

UTFA Council Agenda

Tuesday, November 16, 2021

3:00 – 5:00 p.m.

Zoom

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1. Approval of the Agenda
 2. Approval of Council Speaker
 3. Minutes of the Previous Meetings
 - a. October 20, 2021 *
 4. Business Arising
 - a. From the Minutes of Council
 - b. From the Minutes of the Executive Committee
 - i. October 12, 2021 *
 - ii. October 29, 2021 *
 5. Report of the Treasurer (15 min)
 - a. Audited Financial Statements for the year ended June 30, 2021 * (Executive motion)
 - b. 2021-2022 Budget
 6. Report of the President (30 min)
 - a. Statement of Apology *
 - b. Executive Retreat – Part 2
 - c. President's office hours/ mentoring time
 - d. Governing Council presentation
 - e. Health and Safety (with J. Nogami)
 - f. Joint Committee *
 - g. Non-Compliance with the U of T Guideline on Vaccination
 - h. Association grievances updates
 7. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (15 min)
 - a. University of Manitoba Faculty Association (UMFA) strike (with R. Gillis)
 - b. SBPW bargaining update (with T. Zorić)
 - c. COVID LOU Survey (with T. Zorić)
 - d. UPP Member Engagement Announcement (with C. Messenger)
 - e. UTFA Pension Committee Terms of Reference Update * (with C. Messenger & T. Zorić)
 8. Timed break – 3:55 pm (5 min)

9. **Timed item 4:00 pm** U of T Divestment from fossil fuel investments (25 min)
Guests Paul Downes and Matt Hoffman
10. Report of the Chair of the Appointments Committee (5 min)
 - a. Barriers to Research Working Group (BRWG) (with M. Attridge)
11. **Timed item 4:50 pm** UTFA “50th Anniversary” Working Group (J. MacDonald & J. Taylor with T. Zorić) (5 min)
12. **Timed Item: 4:55 pm** Approval of members to UTFA Committees (5 min)
 - a. Retired Members Committee
 - i. Joseph Carens, Retiree
 - b. University and External Affairs Committee
 - i. Rea Devakos, Library
 - ii. Sherri Helwig, UTSC - Arts, Culture & Media
 - iii. Ariel Katz, Faculty of Law
 - c. Grievance Committee
 - i. Jeffrey Bale, Curriculum, Teaching, and Learning, OISE,
 - ii. Anver Emon, Faculty of Law
 - iii. Erica Kim, Daniels, Faculty of Architecture, Landscape, & Design
 - iv. Jun Nogami, Department of Materials Science & Engineering
 - v. Leslie Stewart Rose, Curriculum, Teaching, and Learning, OISE
 - d. Membership Committee:
 - i. Desai, Chandni, New College
 - ii. Sherri Helwig, UTSC - Arts, Culture & Media
 - iii. Nasim Niknafs, Faculty of Music
 - iv. Andrew Sabl, Political Science
 - v. Kathleen Scheaffer, UTM – ICCIT
 - e. Equity Committee
 - i. Sherri Helwig, UTSC - Arts, Culture & Media
 - ii. Arjumand Siddiqi, Dalla Lana School of Public Health
13. Report of the Chair of the Teaching Stream Committee * (Written report)
14. Report of the Executive Director (5 min)
 - a. Transition of UTFA staff to the UPP (with J. Nogami)
15. Other Business
 - a. Winter Term Council Meetings – 3:00–5:00 p.m.
 - i. Tuesday, December 14, 2021
16. Adjournment
17. materials attached



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UTFA Council Minutes

Wednesday, October 20, 2021

3:00 – 5:00 p.m.

Zoom

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- Executive:** M. Attridge, K. Banning, R. Gillis, S. Helwig, W. Kemble, J. Macdonald, B. McDonagh, J. Nogami, H. Sonne de Torrens, L. Stewart Rose, T. Zorić
- Present:** K. Adamson, V. Arora, J. Bale, E. Barbeau, A. Braun, L. Chen, E. Comelli, S. Darnell, G. de Souza, A. Emon, W. Ghobriel, A. Giacca, P. Gries, C. Guberman, M.A. Guttman, R. Helms-Park, A. Keith, E. Kim, R. Kwong, R. Levine, R. Marshall, M. O'Connor, M. Peski, H. Rodd, S. Rupp, K. Scheaffer, M. Stapleton, J. Taylor, M. Vieta, S. Wagner, K. Weaver, Z. Zhang, A. Zilman
- Regrets:** C.H. Chen, C. Desai, A. Hojatollah Taleghani, C. Messenger, N. Niknafs, S. Ruddick, A. Sabl, A. Siddiqi
- Absent:** A. Fenner, D. Gastaldo, R. Gomez, G. Grasselli, M. Spence
- Also present:** J. Carens (Guest)
D. Gray (Guest – OCUFA)
H. Diggle (Counsel)
C. Doyle (Legal Assistant)
M. Horban (Business Officer)
K. Johnson (Executive Director)
H. Nowak (General Counsel)
C. Penn (Notes and Senior Administrative Assistant)
D. Puscas (Technical Support)
N. Ptinis (Executive Assistant)
D. Roberts (Speaker)

T. Zorić called the meeting to order at 3:05 p.m.

T. Zorić asked the members for consent to move agenda item 2 before item 1. Consent was given.

1. Approval of the Agenda (new item 2)

Motion: The Executive Committee recommends that Council accept the agenda as amended.

Motion by M. Peski, seconded A. Zilman, that agenda item 3 be moved after item 5.

The members discussed the motion.

J. Nogami called the question.

Motion failed.

C. Guberman called the question on the main motion.

Carried.

2. Approval of Council Speaker (new item 1)

T. Zorić noted that J. Carens would be attending the meeting as an observer.

Motion: The Executive Committee recommends to Council that D. Roberts act as Council Speaker for this meeting. **Carried.**

3. Minutes (S. Helwig) (5 min)

a. Form and content *(Executive motion)

Motion: The Executive Committee recommends to Council that UTFA minutes contain mainly a record of what was done at the meeting, not what was said by the members. Accordingly, debate and commentary will not be included in UTFA minutes. However, immediately following a vote, a voting member can request that their dissenting vote or abstention be officially noted by name in the minutes to preserve the member's position for the record.

The members discussed the motion.

K. Banning called the question on the Executive motion.

Carried.

4. Minutes of the Previous Meetings

a. May 18, 2021*

The members discussed the minutes.

Motion by A. Zilman, seconded by R. Levine, to amend the minutes with the changes in the June 23 document that was signed by 10 members of Council.

D. Roberts ruled the amendment out of order.

M. Peski challenged the ruling of the Speaker.

D. Roberts asked the members to vote whether they would uphold the Speaker's ruling that

the motion was out of order. The vote upheld the ruling of the Speaker.

The minutes of the May 18 Council minutes were approved as distributed.

- b. June 10, 2021 - Special Council Meeting re Association Grievance Protocols Working Group Report *

The minutes of the June 10 Council minutes were approved as distributed.

- c. September 23, 2021*

The minutes of the September 23 Council minutes were approved as amended.

5. Business Arising

- a. From the Minutes of Council

It was explained that names were listed in the minutes after a vote when there was a request for a roll call vote.

- b. From the Minutes of the Executive Committee

- i. September 10, 2021*
- ii. September 24, 2021*

There was no business arising from the minutes of the Executive Committee.

6. Report of the Vice-President, Grievances (5 min)

- a. Clarification of back dues payment in the Representation Policy (with J. Nogami)

B. McDonagh said that the payment of back dues was approved as outlined in the Representation Policy at the September Council meeting. He confirmed that both pre-Rand and those who redirect their dues who want to come to UTFA for legal assistance would need to pay three (3) years back dues and become a member of UTFA and agree to continue to be a member in good standing for at least five years. Faculty members and librarians shall only be required to pay retroactive dues for the period in which they were eligible for UTFA membership but were not yet members.

The members discussed the clarification. It was noted that UTFA represents all faculty and librarians in SBPW negotiations, but legal advice is provided only to fee-paying members.

7. Report of the Chair of the Membership Committee (10 min)

- a. UTFA Academic Citizenship Award update (with R. Gillis)

R. Gillis outlined the process that took place to reactivate the Academic Citizenship Award. The Membership and University & External Affairs Committees are to review the nominations and present the award(s). He reported that the committees have received one strong nomination.

- b. Communication with your constituents

J. Taylor made several recommendations on how members of Council could better communicate with their members.

- Reach out to department chairs to be put on department meeting agendas at least once a term to answer questions on the work of UTFA. Council representatives should contact her if their chairs refuse.
- If a Council member represents more than one department, they should ask to speak at meetings of those other departments.
- Email constituents once or twice a month updating them on the work of UTFA. Members should contact C. Penn if they need assistance accessing their consistency group email list.
- If there is more than one representative for a constituency, they should communicate with each other and all agree before sending out messages. Also, they should consider trading off who sends out messages.
- Bring perspectives from constituents to Council.
- If members have questions that representatives cannot answer, the members should email advice@utfa.org.

J. Taylor invited anyone who is interested in being Chair of the Membership Committee to contact her.

8. Report of the Chair of the Pension Committee (5 min) (Appendix A)

a. Update on Terms of Reference

J. Nogami reported that C. Messenger sent an email to Council providing a brief update on new terms of reference for the UTFA Pension Committee. Work on the terms of reference continues and C. Messengers hopes to put them before Council at the next meeting.

J. Nogami said that, pending approval of the new terms of reference, the term of the members of the UTFA Pension Committee needs to be extended to November.

Motion by J. Nogami, seconded by T. Zorić, to extend the term of the members of the UTFA Pension Committee until the November Council meeting. **Carried.**

9. Report of the President (50 min)

a. Tenure and Academic Freedom

b. Executive Retreat – part two

Items a and b were deferred to the next meeting.

c. Health & Safety (with J. Nogami)

T. Zorić and J. Nogami updated the members on issues of health and safety, including:

- The letter written to Dean Melanie Woodin in the Faculty of Arts & Science in response to the July 28 email she sent to the A&S faculty about course delivery, and Dean Woodin's response.
- The work of the Central Health and Safety Committee, which includes follow-up on requests for information, advocacy for transparent and consistent communication/ information sharing regarding filtration and ventilation, vaccination mandate, occupancy, masks and distancing, waning vaccine efficacy, and members' rights to refuse unsafe work.

- UTFA continues to be contacted by members who are concerned about the lack of enforcement regarding the Administration's policies
- The committee continues its work related to asbestos, including some highly technical issues flowing from the asbestos grievance.

The members discussed the issues the Central Health and Safety Committee is working on.

d. Governing Council

This item was deferred to the next meeting.

e. Sexual Violence Policy

i. LOU facilitation

T. Zorić reported that UTFA is in mediation. These discussions are confidential.

ii. Provincial consultation and related matters

T. Zorić reported that Provincial consultations with the University sector are being held regarding Sexual Violence legislation. OCUFA is coordinating a sector response.

f. Academic Continuity Policy Update (with D. Roberts)

D. Roberts updated the members on negotiations on the Academic Continuity Policy and provided a history of this policy.

g. Association Grievance Updates

i. Salary Discrimination

T. Zorić reported that in June, Mr. Kaplan's decision related to UTFA's Association grievance on salary discrimination awarded UTFA the right to access equity data. Prior to Administration providing the data to UTFA, issues regarding confidentiality must be resolved.

ii. Pay Equity

T. Zorić said that UTFA has proposed going to mediation. She thanked H. Sonne de Torrens for the work she did in gathering job descriptions.

iii. COVID & Health and Safety

T. Zorić reported that this Association grievance is moving to mediation, with Linda Rothstein as mediator. The first meeting will take place in late 2021 or in 2022.

iv. Divisional Guidelines on the Assessment of Teaching Effectiveness

T. Zorić said that we are scheduling dates to meet with Administration regarding this grievance.

v. Student Evaluations of Teaching (SET)/ Student Course Evaluations (SCE)

T. Zorić said that this grievance has been referred to GRP.

vi. Faculty of Law Hiring Controversy

T. Zorić said that mediation dates have been set.

vii. UTM Shuttle Bus (not filed)

T. Zorić said that we have not filed an Association grievance on this issue.

viii. Teaching Stream Workload (in preparation/tentative) (with S. Helwig)

T. Zorić reported that this is not an Association grievance yet, and the Teaching Stream Committee is reviewing the related issues. Anyone interested in working on this important project should contact S. Helwig.

h. Council Speaker

T. Zorić said that D. Roberts agreed to be Council speaker at this meeting. Executive has been deliberating about who should replace him and will bring a recommendation to Council.

10. Timed break – 4:00 pm (5 min)

11. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (15 min)a. SBPW Bargaining update (with T. Zorić)

J. Nogami said that mediation is scheduled for tomorrow.

b. Update on Policies for Librarians Negotiations (with K. Scheaffer)

K. Scheaffer provided the members with a history of the Policies for Librarians and updated them on negotiations.

12. Report of the Chair of the Appointments Committee (5 min)a. Barriers to Research Project (with M. Attridge)

M. Attridge reported that over the past year we have heard a number of concerns from members regarding barriers in research and scholarship. A working group has been formed to explore what barriers there are to research and scholarship and how to address them.

13. Report of the Vice-President, University and External Affairs (5 min)a. Victoria College and St Mike's update (with M. Attridge)

M. Attridge noted that he is the Council representative for Constituency 119, representing faculty and librarians at St. Michael's College, Victoria College, and Trinity College. These are three separate employers and faculty are not employed by U of T, but they are UTFA members. St. Michael's College is unique because it is unionized and represented by UTFA. All three colleges have separate negotiating processes and Victoria College is working on its own Memorandum of Agreement.

It was noted that these three colleges have shown an interest in joining the UPP.

R. Gillis said that we are meeting with these colleges to see how we can support them.

b. OCUFA's consultation related to the AODA

R. Gillis reported that he has been asked to represent UTFA on OCUFA's consultation related to the AODA. He noted that he sat on the Provincial panel. He asked members to let him know if they have heard anything from their constituents about not receiving

accommodations for their disabilities.

14. UTFA 50th Anniversary Working Group (J. MacDonald with T. Zorić) (5 min)

J. Macdonald reported that the retirees discussed holding an online event in December but also wanted to commit their energies to promoting UTFA's 50th anniversary.

15. Report of the Executive Director (5 min)

a. CUPE 1281 collective agreement settlement (with J. Nogami)

K. Johnson reported that UTFA reached an agreement with CUPE 1281, which represents some of the UTFA staff. The contract expires in 2025.

b. UTFA staff & UPP

K. Johnson reported that the settlement with CUPE 1281 staff includes an agreement to start the process of moving UTFA staff into the UPP. We hope to accomplish this by January 2022.

c. Articling Student

K. Johnson reported that UTFA hired Khaleda Rashid as an articling student under the supervision of H. Nowak.

16. Other Business

a. Approval of Committee members

- i. Financial Advisory Committee – Lisa Kramer, UTM Management
- ii. Librarians Committee – James Mason, Metadata & Digital Initiatives Music Librarian

Motion by H. Sonne de Torrens, seconded by K. Weaver, that L. Kramer and J. Mason be approved to their designated UTFA committees. **Carried.**

b. Fall Term Council Meetings – 3:00–5:00 p.m.

- i. Tuesday, November 16, 2021
- ii. Tuesday, December 14, 2021

17. Adjournment

Motion by L. Stewart Rose, seconded by R. Marshall, that the meeting adjourn. **Carried.**

The meeting adjourned at 5:20 p.m.

The members thanked D. Roberts for acting as Speaker.

Chris Penn
Senior Administrative Assistant

Appendix A

Council Update, October 20, 2021**UTFA Pension Committee****Revision of Terms of Reference****C. Messenger, Chair**

Note: The Terms of Reference for the UTFA Pension Committee were originally approved at the June 17, 2019, Council Meeting.

Points below are numbered only for ease of reference.

BACKGROUND:

1. The revisions process for the terms of reference began in July, when I started collecting feedback from the UTFA Pension Cmte.
2. The Pension Cmte engaged in email exchanges on the proposed revisions in late summer/early fall, and suggestions for further revisions were offered.
3. The UTFA Executive has asked for feedback from the UTFA Pension Cmte to be incorporated in the next iteration. The Executive appears to be interested in how representation on the committee could be broadened.
4. One of the considerations is the following: to what extent should committee members have knowledge of pensions, of board governance, of finance, of economics, etc.?
5. Should there be an effort *also* to include those who bring a different perspective? Will non-specialist committee members struggle to understand pension documents? Will they have other insights to bring to the table?
6. Interest in pension investing has grown across our society in recent years, as a result of climate change.
7. A “just” climate transition requires deep reflection on the impact of the changes in policy and investing patterns that are being called for.
8. **I am conducting research on the diversity and inclusion language UTFA might consider adopting for the composition of its Pension Committee. What do other pension boards/committees do to ensure that an array of voices is heard? That is my central question.**

TIMELINE FOR NEXT ITERATION:

I hope to send another draft of the terms of reference to the Executive Cmte by Friday, October 22, 2021.

CHALLENGES FOR THE UTFA PENSION COMMITTEE:

1. First, I want to say that I chair an excellent committee.
2. The UPP is still, in many respects, in the build phase, especially because Participation Agreements are being negotiated for the various new plan entrants.
3. I am immersed in these negotiations and drafts of documents on a daily basis.
4. The main challenge for the UTFA Pension Committee is that documents come before them often in an avalanche. And the turnaround is unreasonably fast.
5. I am taking up this issue with legal counsel and with the ESC on Oct 28, which is the next meeting of the ESC. Other ESC members do not work with committees, but that is not our culture at UTFA, and I will do my best to ask that documents come before the UTFA Cmte in a more timely way.



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Council Summary

UTFA Executive Minutes

Tuesday October 12, 2021

Zoom Conference Call
2:00 p.m.- 4:00 p.m.
Chair – T. Zorić

Present: K. Banning, R. Gillis, S. Helwig, W. Kemble, B. McDonagh, N. Niknafs,
J. Nogami, H. Sonne de Torrens, L. Stewart Rose, J. Taylor, T. Zorić

Regrets: M. Attridge, J. Macdonald, M. Stapleton

Also present: M. Horban (Business Officer), K. Johnson (Executive Director), H. Nowak
(General Counsel), C. Penn (Senior Administrative Assistant), N. Ptinis (Executive
Assistant)

T. Zorić called the meeting to order at 2:05 p.m.

1. Approval of the agenda; The agenda was approved as amended.
2. Minutes of the previous meeting
 - a. September 10, 2021
 - i. Minutes *

As there were no changes to the September 10, 2021, Executive minutes, they were approved as distributed. **Carried.**

- b. September 24, 2021
 - i. Minutes *

As there were no changes to the September 24, 2021, Executive minutes, they were approved as distributed. **Carried.**

3. Business arising (not elsewhere on the agenda)

T. Zorić said that a working group will be meeting soon to discuss UTFA's 50th anniversary. The members made several suggestions on what events should take place.

K. Banning noted that she has joined the BRAC committee.

4. Action List *

The members discussed how it could be better utilized.

The meeting moved to agenda item 9.

Motion by J. Nogami, seconded by B. McDonagh, to go in camera for agenda item 9. **Carried.**

5. Representation Policy dues policy (B. McDonagh with J. Nogami) (10 min)

Motion by B. McDonagh, seconded by J. Nogami, that the meeting go in camera. **Carried.** (after the President's report)

Motion by J. Nogami, seconded by H. Sonne de Torrens, to return to the regular meeting. **Carried.**

6. Report of the Chair of the Appointments Committee (15 min)a. Barriers to Research Approvals in the context of COVID (BRAC) (with L. Stewart Rose)

L. Stewart Rose reported on the meeting of the committee looking at barriers to research approvals in the context of COVID (BRAC), particularly for those in the Teaching Stream and Librarians. M. Attridge is chairing this committee. The committee found that the subject and issues were more complex than anticipated. It is planning a survey to determine how widespread the issues are. The committee also discussed what its mandate would be and whether it should be renamed, for example, as the Barriers to Research Subcommittee.

J. Nogami assumed the chair.

7. Report of the President (70 min)a. Council Speaker

Motion by L. Stewart Rose, seconded by B. McDonagh, that the meeting go in camera. **Carried.**

b. Council agendac. Council Minutes (with S. Helwig & K. Johnson)i. Form and content*

Motion by J. Taylor, seconded by W. Kemble, to return to the regular meeting. **Carried.**

Motion by S. Helwig, seconded by K. Banning, that the Executive Committee recommend to Council that UTFa minutes contain mainly a record of what was done at the meeting, not what was said by the members. Accordingly, debate and commentary will not be included in UTFa minutes. However, immediately following a vote, a voting member can request that their dissenting vote or abstention be officially noted by name in the minutes to preserve the member's position for the record. **Carried.**

d. Health and Safety (with J. Nogami)i. Toronto University Coalition update

J. Nogami discussed the Central Health and Safety Committee's issues with the U of T reports on ventilation.

The members discussed other health and safety issues of concern, in particular checking the vaccination status of those on U of T property.

Motion by T. Zorić, seconded by B. McDonagh, that the meeting go in camera. **Carried.**

- ii. Next Steps
- e. Fall Term return to work (with J. Nogami)
 - i. Implementation of COVID LOU
 - ii. Return to in-person work
 - i. Accommodations
 - iii. Petition
- f. Winter term
- g. Extending terms of UTFA Pension Committee
- h. UPP
 - i. UPP and UTFA staff

Motion by W. Kemble, seconded by L. Stewart Rose, to return to the regular meeting. **Carried.**

T. Zorić reported that the unionized UTFA staff have reached an agreement. A request has been made to the UPP to have the UTFA staff, both unionized and non-unionized, accepted into the UPP as soon as possible.

- ii. UPP and Vic request

T. Zorić reported that St. Michael's College and Victoria University are in talks with their employers about joining the UPP. UTFA is assisting with these discussions.

- i. Sexual Violence Policy LOU and related matters

T. Zorić reported that the UTFA negotiating team is working hard on the Sexual Violence Policy LOU and has met with the mediator.

- j. Academic Continuity

This item was deferred.

- k. President's mentoring time

T. Zorić said that she would be setting up the equivalent of office hours for members of the Executive to check in with her.

- l. Committee meetings

This item was discussed while the meeting was in camera.

- m. Association Grievances

- Teaching Stream Faculty Workload (not filed)
- PTR update

This item was deferred.

T. Zorić assumed the chair.

The meeting returned to agenda item 5, Representation Policy dues policy.

- 8. Break: timed item 3:00 p.m. (10 min)
- 9. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (5 min)
 - a. SBPW bargaining (with T. Zorić)

Motion by J. Nogami, seconded by B. McDonagh, to go in camera. **Carried.**

Motion by L. Stewart Rose, seconded by B. McDonagh, to return to the regular meeting. **Carried**

The meeting moved to item 6, Report of the Chair of the Appointments Committee.

10. Other Business

H. Sonne de Torrens reported that she has a draft letter supporting women in Afghanistan and will forward it to T. Zorić.

Motion by S. Helwig, seconded by H. Sonne de Torrens, moved to go in camera. **Carried.**

Motion by B. McDonagh, seconded by W. Kemble, to return to the regular meeting. **Carried.**

a. UTFA Executive Meetings

- i. Friday, October 29, 1:00 – 3:00 p.m.
- ii. Friday, November 12, 1:00 – 3:00 p.m.
- iii. Friday, November 26, 10:00 a.m. – 12:00 p.m.
- iv. Friday, December 10, 10:00 a.m. – 12:00 p.m.

b. UTFA Council Meetings

- i. Wednesday, October 20, 3:00 – 5:00 p.m.
- ii. Tuesday, November 16, 3:00 – 5:00 p.m.
- iii. Tuesday, December 14, 3:00 – 5:00 p.m.

11. Adjournment

Motion by J. Nogami, seconded by W. Kemble, that the meeting adjourn. **Carried.**

The meeting adjourned at 4:05 p.m.

Chris Penn
Senior Administrative Assistant



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Council Summary

UTFA Executive Minutes

Friday, October 29, 2021

Zoom Conference Call

11:00 a.m.- 12:00 noon

1:00 p.m. – 2:00 p.m.

Chair – T. Zorić

Present: M. Attridge, K. Banning, R. Gillis, S. Helwig, W. Kemble, J. Macdonald, B. McDonagh, N. Niknafs, J. Nogami, H. Sonne de Torrens, M. Stapleton, L. Stewart Rose, J. Taylor, T. Zorić

Also present: M. Horban (Business Officer), K. Johnson (Executive Director), H. Nowak (General Counsel), C. Penn (Senior Administrative Assistant), N. Ptinis (Executive Assistant), D. Roberts (Chair, Academic Continuity Policy)

T. Zorić called the meeting to order at 11:05 a.m.

1. Approval of the agenda

Motion by M. Attridge, seconded by W. Kemble, that the agenda be approved as amended.
Carried.

2. Minutes of the previous meeting

a. October 12, 2021 *

i. Minutes

As there were no changes to the October 12, 2021, Executive minutes, they were approved as distributed.

3. Business arising (not elsewhere on the agenda)

There was no business arising.

The meeting moved to item 14.

4. Academic Continuity Policy (10 min) (moved to 2nd hour as a timed item following break)

The meeting remained in camera.

- a. Update (D. Roberts)

The meeting moved to item 9, remaining in camera.

5. Report of the Chair of the Appointments Committee (10 min) (following item 14)

- a. Barriers to Research Working Group (with M. Attridge)

L. Stewart Rose updated the members on issues that the Appointments Committee would be working on this year: issues around promotion to full professor in the Teaching Stream; reviewing the part-time appointments policy; discriminatory effects of SETs/alternate solutions; and barriers to research.

M. Attridge and L. Stewart Rose updated the members on the work of the Barriers to Research Working Group.

The committee continues to fine tune its mandate and structures and will work with other committees to prepare a survey for UTFA members and to make recommendations.

J. Nogami assumed the chair.

6. Report of the President (40 min)

- a. President's office hours/ mentoring time

T. Zorić reported that she has set up weekly office hours for members of the Executive to meet with her, to ask questions and for her to support them.

- b. Standing Committee meetings

T. Zorić noted the importance of having active committees and that committee members do not have to be on Council. She encouraged committee chairs to actively recruit additional members for their committees, preferably with a range of views, and to arrange for their committees to meet.

- c. Council email list protocol

It was decided to discuss this item at a future meeting.

The members also discussed divestment of University and UPP fossil fuel investments and a request by a Student Union representative to speak to Council on mental health issues. T. Zorić will coordinate Council presentations on these items at upcoming Council meetings.

The meeting moved to item 6.i.

- d. Governing Council presentation (following item 9)

Motion by T. Zorić, seconded by J. Nogami, moved that the meeting go in camera. **Carried.**

- e. Health and Safety (with J. Nogami)

- f. Donation policy

- g. Joint Committee agenda

- h. Council speaker

The meeting moved to item 11, remaining in camera.

- i. Statement of Apology (following item 6.c)

Motion by T. Zorić, seconded by J. Nogami, moved that the meeting go in camera. **Carried.**

- 7. Break: timed item noon (60 min)

T. Zoric assumed the chair and the meeting moved to item 4, remaining in camera.

- 8. Action List *

This item was deferred to the next meeting.

- 9. Report of the Treasurer (15 min) (following item 4)

The meeting remained in camera.

- a. Audited Financial Statements

- b. 2021-2022 Budget

Motion by M. Stapleton, seconded by J. Macdonald, to return to the regular meeting. **Carried.**

Motion by M. Stapleton, seconded by T. Zorić, that the Executive Committee recommend that Council approve the 2021-2022 UTFA budget. **Carried.**

J. Nogami assumed the chair and the meeting returned to items 6.d–h.

- 10. Report of the Chair of the Librarians Committee (10 min) (following item 11.c.)

The meeting remained in camera.

- a. Update of events taking place in the library system including the result of weekly hours and the consultations planned

The meeting moved to item 12.

- 11. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (15 min) (following item 6.h)

The meeting remained in camera.

- a. SBPW bargaining (with T. Zorić)
- b. Policies for Librarians Negotiations update (with T. Zorić)
- c. UTFA Pension Committee Terms of Reference (with T. Zorić)

The meeting moved to item 10, remaining in camera.

- 12. Report of the Chair of the Retired Members Committee (5 min) (following item 10)

Motion by T. Zorić, seconded by N. Niknafs to return to the regular meeting. **Carried.**

- a. Update on Retired Members reception

J. Macdonald reported that the Retired Members Committee discussed having an event and inviting an Indigenous speaker. Several individuals were suggested and are being contacted. She asked for a budget for a donation or honorarium.

J. Macdonald said that the Retired Members Committees came up with several ideas for UTFA's 50th Anniversary events.

T. Zorić thanked J. Macdonald for the work she has done so far and asked her to chair this working group for now.

13. Report of the Executive Director (5 min)

a. Transition of UTFA staff to UPP (with J. Nogami)

K. Johnson reported that the transition of the staff to the UPP is going smoothly and anticipates staff will be able to join the UPP as of January 1, 2021. She noted that this is a significant benefit to the staff.

The meeting moved to item 15.

14. Federated Colleges Update (UPP) (5 min) (M. Attridge and R. Gillis) (following item 3)

M. Attridge and R. Gillis updated the members on meetings with St. Michael's, Victoria, and Trinity Colleges regarding what assistance UTFA could provide with transitioning to the UPP. At this point the discussions are exploratory.

The meeting moved to item 5.

15. Other Business (following item 13)

a. UTFA Executive Meetings – scheduling (10 min)

- i. Friday, November 12, ~~1:00 – 3:00 p.m.~~ 10:00 – 12:00 p.m.
- ii. ~~Friday, November 26, 10:00 a.m. – 12:00 p.m.~~ Reschedule
- iii. Friday, December 10, 10:00 a.m. – 12:00 p.m.

b. UTFA Council Meetings

- i. Tuesday, November 16, 3:00 – 5:00 p.m.
- ii. Tuesday, December 14, 3:00 – 5:00 p.m.

16. Adjournment

Motion by H. Sonne de Torrens, seconded by J. Macdonald, that the meeting adjourn. **Carried.**

The meeting adjourned at 2:15 p.m.

Chris Penn
Senior Administrative Assistant

Motions from the Executive Committee

The Executive Committee recommends to Council approval of the 2021-2022 UTFA budget.

Statement of Apology

I apologize for using a phrase that evoked a negative trope at the [What the hell happened at the University of Toronto Law School?](#) event. I now better recognize how such tropes can tap into and reinforce harmful stereotypes about the Jewish community. Although it was not my intention, I acknowledge that the words I used caused pain and distress to many of my colleagues who experienced them as insults. For that as well I am truly sorry.

As someone who has devoted decades of her life to the work of challenging discrimination in its many forms, I am humbled. I am reminded of my responsibility to foster more listening, more respectful dialogue, and a greater willingness to learn from each other so that we may pursue our shared goals as an Association.

Joint Committee Meeting Agenda

Tuesday, November 2, 2021

4:00 – 6:00 p.m.

Zoom meeting

1. Transparency and timely information sharing (UTFA)
2. Resources for the Faculty of Music (UTFA)
3. Scope creep in Librarians positions given to USW or managerial (UTFA)
4. Sexual Violence Policy consultations (UTFA)
5. Donation policy process (UTFA)

FOR CONSULTATION—TO BE VOTED ON IN DECEMBER
PROPOSED REVISION
OF THE
UTFA PENSION COMMITTEE TERMS OF REFERENCE
November 11, 2021

Note: The Terms of Reference for the UTFA Pension Committee were originally approved at the June 17, 2019, Council Meeting. (See Appendix I)

See Appendix II, Chair's Comments, to see C. Messenger's recommendations and proposed work plan for the year. The proposed revision (starting in the section below) reflects some significant changes in the composition and approach to the selection of Committee members.

**UTFA Pension Committee (the Committee) Terms of Reference,
Fall 2021**

A. The role of the UTFA Pension Committee:

Preamble: UTFA holds a permanent seat on the University Pension Plan's (UPP) Employee Sponsor Committee (ESC) and maintains a permanent right to appoint a trustee on the Board of Trustees. UTFA's ongoing governance role shall be supported by an UTFA Pension Committee.

1. Meet with UTFA's Employee Sponsor Committee (ESC) representative (who is also a member of the UTFA Pension Committee) on a schedule established by September of each year and approved by UTFA Council.
2. Consult with and advise the ESC representative and UTFA Council on any changes to benefits levels or contribution rates, and on any other UPP business, as appropriate.
3. Consult with the ESC representative on UPP issues and/or on the development of documents related to the UPP.
4. Develop an UTFA nomination and approval process for future members of both the ESC and the Board of Trustees. Develop a removal process for the ESC representative. All processes to be approved by UTFA Council.

B. Committee Composition and Purpose:

Note: All Committee members, including the chair, are voting members. All committee members should be able to: 1) recognize the diverse and varied perspectives of the UTFA membership in the Committee's deliberations on pensions and the advice it provides the Chair and others at UTFA; 2) help UTFA communicate its members' needs and wants to the UPP Employee Sponsor Committee and Board of Trustees; and, 3) disseminate accurate and timely information on pensions to the Executive, Council, and as appropriate, to the UTFA membership.

1. **Chair:** The chair of the Committee is, simultaneously, the UTFA ESC representative. The ESC representative holds a four-year seat on the ESC. Their ESC terms of appointment are approved by UTFA Council at the start of their term and contain benefits separate from those of the UTFA Pension Committee's other members. (See Appendix III)

2. **Total number of Committee members:** Approximately eleven members shall comprise the Committee (including the chair). All Committee members must be UTFA members in good standing.
3. **Ex Officio members:** The UTFA President; the Vice-President, SBPW; and the Treasurer shall serve as members of the UTFA Pension Committee *ex officio* with full voting rights. The three members of the UTFA senior leadership shall be counted in the Committee total and in Committee categories.
4. **Streams, employment categories, and career stages:**
 - a) at least one tenured, continuing status, and permanent status member from each of the three full-time streams
 - b) at least one part-time member
 - c) one or two retired members, of whom at least one is a member of the UPP
 - d) at least one member who is pre-tenure, pre-continuing status, or pre-permanent status
 - e) three active (non-retired) members-at-large.
5. **Competencies:** Considering the scope of the issues that come before the UTFA Pension Committee, an *array of perspectives and competencies* are to be encouraged on the UTFA Pension Committee. The goal of the election process is to elect a Committee that is sufficiently knowledgeable, competent, and engaged ***vis-à-vis the UPP*** that it can provide helpful discussion and advice to the Committee as a whole/ESC representative and represent the views of Council and the UTFA membership in its deliberations.

The following list of areas of knowledge and expertise is not meant to be definitive or comprehensive (no ranked order):

- a) Defined Benefit JSPPs (jointly sponsored pension plans), the U of T pension plan, and the UPP
- b) Pension funding, solvency, and governance
- c) Management and/or finance and/or economics
- d) Environmental, Social, and Governance (ESG) issues in investing, including:
 - Indigenous investing
 - labour rights and human rights
 - a just climate transition
 - expertise on equity-seeking groups
 - governance
- e) Deep knowledge of the UTFA membership

These and other valuable competencies are developed through several avenues or means. Here is a selection: academic expertise; professional and/or workplace experience; experience in labour organizations, boards, and/or non-profits; service at UTFA.

6. **Diversity and inclusion:** UTFA values equity, diversity, and inclusion (EDI). Council is encouraged to elect Pension Committee members that embody and promote EDI.

C. Nomination and election process:

1. Any time there are Committee vacancies, or if terms have come due, the UTFA Executive Committee shall circulate up-to-date UTFA Pension Committee terms of reference, including the list of competencies, to UTFA Council.
2. Equity, diversity, and inclusion shall be positioned as core values in the nomination process.
3. Any two Council members may nominate candidates for election. Candidates are required to submit statements outlining their strengths and qualifications, including in relation to the competencies and areas of knowledge and expertise listed above.
4. Normally at the June meeting of UTFA Council, if terms are up or vacancies need to be filled (e.g. following Executive elections), the UTFA Executive Committee shall present the names of any nominees standing for election to UTFA Council.
5. UTFA Council shall elect the Committee members in the order outlined in B.4 (above).

D. Term:

- Ex-officio members and the ESC representative serve the length of their terms and gain membership to the Committee via Council election to their respective offices
- Other members serve two-year terms and may be renewed via Council elections.
- The first set of elections under these updated terms of reference shall be held at the December 2021 or January 2022 UTFA Council. This will assist with the staggering of Committee members' terms.

E. Stipends:

- UTFA Pension Committee members who are neither on the Executive nor serving as the ESC representative receive a \$3 000 annual stipend until this policy is amended by UTFA Council.

END OF UTFA PENSION CMTE TERMS OF REFERENCE PROPOSAL.

Current UTFA Pension Committee Members:

1. Cynthia Messenger (UTFA Past President, teaching stream, Writing and Rhetoric, Innis, UTSG)
2. Louis Florence (retired, Management, UTM)
3. Mary Alice Guttman (retired, Applied Psychology and Human Development, OISE)
4. Lisa Kramer (tenure stream, Behavioural Finance, Management, UTM)
5. Brian McDonagh (UTFA VP, Grievances, part-time faculty continuing, Faculty of Music, UTSG)

6. Jun Nogami (UTFA VP, SBPW, tenure stream, Engineering, UTSG) (completed a one-year term on the UTFA Pension Committee)
7. Marcin Peski (tenure stream, Economics, Arts and Science, UTSG)
8. Harriet Sonne de Torrens (UTFA Chair of Librarians Committee, UTM)
9. Maureen Stapleton (UTFA Treasurer, teaching stream, Management, Rotman, UTSG)
10. Terezia Zorić (UTFA President, teaching stream, Social Justice Education, OISE, UTSG)

The Chair of the UTFA Pension Committee is the ESC rep: Cynthia Messenger, appointed by UTFA Council for a four-term term on the ESC. The ESC began meeting in January 2020.

Appendices

I. Original UTFA Pension Committee Terms of Reference

a. UTFA Pension Committee

Motion 1:

COUNCIL MINUTES – JUNE 17, 2019

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C. Messenger noted that she was suggesting some names to Council for the UTFA Pension Committee. Most have confirmed their willingness to serve.

C. Messenger, seconded by L. Florence, moved that:

A. The UTFA Pension Committee would comprise:

1. five or six voting members who have knowledge of or training in pensions, investments, management, or economics.
2. at least three voting members who are members of UTFA Council.
3. at least three of five or four of six members who are actively employed at U of T.
4. up to three non-voting observers (from any field) who must be members of UTFA Executive Committee or UTFA Council.
5. at least one member from each of the three streams; at least one faculty member on contract; and at least one retired member but not more than two retired members.

Representation of the various groups in #5 could be fulfilled by appointments in either the voting or the non-voting categories.

B. The role of the UTFA Pension Committee would be the following:

1. Meet with the Sponsor Board rep (the rep) on an established schedule, depending on the schedule of UPP board meetings.
2. Consult with and advise the rep on any changes to benefits levels or contribution rates, and on any other Sponsor Board business.
3. Consult with the rep on the development of documents related to the UPP.
4. Consult with and report to Council on all matters related to the UPP Sponsor Board.
5. Suggest names for future reps on both the Sponsor Board and the Trustee Board.
6. Develop an UTFA nomination and approval process for future members of both the Sponsor Board and the Trustee Board. Develop a removal process for the Sponsor Board rep. All processes to be approved by UTFA Council.

The UTFA Pension Committee would be appointed by Council for two-year renewable terms, with a future appointment process and any term limits to be determined by the Executive Committee and subject to approval by UTFA Council.

C. Stipends

1. Voting members would receive an annual stipend of \$5,000 (the same amount as an UTFA Executive Committee Chair).
2. Non-voting members would receive an annual stipend of \$3,000.

II. Chair's Comments:

- I recommend that the current committee members be renewed for a one-year or two-year term, as each chooses, modelled on the choice available to Executive Cmte members. The proposed revised terms of reference, especially the competencies protocol, would apply only to any new appointees who have not yet served on the UTFA Pension Committee.
 - The coming year, 2021-2022, will be another “build” year for the UPP, although not as demanding for the ESC as the past two years. The ESC will be working on the following, and most of these issues will need to come, in one form or other, before the UTFA Pension Committee (the Committee).
 - I will ask the UTFA Cmte to meet monthly between November and June or July to discuss the following (not an exhaustive list and not in ranked order). All of the issues below are substantial, and some will require more than one meeting:
1. Issues related to Participation Agreements (PAs), especially the PA involving the UPP Board of Trustee staff.
 2. Issues related to pensionable earnings for BoT staff.
 3. The forthcoming A/L study that the Board of Trustees (BoT) is working on.
 4. Protocols for new plan entrants, especially with reference to insolvency.
 5. Communication protocols for the ESC vis-à-vis the Employer Sponsor Cmte (ERSC) and the BoT.
 6. Possible revisions to the protocols for ESC meetings with unions not represented on the ESC.
 7. Protocols for ESC meetings with the unrepresented (non-unionized university administrators).
 8. More detailed protocols for the appointment of trustees.
 9. Outreach to members, including the retired.
 10. Responsible Investing and ESG.
 11. Analysis of actuarial reports.
 12. Discussion of implementation of bargained changes to the legacy plans.
 13. Ensuring radical transparency of investments in the UPP.
 14. Member services: communication between the pension office and members.
 15. Member services: the pension calculator.
 16. Any other issue that might arise related to pension governance, investments, or member services.

III Benefits for the UTFA Sponsor Board representative

UTFA will provide the following benefits to the UTFA Sponsor Board representative for the period of their term:

1. Course release: two H courses per year (similar to a Member-at-Large release).
2. Pension conferences: two international conferences and three domestic ones, including annual membership fees for the International Foundation.
3. Pension education: tuition and travel for pension/ board service certificate programs.
4. Stipend: a stipend in the amount of \$10,000 per year be provided for the UTFA Sponsor Board representative.

← but no research fund

Teaching Stream Committee Report to UTFA Council

12 November 2021
(for 16 November 2021 Council Meeting)

The first meeting of the Teaching Stream Committee is scheduled for 23 November 2021. I am inviting others in the stream to attend, as an initial effort to grow interest in committee efforts and membership (which is one of my goals for my term as Chair).

I am finalizing edits on two documents inherited from the previous committee Chair: a summary report of Teaching Stream survey results, and an open letter related to the promotions process (about challenges faced by, and support needed for, associate-level Teaching Stream faculty facing potential promotion to full). My plan is that these documents will serve as a foundation for member education and for some of the important work of the committee this year.

In addition, much time and attention is currently focused on strengthening Teaching Stream connections to other committees and projects, including:

- the Barriers to Research working group
- the pay equity / salary discrimination association grievance
- the SETs (student evaluation of teaching) association grievance
- the (potential) Teaching Stream workload association grievance

On a more personal note, I have been acquiring as much knowledge as I can about university policies and governance, current association grievance language and processes, and larger contextual issues through participation in CAUT and OCUFA courses and workshops. I look forward to finding new and constructive ways to use this developing, evolving knowledge to better represent the interests of Teaching Stream faculty and support the needs of UTFA and its broader membership.

Sherri Helwig, Chair
On behalf of the UTFA Teaching Stream Committee