

**Staff Association Area Reps Meeting  
Minutes of September 8, 2016**

**Present:**

- |                            |                      |                    |
|----------------------------|----------------------|--------------------|
| 1. Amanda Pickett          | 14. Marina Ivanova   | 27. Jackie Serviss |
| 2. Annette Dietrich        | 15. Murray Zink      | 28. Jason Gorrie   |
| 3. Andrea Rose Santi       | 16. Murielle Landry  | 29. Terry Labach   |
| 4. Cathy Logan-Dickie      | 17. Nicole Brandt    | 30. Tim Ireland    |
| 5. Christine Gillis Bilton | 18. Philip Demsey    |                    |
| 6. Ena Devedzija           | 19. Paula Ann Zahra  |                    |
| 7. Helen Simon             | 20. Robyn Landers    |                    |
| 8. Jennifer Calgary        | 21. Shannon Taylor   |                    |
| 9. Jenny Conroy            | 22. Susan Oestreich  |                    |
| 10. Jodie Barley           | 23. Stephanie Facca  |                    |
| 11. Katy Wong              | 24. Tom Graham       |                    |
| 12. Lowell Williamson      | 25. Michael Herz     |                    |
| 13. Luanne McGinley        | 26. Lawrence Folland |                    |

**Guests**

- 31. Gail Spencer
- 32. Catherine Bolger
- 33. Logan Atkinson

---

**1. Logan Atkinson, Secretariat and Office of General Counsel**

Dr Atkinson used the organizational charts of the Office to explain some changes to his role and the role of the Office since his arrival in 2012. When he arrived the other legal staff, although having law degrees, were not licenced to practise. The office was called the Secretariat. The conversion to expand to the Office of General Counsel better reflected the role of acting as lawyers and led to a significant increase in legal activities. Cost savings were foreseen by being able to carry out some legal services in-house.

Three main roles now cover governance services, legal services, and human rights. Dr Atkinson described the roles of the five departments that report to the Secretariat, the legal staff and three departments that report to the Office of General Counsel, and the two departments reporting to Human Rights, Equity, and Conflict Management.

See <https://uwaterloo.ca/secretariat-general-counsel/>

**Q:** Are UWSA reps allowed to email members and non-members without contravening CASL?

**A:** CASL says you can't send commercial electronic message without getting consent. Commercial means the messages is "reasonably interpreted" as being intended to bring someone into a commercial transaction. If it's about a commercial transaction, do you have either overt or implied consent? One employee can send another employee such a message with implied consent if it is about the business of the employer. If you are sending on behalf of the UWSA to UW, it's okay if there is an existing relationship between those two (which there is) and it is about the recipient's business (UW's in this case). UWSA and SOGC have been cooperating on assessing prospective messages from the UWSA to ensure compliance.

**2. Introduction of New Area Reps**

Welcome to Helen Simon, Jodie Barley, Philip Demsey, Stephanie Facca, Shannon Taylor, Amanda

Pickett.

### **3. Approval of minutes of June 9, 2016**

Approved.

### **4. Approval of agenda**

Approved.

### **5. Business arising from the minutes**

None.

### **6. President's report (Michael Herz)**

The new EFAP program launched on September 1. This replaces Counselling Services. It extends to families of employees, and a doctor's prescription is not needed.

See <https://uwaterloo.ca/employee-assistance-program/>

The announcement of an equity analysis for female faculty resulting in a pay increase came as a bit of a surprise to UWSA. There had been no indication that this was underway. When Michael asked President Hamdullahpur, he was invited to work with HR to look into feasibility of doing this for staff. This could be a lot more difficult because of the wide variety of staff job descriptions compared to the small number of faculty jobs descriptions.

The proposed new MOA is coming along well. The timeline is changing though, and the MOA may not happen until about a year from now.

UWSA Roadshows have been successful so far and will continue with Jackie Serviss now serving as the presenter. Upcoming ones include Stratford campus and IST's Friday morning PDAG seminar. There's also a brief video version that will soon be released. Feel free to relay it to colleagues (whether members or not -- it's not a "commercial" email so will not run afoul of CASL). The video is at <https://uwaterloo.ca/staff-association/uwsa-video>

Don't forget about the shopping trip coming up.

### **7. Q&A**

**Q:** How is info gathered for policy review?

**A:** Interviews, requests for public feedback, surveys. Each time a policy is reviewed, a new committee is struck for that review. UWSA is usually informed when a policy is to be reviewed.

### **8. Report from subcommittee on UWSA reps membership (Christine Gillis Bilton)**

No feedback was received on the proposed changes to the membership guidelines. The proposal has been approved by the board so will soon be posted. You'll soon be able to see which areas on campus have no representation.

Chair: Michael Herz