

**Staff Association Area Reps Meeting
Minutes of March 14, 2019**

Present:

- | | | |
|-------------------------|-----------------------|---------------------------|
| 1. Andrea Rose Santi | 10. Nathan Pirie | 19. Sandra Groen |
| 2. Annette Dietrich | 11. Shelly Jordan | 20. Krista Parsons |
| 3. Charles Boyle | 12. Steve Bradley | 21. Ted Bleaney
Online |
| 4. Danielle Jeanneault | 13. Lawrence Folland | 22. Cassandra Bechard |
| 5. Jane Armen | 14. Dave McDougall | 23. Murray Zink |
| 6. Jenny Conroy | 15. Agata Anktkiewicz | 24. Agata Aktkiewicz |
| 7. Juli-Ann Perkins | 16. Rose Vogt | |
| 8. Kathleen St. Laurent | 17. Gail Spencer | |
| 9. Laura McDonald | 18. Catherine Bolger | |

1. Presentation by Dean Perkins, client manager at Professional Development

The AV system was not working for this speaker so his slides could not be shared with those in attendance. Perkins shared that PD courses are self-funded and not a part of Centre for Extended Learning (CEL) even though both are housed in the same building and share some staff. Most participants in PD courses are from off campus but UW staff members are given a 50% discount and not charged HST for these classes. Courses run from 9 to 4:30. Most popular courses are Essentials of Supervision, Business Communications, and Understanding Human Behaviour and a Leadership Certificate. Mr. Perkins said PD is willing to come to campus and offer group courses.

2. Approval of the minutes of the February 14, 2019 meeting

Approved.

3. Business arising from last meeting: Area Rep experiences and what resources or advice is needed.

Deferred

4. Discussion of what Area Reps would like to hear from the Provost Jim Rush.

Suggested questions:

- What measures does the Provost think should be put in place due to the cutbacks from the provincial government?
- In his opinion, what role does UWSA play with senior administration?
- What are staff's options if they are experiencing difficulties in the work environment?
- Is there any direction on the burgeoning use of contract staff at UW? Currently, 21% of staff are on contracts.
- Could he address friends helping friends? For example, sometimes jobs are not posted with HR, and back channels are used to bring in a contract person for one year. At the end of one year, the position is automatically awarded to that person and the role becomes full-time regular.
- Will UWaterloo ever bring back an ombudsperson?
- Will the Provost consider creating a centralized body to interpret policy and given transparency around the USG and Hays Evaluation system?

Generally the Provost needs to know that staff wants to work together to maintain the Top 100 Workplace designation and that they want to feel valued.

5. President's report – Rose Vogt

The president's report was presented verbally. Vogt asked members if they prefer her reports to be attached to be agenda prior to each meeting or be received verbally each month. President's report is Appendix A.

6. Open forum

Rose asked that feedback be sent to her attention.

Chair: Rose Vogt for Shannon Taylor

Minutes: CBolger



President's Report to the UWSA Area Representatives

February 14, 2019 and March 14, 2019

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

Summary of Meetings

Provost's Advisory Committee on Staff Compensation (PACSC)

Next meeting: February 14, 2019

- December and January meetings were cancelled.
- Performance Appraisal Working Group
 - The steering committee submitted a revised draft defining the scope of the project for approval.
- Gender Equity Working Group
 - The research phase one continues. This is learning and reviewing information about gender equity.
- PACSC approves funding for the Staff Excellence Fund (SEF) proposals as recommended by the UWSA SEF Committee. Five proposals have been submitted.

- March 20th meeting is cancelled

Staff Relations Committee (SRC)

- Next Meeting: March 22, 2019
- The SRC meeting of February 15th was cancelled.
- [Staff Relations Committee agenda and minutes.](#)
- A Policy 57: Accommodation Drafting Committee has been struck and will begin its work. Updates will be made as they become available.
- Policy 33 Review Working Group: meets several times a month to ensure the staff perspective in the policy amendments.

Other Committees and Meetings

Copyright Advisory Steering Committee

- Members can learn more about [Copyright-at-Waterloo](#) and connect with expertise on campus through email copyright@uwaterlo.ca
- **Would Area Reps consider a presentation about copyright and how staff can help reduce risk of copyright infringement, best practices, resources etc?**

Sexual Violence Prevention Working Group

Staff Engagement Survey Design Committee

Memorandum of Agreement Working Group (MOA)

University Relations

New Staff Orientation

- February 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.
- March 7th orientation was postponed by HR to April.
- How can the UWSA help Area Reps with this messaging? Please send feedback to: uwsapres@uwaterloo.ca with subject **Tools for Area Reps**.

Outreach

- Road Show – Invite me to your workplace. Let’s make it as formal or informal as you wish. I’ll bring the coffee and donuts. Refer the UWSA Roadshow to the area of a colleague or vice-versa, I will still bring the coffee and donuts.
- Information sessions –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”**.
- Board Governance Bootcamp: Hosted by Capacity Canada. Attended a facilitated conference type workshop and follow-up that provides insights into governance structure, best practices and opportunity to network with other Not-For-Profit Boards. This has been a very positive experience and opportunity to improve our governance for the benefit of our members.

Staff/Member Support

- UWSA provides one-to-one support and advocacy for members.
- Being independent from the University as an organization, we are in a position to advocate with and on behalf of a member.

- A referral by Area Reps plays an important role in setting a positive perspective for staff. If you are aware that a colleague has a workplace issue, please reach out to them to contact [Gail Spencer](#).
- We have a good track record of successful outcomes when staff concerns are addressed informally and early intervention is an important aspect of this success. However, the member is always in the “driver’s seat” and we will take an issue to the level that is needed. Their level of comfort is the measure by which we engage the process.

You feedback on this report is encouraged.

Submitted by Rose Vogt, March 14, 2019