidelines for honouring member of the university designation were shared with a call to provide names of eligible staff, and
- The SEE Canada award process was reviewed and shared openly

In the closed sessions, the UWSA continues to represent the interests of our members in reorganizations, issues with following policies, review of HR metrics, and sharing of updates on the MOA process.

Reorganizations are the primary practices and come with almost every closed meeting. Proposed reorganizations that affect staff members must be shared in this forum, and they are all reviewed by the SRC Reorganization sub committee. Thus far this year, there have been 27 reorganizations reviewed to ensure that staff treated fairly and that their voice are heard.

Human Resource Metrics are regularly presented by HR to the UWSA with numerical details including counts of employees, employee movement, new hires, transfers, employee ages, years of service, terminations, and retirements.

Jackie Serviss  
Past-President, UWSA

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

PACSC membership includes UWSA directors Bill Baer, Rose Vogt, Lawrence Folland, and Jackie Serviss, and members of the University Administration, including Dennis Huber, Ian Rowland, Kenton Needham and Marilyn Thompson as chair. We also engaged compensation experts from Human Resources, Lee Hornberger and Alfrieda Swainston who each attended meetings as a resource. The secretary of the committee has changed over the year, currently represented by Rebecca Wickens, and formerly represented by Melissa Knox. Thank you to everyone who has helped this committee to have a successful year.

The President's Advisory Committee on Staff Compensation had a big year. The staff compensation review was completed with the final-results presented through a variety of forums such follow-up meetings with key stakeholders (Dec-2017), Area Rep Meeting (Dec-2017) and jointly held Lunch & Learn open sessions (Jan-2018) with Human Resources. Over the period of the contract, Gallagher McDowall Associates reviewed the staff compensation rates, the University's compensation philosophy, a series of 150 benchmark jobs and the details of our salary structures and mechanisms. This review has ensured us that the job review services provided by our HR team are reliable, professional and unbiased. Although this review was invaluable, it is only the first step.

Another significant task completed this year was the Staff Salary Agreement (May 1<sup>st</sup> 2018 to April 30<sup>th</sup>, 2021). PACSC members worked tirelessly over many meetings to create a Staff Compensation Recommendation<sup>3</sup> first reviewed by the Provost and eventually voted and approved at Board of Governors on June 5<sup>th</sup>, 2018. To help provide some additional clarity on how the salary increases were applied we offered our first Lunch and Learn session for UWSA members (only).

PACSC also had the pleasure of reviewing the results of the completed Staff Excellence Fund projects, including extending two projects for a second year. In addition, some activities carried out this year are expected to continue annually, including the Keeping Well at Work event, the SEE-Canada Awards and the President's Staff Excellence Awards. Finally, two additional workplace yoga programs were funded, one in Math and another in South Campus.

The most recent task of PACSC is currently creating the following two working groups as outlined in the most recent Staff Compensation Recommendation:

- a) Staff Salary Gender Equity Working Group
- b) Performance Appraisal System Working Group

Note the first working group listed above was committed to by the President of the University, similar to the faculty equity review performed a couple of years ago.

Bill Baer, UWSA President

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<sup>3</sup> [https://uwaterloo.ca/human-resources/sites/ca.human-resources/files/uploads/files/staff\\_salary\\_recommendation\\_may\\_1\\_2018\\_to\\_april\\_30\\_2021\\_0.pdf](https://uwaterloo.ca/human-resources/sites/ca.human-resources/files/uploads/files/staff_salary_recommendation_may_1_2018_to_april_30_2021_0.pdf)

## Staff Excellence Fund Committee

The UWSA Staff Excellence Fund Committee provides project funding recommendations for the Staff Excellence Fund (SEF) to the Provost's Advisory Committee on Staff Compensation (PACSC). PACSC has asked the UWSA on an ongoing basis to review proposals for two components of the SEF: Healthy Workplace Initiatives and Engagement and Leadership Development. Proposals are then brought to PACSC with recommendations about funding. PACSC is responsible for final approval and determining the level of funding for the proposals.

The committee accepts proposals year-round, but normally carries out evaluations and recommendations three times annually, in January, May, and October.

This past year was one of challenges for the committee and for staff making proposals. Due to a high workload for PACSC, we were delayed for several months in being able to bring proposals forward for funding decisions. This delay also forced us to cancel our May 2018 call for proposals, as we had too great a backlog.

As chair, I apologize to all staff who made proposals over the past year for the delays in decision-making and in communications.

In the past year, proposals receiving approval for funding included:

- UW Fitness courses
- Several yoga programs
- Fitness boot Camp
- Stretching for Desk Jockeys
- Wellness Day and guest speakers
- Canada Experience travel grant

We also have a number of other proposals under active consideration. Unfortunately, many good proposals were not funded, as the money available for SEF projects is limited.

I would also like to express my gratitude to the current members of the committee for their generous donation of time, and for their valuable and thoughtful considerations of project proposals. I also thank two past members who left the committee over the last year, Tim Ireland and Mari-Beth Davis. All of your contributions are very much appreciated.

Committee Members: Terry Labach (Chair), Tom Barber, Kathy Becker, Annette Dietrich, Eric Jardin, Murielle Landry.

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

### Board of Governors

The University of Waterloo Act assigns overall responsibility for the affairs of the university to the Board of Governors, and by election, staff members fill two internal positions on the board. Members of the University community can attend the open session of Board meetings and we encourage staff who are able to consider doing so. Meeting dates and agendas are available at <https://uwaterloo.ca/secretariat-general-counsel/governance>.

Routine business at Board Meetings includes approval of administrative leaves, administrative appointments, organizational unit and building naming proposals, reports from Senior Administration (e.g., President and Vice-Presidents) and business brought forward by the various Board Committees (e.g., Buildings & Properties, Executive, Finance & Investment, Governance, and Pensions & Benefits).

Some topics occurring at Board meetings in 2017-18 include:

- Consultation on the PAC-SMH Student Mental Health initiative
- Waterloo's Environmental Sustainability Strategy
- New Teaching and Learning Technologies
- Advancement Strategy and progress on alumni engagement, fundraising and communication
- The 2018-2019 operating budget, student fees and staff salary increase.
- The recommendations from the Responsible Investing Working Group.
- Waterloo's framework for the Broader Public Sector Executive Compensation Act (BPSECA).

In addition to regular meetings, the Board holds an annual retreat, to focus on important topics in post-secondary education and how the University can adapt and succeed. The theme of this year's retreat was Disrupting the 21<sup>st</sup> Century University: Imagining UW@2025, in preparation for the new Strategic Plan cycle. The Board also engaged in consultation on the strategic plan issue papers.

Staff perspective and input on the Board's decisions is a valuable part of University governance, so contact us if you have a question or comment, perhaps arising from past minutes or upcoming agenda items. An on-going item of discussion will be preparations for the University's next strategic plan. We encourage all staff to take advantage of the many opportunities to contribute to the plan's development. If you have any questions or concerns with respect to the Strategic Planning process, especially if there are barriers to your participation, please do not hesitate to reach out.

Staff Representatives: Kate Windsor, Jeremy Steffler

### Employee Assistance Program

The Employee and Family Assistance Program (EFAP) launched in September 2016. Utilization of services by employees and their families to date indicates appreciation for and awareness of services available through the EFAP. The EAP Committee signed a three-year contract with Homewood Health as the provider of the EFAP from September 2016- August 2019.

The majority of the second year of the EFAP was spent monitoring usage, allotting wellness sessions for various campus groups and discussing promotion of the program. The Committee met throughout the year to review quarterly and/or annual usage reports as well as discuss matters related to employee experience with the EFAP. In addition to this, the Committee is in the process of reviewing, updating and implementing a communications plan to ensure that the University community is aware of the program and how to access services. There has been some movement by the Secretariat toward reviewing and updating Policy 67 to more accurately reflect the shift toward the current EFAP model; however, there has been a pause in the review and it is not clear when it will continue.

Given that the current contract with Homewood Health concludes in August 2019, the Committee will spend time in the coming year engaged in the review process, including the exploration of services and employee usage and experience.

### EAP Committee Membership

CUPE Local 793	Staff Association	Faculty Association	Counselling Services	Occupational Health	Human Resources
Doug Turnbull	Monika Bothwell	Katie Damphouse (Chair)	Tom Ruttan	Linda Brogden	Lee Hornberger (Secretary)
Elaine Johnstone	Ashley McKnight		Cheri Bilitz	Karen Parkinson	

Staff Representatives: Monika Bothwell and Ashley McKnight

### Joint Health and Safety (Main campus)

Meetings – The JHSC met 5 times (Sept 26, 2017, Nov 23, 2017, January 22, 2018, March 27, 2018, June 21, 2018)

Link to the minutes of Joint Health & Safety Committee: <https://uwaterloo.ca/safety-office/committees-and-representatives/committee-minutes>

Inspections – UWSA members inspect various Academic, Academic Support and Administration Areas throughout the year. Members also performed an annual outdoor campus inspection May 15, 2018.

Incidents - The committee reviews all incident reports and makes recommendations to minimize hazardous situations and continuously improve safety on campus. One of these recommendations was regarding Asbestos Awareness: In areas where work needs to be carried out, staff sometimes have trouble identifying areas with asbestos and must rely on others for the information. Having access to this information would put workers at ease. The committee recommended that access to an updated database, showing all rooms with asbestos, be allowed for all UW workers who might be required to enter these areas. In addition, the Safety Office now offers an online [Asbestos Awareness module \(https://uwaterloo.ca/safety-office/training/asbestos-awareness\)](https://uwaterloo.ca/safety-office/training/asbestos-awareness), available in LEARN.

Ongoing review of H&S programs: Radiation, Workplace Inspections, Nanomaterials, Workplace Violence, Workplace Harassment, Biosafety, Respiratory Protection, Asbestos Management, WHMIS, Confined Space, Working at Heights, Incident Management, Workplace Violence Risk Assessment, Ergonomics, UW Policy #34, Health, Safety and Environment.

Major topics completed or ongoing during the past year:

Ring Road Lighting (installed and complete)

Fire Extinguisher inspections and replacements (ongoing)

Roof Anchors (ongoing)

Asbestos awareness and removal continues across campus

Staff Representatives: Mark Kuntz, Liam Morland, Sue Oestreich, Nathan Honsberger, Ryan Comfort  
Auxiliary Members: Tom Dean (Engineering); Michael Ditty (Science)

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

The School of Architecture is a satellite campus located in the downtown Galt core in Cambridge. Along with housing the Musagetes Library, Design at Riverside Gallery, Melville Café, a fitness centre and a workshop, the school community includes approximately 400 undergraduate and 120 graduate students, 14 full-time staff and 19 full time faculty members. The joint Health and Safety Committee at the School of Architecture is comprised of Jason Brown (CUPE member), Heinz Koller (Management member), Susan Martin (soon to be certified worker member), Kate Windsor (Safety Office Chair), and one graduate student representative (Jason McMillan). The faculty representative position is currently vacant. Injury reports are filed regularly, and are common due to the nature of the work students perform at the school, though the number of incidences have continued to decrease this year. The School of Architecture's Joint Health and Safety Committee meets as a group once per term. The CUPE and Worker committee members each perform regular monthly inspections of the workplace as well.

Staff Representative: Susan Martin

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

The Health Science Campus is located at 10 Victoria St. S in Kitchener and includes the School Of Pharmacy and a teaching clinic for the School of Optometry. Our committee had some changes in regards to personnel. Trenny McGinnis is our new Management rep (co-chair), Robin Andrade staff rep (co-chair), Doug Dye (UW Safety Resource Person), Emanuel Ho (FAUW), Monica Tudorancea (Resource Person), Monica Hoang (Grad student rep), Munaza Saleen (Undergrad SoPhS rep), Megan Hannath (Secretary), Larry Robinson (CUPE rep), and Lisa Walsh (UWSA rep).

The committee meets on a quarterly basis. CUPE and worker member are completing monthly inspections with only minor concerns reported. The basement has been under construction with the creation of a new research lab (completed) and the new data centre (project ongoing). A new staff office space was created through the repurposing of unused space.

Staff Representatives: Robin Andrade, Lisa Walsh

## Joint Health and Safety (Digital Media School, Stratford Campus)

The Stratford Campus is located downtown Stratford, Ontario and is one of Waterloo's satellite campuses. The Stratford Campus is leading an evolution in learning and career preparation. Students, in the Global Business and Digital Arts (GBDA) and the Masters of Digital Experience Innovation (MDEI) programs, are immersed in a rich, technology-driven environment where theory, practice, creativity, and innovation merge to forward digital media.

The campuses JHSC has had some changes in regards to personnel on the committee. Andrea West will be taking on the management representative (co-chair) and attend training, Sheri Maguire will be the worker representative (co-chair) and attend training, Doug Dye is the University of Waterloo Safety representative and a staff representative will be assigned to be the resource staff member (acting worker representative and co-chair).

We were designated a school July 1: **Stratford School of Interaction Design and Business**, so busy rebranding.

Christine McWebb is the Interim Director.

Presently at 635 undergrad students in the GBDA program and 20 in our Masters MDEI. Second year students will be in Stratford full time starting fall 2019. First years remain at main campus and bussed in once a week to Stratford.

We meet 4 times a year. However, we do not have quorum, so no motions can be considered. Doug Dye and I are continuing the meetings, so Stratford does not get behind. Regular monthly inspections completed with minimal instances being reported.

Staff Representatives: Sheri Maguire

## Advisory Committee on Traffic Violations and Parking

This committee is to consist of six voting members, including at least one representative each from Faculty, Staff, CUPE, Graduate students, and Undergraduate students—with the Director, Police Services (or designate) as an *ex officio*, non-voting member of the committee. No meetings were held in 2017-2018 and therefore no report is presented.

Staff Representative: Judy Reidt

## Appeals Committee on Property Infractions

The mandate of this Committee is to provide a separate entity from Parking Services and Police Services to review all written appeals of property infractions issued on campus. Infractions are issued to vehicles and individuals that have contravened the University of Waterloo Parking and Traffic Regulations or Policy #29 – Smoking. To date, the Committee has only deliberated on parking infractions.

Regarding Policy #29 – Smoking, Police Services is now in an 'individual' phase meaning that if a warning has been previously issued to an individual and a subsequent infraction has been made that a ticket will then be issued for the smoking infraction. To date no appeals have been received regarding Policy #29 – Smoking.

Since January 1, 2018, 14,765 tickets were issued with 374 appeals – 44 of which were approved. In total, \$65,010.24 were paid in fines. All fines go towards the University of Waterloo Scholarship and Bursary Fund.

Staff Representative: Selena Santi

## UW Pension and Benefits Committee

The Pension and Benefits Committee is a Committee of the Board of Governors tasked with oversight of both the UW pension plan and the health related benefits [disability (long and short term), life and healthcare benefits (drug, dental, etc)]. Representation on this committee is from all stakeholders, including two representatives from the UWSA.

All minutes are available at the Secretariat/Pension & Benefits Committee web page below:

<https://uwaterloo.ca/secretariat/committees-and-councils/pension-benefits-committee>

### Pension Plan Notes:

The Committee spends the bulk of their time ensuring UW employees have a solid pension plan on which to rely on in retirement. While the most recent pension Valuation was submitted as of Jan 1, 2017, interim annual Valuations are done for management review. As of the Jan 1, 2018 review:

- Market value of plan assets on Dec. 31, 2017 was \$1.678 billion – up \$0.156B
- Going Concern Valuation – surplus of \$13.7M (100.8%) – up 2.6%
- Solvency Valuation – deficit of \$179.9M (90.3%) – level year over year

Other notes of interest in relation to Pension Plan management included:

- UW has applied for the new Stage 2 Solvency Relief as an insurance mechanism to ensure maximum flexibility is managing solvency ratios going forward.
- The P&B committee is reviewing the impact of that planned CPP enhancements will have on the Pension plan and how to phase them in starting in 2019

### Pension Related Committee Notes:

The Board of Governors approved the creation of the new PIC (Pension Investment Committee) to replace the former RPPI Committee (Registered Pension Plan Investment). Within the controls established by the Pension SIPP (Statement of Investment Policies and Procedures), this committee will manage the performance of our approved Investment Managers (both for pension and endowment funds). The committee will have representation from the UWSA and other staff stakeholder groups. The membership and first meeting date have not yet been set by the Board of Governors.

The Board of Governors also approved the recommendations from the RIWG (Responsible Investment Working Group). The RIWG solicited input from all uWaterloo stakeholder groups for consideration. The final recommendations include the consideration of ESG (Environmental, Social & Governance) factors with an annual review process. The full recommendation can be found at:

<https://uwaterloo.ca/sustainability/news/university-adds-esg-factors-investment-decision-processes>

## Benefits Notes:

A Holistic Review of the UW benefit package has been initiated in the Fall of 2017. Comparators organizations have been selected and data gathered to allow us to compare the value to staff vs the costs for the organization. Over the coming year, HR will review options and costs with a goal of implementing any approved recommendations for May 2020.

On a related note, the May 2018 salary agreements for Faculty & Staff included an allowance for an additional \$325/year for non-retired employee benefits as of January 2019. The HR department is currently researching options and costs for the P&B Committee to consider this Fall.

Staff Representatives: Ted Bleaney, Micheal Herz, and Monika Bothwell (term ended spring 2018)

## Provost's Advisory Committee on Equity (PACE)

The main focus for PACE this year was to consider the committee's structure and how the committee could ensure it was inclusive of and hearing all equity seeking groups on campus. The Terms of Reference have been updated to reflect this focussed direction.

PACE hosted an open consultation meeting February 2, 2018 and invited equity seeking individuals and groups from the University of Waterloo community. They were asked to bring issues, challenges, and opportunities forward. Over 50 people attended and a variety of issues and questions were raised regarding equity on campus. The information, issues and questions gathered were grouped into themes and compiled in a document. Many areas of campus were consulted to ensure accurate information was shared in the responses to the questions asked, issues raised and items for action were noted.

PACE also made the commitment to have further separate consultations for staff, faculty and students. These will be happening in the 2018-2019 academic year.

The new Director of Equity, Gina Hickman has also joined PACE as the Chair.

Staff Representative: Gail Spencer

## [PACE Working Group on Sexual Violence Education and Training](#)

The Working Group on Sexual Violence Education and Training has changed its name to the Sexual Violence Prevention Working Group and has established the following sub-groups:

- Awareness, education, and training
- A student group (focused on Culture)
- Advocates (He for She)
- Environment

## [PACE Working group on Sexual and Gender Diversity \(LGBTQQIPAA+\)](#)

Operating under the Provost's Advisory Committee on Equity (PACE) and supported by the Equity Office, this working group seeks to address equity issues related to gender and sexual identity.

As noted in the last UWSA Annual Report, the Working Group has been actively transitioning to becoming more action-oriented, building upon the excellent relationships it has built over the years. In 2018, the working group has spent some time updating its terms of reference to reflect this transition.

The new working group will have a smaller core list of official working group members, with a commitment to open its meetings to the wider University community and engage as many individuals as possible in its work. There are UWSA members actively involved in the work of the committee, and we have been advocating for continued inclusion of a UWSA member as an official working group member in the Terms of Reference.

The key areas of focus over the past year have been as follows:

1. **Trans Health Initiative:** A subcommittee devoted to improving and creating more affirming health resources on campus and in our local community for trans, gender non-conforming and non-binary individuals. Funded by a HeForShe Equity Grant, this subcommittee is leading along with Applied Health Sciences HeForShe, the Office of Human Rights, Equity and Inclusion (HREI), University Health Services, FEDS, Health Services and community partners planning a Trans Health Care two-day workshop in November to help train health practitioners at Waterloo, Laurier, Conestoga College, McMaster Health Campus and those in our local community to be more Trans affirming.
2. **Visibility and Outreach:** A subcommittee devoted to creating better visibility for LGBTQ+ faculty, staff and students on campus and for involving/connecting our campus to the larger community.
3. **16 Days...2019 (Nov. 25-Dec. 10):** A subcommittee devoted to organizing and executing activist oriented events associated with ending gender-based violence.
4. **Education:** Continue to make the Making Spaces Program the success it has experienced since it started in 2016. Since then we have hosted 20+ workshops, trained 200+ people, have over 50 Space Makers and 9 active trainers.

The next few meetings will be held from 10:00 am – 11:30 am on October 19<sup>th</sup> in AHS 2677 and December 7<sup>th</sup> in LHN 1703.

Staff Representative: Jeremy Steffler

## Healthy Workplace Steering Committee

The Healthy Workplace Steering Committee is accountable to the Associate Provost of Human Resources. The committee was established in 2016 and includes representation from Human Resources, Organization & Human Development, Occupational Health, Excellence Canada, Faculty, Staff, CUPE, undergraduate students, and graduate students. The purpose of this committee is to create and maintain a university-wide healthy workplace plan that targets all University employees using the wellness component of Excellent Canada and other established external standards as a guideline for planning, programming, and evaluation.

Last October, the Healthy Workplace Committee in conjunction with the Staff Association launched the University's first wellness day – Keeping Well at Work. This full-day event included a keynote speaker, wellness booths, and a variety of workshops with the purpose of providing employees with strategies to help directly with wellness at work and beyond. It was determined to make this wellness day an annual event and the Committee is in the mist of planning the second Keeping Well at Work Day, taking place October 10, 2018.

Throughout the past year, the Committee organized handful of “lunch and learn” sessions and intends to increase the offering of sessions and workshops to a monthly programming focused around varying health topics and causes. To help identify the health and wellness priorities and needs of University employees, a workplace wellness survey was launched and remains open until the end of October. A review of the information collected will take place towards the end of 2018.

Over the summer months, the Committee drafted a healthy workplace statement and framework, which is presently under review in the President’s Office. The development of a healthy workplace policy is also a priority and the Committee is working with the Secretariat Office to establish timelines.

Staff Representative: Murielle Landry

## Accessibility Committee

Advisory to the Associate Provost, Human Resources, the Accessibility Committee provides a forum for consultation and collaboration on campus-wide initiatives relative to improving the University’s accessibility for persons with disabilities whether they be employees, students, visitors, or members of the general public. Compliance with the Accessibility for Ontarians with Disabilities Act (AODA) is a foundational focus for the Accessibility Committee and where possible, members will consider inclusive practices that extend beyond a state of AODA compliance.

The Accessibility Committee meets on a monthly basis and provides regular progress reports to the Associate Provost, Human Resources and other members of executive leadership, as necessary.

The Accessibility Committee drafted and approved Policy 58 – Accessibility, on December 21, 2017, with communication of the policy announced to the university community in March 2018. Policy 58 applies to all University employees, students, visitors, volunteers, applicants, clients and to those who provide goods, services and/or facilities on behalf of the University and sets out the University’s commitment to fostering an environment that treats persons with Disabilities (as defined in the Ontario Human Rights Code) with respect, with the principles of dignity, independence, integration and equal opportunity in mind.

Additionally, on December 22, 2017 the AODA Compliance Report was filed to the Accessibility Directorate of Ontario.

As stated in the directives of the committee, the Multi-Year Accessibility Plan (MYAP) has been the focus for 2018. Throughout 2018, the committee met in sub-groups to draft the MYAP key priorities and formulate future initiatives. A MYAP brochure, dedicated website page, and online survey have been launched to communicate and receive feedback on the plan. A Program Charter of how to implement the MYAP has also been established and is currently awaiting review and approval from the Executive Sponsor.

On June 22, 2018 the MYAP consultation working group met to devise and draft a consultation plan of the MYAP. To date the consultation efforts have included:

- Information and feedback engagements with 13 departments on campus
- 2 Information sessions (all university community members were welcome to attend), with a 3<sup>rd</sup> one occurring on September 27, 2018

- Attended the Campus Life Fair on September 19, 2018 to provide information, answer questions, gain feedback and distribute the consultation brochure
- The online survey is open for receiving feedback continuously
- There will be a presentation to the AccessAbility advisory group on September 28, 2018
- And the following presentations at the University-level committee meetings have been scheduled:
  - Executive Council – October 3, 2018
  - Faculty Relations Committee – October 4, 2018
  - Staff Relations Committee – October 5, 2018
  - Undergraduate and Graduate Relations Committee to be scheduled

Future consultation of the public is still to be finalized for 2018.

Phase 1 of the Program Charter will be completed in 2018 with regards to drafting the MYAP and completing the consultation process. Phase 2 will begin upon approval of the project program and will include the development of project plans to support each element of the MYAP.

Staff Representative: Annette Denny

### W3 (Waterloo Women's Wednesdays)

W3 (Waterloo Women's Wednesdays) is a monthly gathering (and mailing list) of women and non-binary grad students, post-docs, staff and faculty. The purpose of W3 is to foster a social and support network among women and non-binary members of the UW community. Our monthly gatherings span a wide variety of topics and formats:

- Social activities:
  - Potlucks
  - Yoga
  - Knitting circles
- Group discussion: Mental health at UW
- Talks by UWaterloo faculty and staff
  - What is animal hoarding? Arshi Shaikh, Associate Professor, Social Development Studies
  - A conversation with Amanda Cook, Sexual Violence Response Coordinator
  - Heart-healthy eating, Sandra Ace, Registered Dietitian, Campus Wellness
  - Territorial Acknowledgement, Lori Campbell, Director, Waterloo Indigenous Student Centre
  - Mysteries of the Prime Numbers, Yu-Ru Liu, Professor, Pure Mathematics
- Talks/Workshops by community members
  - Responding to Microaggressions, Janice Jo Lee
  - Minimalism, Samantha Kristoferson & Emilio Jose Garcia, KW Professional Organizers

As well, we are currently planning a research symposium to provide an opportunity for women-identified and non-binary scholars, from all fields and disciplines, to present on campus without the monetary and time commitments of conference travel.

Staff representative: Cassandra Bechard