

## UTFA Council Agenda

February 13, 2018 – 3:00 – 5:00 p.m.

Room 368, Rotman School of Management

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1. Approval of the Agenda
2. Minutes of Previous Meetings
  - a. January 17, 2018 \*
3. Business Arising
  - a. From the Minutes of Council
  - b. From the Summary of the Minutes of the Executive Committee
    - i. December 7, 2017 \*
4. Nominations for President (Open no later than March 1 and close March 15) \* (J. Newman) (10 min)
  - a. Chief Returning Officer
5. Report of the ad hoc Committee on Release Funds (J. Nogami) (5 min)
6. Report of the President (10 min.)
  - a. Update on Part-time Appointments Policy Negotiations
  - b. Gender Salary Gap Update (D. Campanella, S. Olexson)
  - c. Other matters
7. Report of the Treasurer (10 min)
  - a. Year-to-date \*
  - b. Other matters
8. Report of the St. Michael's College Negotiating Team (M. O'Connell and M. Attridge) (5 min)
9. Report of the Chair of the Appointments Committee (5 min)
  - a. Part-time Appointments at the U of T: Challenges and Strengths
  - b. Other matters
10. Order of the Day: 3:45 p.m. UPP3 JSPP Update (75 min)

11. Other Business

- a. Next meeting of Council  
Thursday, March 22, 2018  
3:00 – 5:00 p.m.

12. Adjournment

\* materials attached

**Council Summary**  
**UTFA Executive Minutes**

Thursday, December 7, 2017 – 11:00 – 1:30 p.m.

UTFA Boardroom

Chair – K. Weaver

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**Present:** K. Banning, A. Braun, C. Evans, L. Florence, R. Gillis, L. Kohn, K. MacDonald  
C. Messenger, A. Taleghani, M. Tavakoli-Targhi, K. Scheaffer, H. Sonne de  
Torrens, K. Weaver (Chair), T. Zoric

**Also Present:** H. Diggle (Counsel), M. Horban (Business Officer), H. Mackenzie (Consultant)  
H. Nowak (General Counsel), C. Penn (Administrative Assistant and Note Taker)

K. Weaver called the meeting to order at 11:10 a.m.

1. Approval of the agenda

C. Evans, seconded by M. Tavakoli-Targhi, moved that:  
the agenda be approved as amended.

Carried.

2. Order of the Day: 11:00 a.m. – Hugh Mackenzie (30 min)  
JSP-UPP3 – Tier two issues

H. Mackenzie called the members' attention to the document outlining the Tier 2 issues to be addressed in further discussions of the JSP. Discussions on the plan document concluded at the end of the summer with a plan and a list of 20 outstanding issues, which need to be resolved before drafting can proceed to the next stage.

H. Mackenzie reviewed the list of Tier 2 items that will be taken up in the January 3 mediation with Mr. Kaplan.

3. Minutes of previous meeting

a. November 10, 2017 \*

- i. Executive minutes
- ii. Council summary

As there were no changes, the November 10, 2017 Executive minutes and Council summary were approved as distributed.

b. November 24, 2017 \*

- i. Executive minutes
- ii. Council summary

M. Tavakoli-Targhi, seconded by, T. Zoric, moved that:

the November 24, 2017 Executive minutes and Council summary be approved as amended.

Carried.

4. Business arising (not elsewhere on the agenda)

a. Action List \*

L. Kohn noted that, as she is resigning as Vice-President, University and External Affairs, the only item that should remain on the action list with her name tied to is the UTEAU meeting to be held at UTFA in January.

L. Kohn further reported that the School of Environment had invited Bill McKibben to be a guest speaker in 2019 as part of their memorial lecture. She believes that UTFA should not pre-empt them and therefore should not invite him to deliver the C.B. Macpherson lecture.

She called the members' attention to her written report. (See Appendix A.)

M. Tavakoli-Targhi thanked L. Kohn for her years of work for UTFA. The members showed their appreciation through applause.

Several items were removed from the action list.

5. Report of the President (30 mins)

a. UPP3 JSPP Update

C. Messenger, seconded by T. Zoric, moved that:

the meeting go in camera.

Carried.

C. Messenger, seconded by H. Sonne de Torrens, moved to:

return to the regular meeting.

Carried.

b. Nominating Committee

C. Messenger said that according to the Bylaws, the Executive needs to nominate four members to recommend to Council to sit on the Nominating Committee. Council needs to know these names by January 10 so that they can be discussed at the January 17 meeting. At that meeting Council will need to nominate a fifth person to the Nominating Committee.

C. provided names of possible nominees.

c. PTR Update – survey results to-date

T. Zoric, seconded by H. Sonne de Torrens, moved that:

the meeting go in camera.

Carried.

L. Florence, seconded by R. Gillis, moved to:

return to the regular meeting.

Carried.

- d. Orientation of Council Members (refer to written report) \*

C. Messenger said that she met with several new members of Council this week and they had a good discussion about the issues that UTFa is involved in.

- e. AGM – speaker

C. Messenger said that we need to think about a guest speaker for the AGM. She suggested having an indigenous speaker or a panel on indigenous issues. A discussion on the implementation of indigenous proposals on campus might interest our members. There is broad interest in and support for indigenous issues and there seems to be a desire to learn more about them.

The members suggested several possible guest speakers and topics. C. Messenger asked members to email C. Penn and copy her their suggestions.

- f. Executive/Staff Lunch – Friday, December 8 – 11:30 a.m. – Primrose Room, Faculty Club

C. Messenger reminded the members about this event.

- g. Winter Reception – Monday, December 11 – 5:00 p.m. – Main Dining Room, Faculty Club

C. Messenger reminded members about this event and urged them to invite their colleagues to attend.

- h. Council Agenda \*

C. Messenger said that there will be a full agenda at the December Council meeting. St. Michael's College would like to provide an update on negotiations. Other matters

There were no other matters.

- 6. Report of the Vice-President, Grievances (10 min)

- a. Update on Asbestos

R. Gillis, seconded by M. Tavakoli-Targhi, moved that:

the meeting go in camera.

Carried.

C. Evans, seconded by, K. Banning, moved to:

return to the regular meeting.

Carried.

- b. Other matters

T. Zoric noted that a joint meeting of the Equity, Grievance, and SBPW committees met on December 4 to review the Salary Anomaly Policy proposal. They had a robust and fruitful discussion.

- 7. Report of the Vice-President, Salary, Benefits, Pensions and Workload (20 min)

- a. Salary Anomaly Policy Proposal \*

K. MacDonald, seconded by K. Banning moved that:

the meeting be extended to 2:00 p.m.

Carried.

K. MacDonald, seconded by R. Gillis moved that:

the meeting go in camera.

Carried.

- b. University of St. Michael's College Update \* (K. Weaver)

The meeting continued in camera.

- c. LTD Proposal \*

The meeting continued in camera.

- d. Gender Affirmation Leave Proposal

The meeting continued in camera.

H. Sonne de Torrens, seconded by Z. Taleghani, moved to:  
return to the regular meeting.

Carried.

K. MacDonald, seconded by T. Zoric, moved that;

The Executive Committee recommends that:

Council approve the Salary Anomaly Policy proposal, and the Gender Affirmation Leave proposals, for negotiations.

Carried.

K. MacDonald said that some work still needed to be done on the LTD proposal and that he would bring it directly to Council for approval.

- e. Other matters

There were no other matters.

8. Report of the Chair, Librarians Committee (3 min)

Due to time constraints this report was deferred to the next meeting.

9. Report of the Vice-President, University & External Affairs \* (Written Report) (5 min) (See Appendix A)

L. Kohn called attention to her written report.

10. Other Business (10 min)

C. Messenger presented L. Kohn with an UTFA pen and thanked her for her hard work and wonderful service on Executive and as Vice-President, University and External Affairs.

L. Kohn said that she has enjoyed working with OCUFA and will be staying on the Negotiating Team and as a member of Council.

The members showed their appreciation through applause.

M. Tavakoli-Targhi thanked H. Nowak for her assistance in preparing a draft survey that will be sent to cross-appointed faculty. He asked the members to review the document and to provide him with comments.

The members suggested some changes to the survey, including providing a longer period in which to respond. This survey will also be sent to librarians.

- a. Next scheduled Executive Committee meeting

Friday, January 12, 2018  
10:30 p.m. – 12:30 p.m.

- b. Next scheduled Council Meeting  
Monday, December 11, 2017  
3:00 – 5:00 p.m.  
Upper Dining Room, Faculty Club

- c. Adjournment

T. Zoric, seconded by, H. Sonne de Torrens moved that:  
the meeting adjourn.

Carried.

The meeting adjourned at 2:00 p.m.

Chris Penn  
Administrative Assistant

Appendix A  
Report to UTFA Executive and Council, Vice President University and External Affairs  
L.M. Kohn, 5 December, 2017

Dear Colleagues:

As of December 15 I will be resigning from UTFA Executive after a stressful year. I intend to serve on the Negotiating Team and may continue on Council.

To recap my history with UTFA, I joined Council in 2011, worked with Judith Teichman on the Tri-Campus Salary Working Group in 2012, joined the Executive in 2012 as Member-At-Large, served on the SJAC subcommittee on Tenure and Promotion in 2013-14, and have been in my present position since 2014.

I consider our biggest challenges to be truly engaging our members in all disciplines, as well as student leaders, across all three campuses. Our concerns on diversity and equity are not yet adequately reflected in the membership on Executive and Council, reflecting the task still ahead in recruitment and retention of visible minority and aboriginal faculty at the University. Make time in agendas and invite students for an order of the day with Exec or Council; I have worked with student unions whose remarkable leaders would like a bit of our time to tell us what they are doing, what they need and how we can help.

I will be preparing for retirement in June 2018 and looking for opportunities to pursue my interests in science, the arts, and social justice. I assure you that I will not be sending links to articles for you to read - I certainly promise never to send links to the National Post. **Please encourage the best in our University, in our organization and in each other. Always be kind.**

**A summary of my UTFA activities since September and our Retreat follows:**

As a duty of my UTFA position, I have served on the Leadership Team of the University of St. Michael's College, meeting with the team yearly. I have really enjoyed this association. On October 6, Cynthia Messenger and I (as well as, of course, Michael Attridge) shared Wine, and Cheese Conversation with the Dominican Friars of St. Michael's - note that **Silvia Vong** is Unit Chair at St. Michael's; she is Head of Public Services, John M. Kelly Library, and at UTFA is member of Librarian's Committee and Grievance Committee, University and External Affairs, and Salary & Benefits. **NOTE there is a strike vote at St. Mike's on Dec. 8 - UTFA Exec's Kent Weaver is on the negotiating team.**

**Oct 19** Sexual Violence and Harassment meeting, UTFA. Although this is not officially a delegated responsibility, I have contributed as our interest in these issues has segued from serious discussions to action led by Terezia Zoric.

**Oct 24 Fair Employment Week Outreach**

As Cynthia Messenger's designate, I represented UTFA Exec on phone meetings chaired by Andrea Calver, OCUFA.

On Oct 16 I represented UTFA at the \$15 & Fairness U of T planning meeting on Oct 16 at 3pm in the Sid Smith lobby.

On October 24<sup>th</sup>, I manned a table at UTM Meeting Place with Jamie Ashby, CUPE 3902 (Unit 3) and two other CUPE 3092 members.

**Oct 26** Joint Committee meeting (there was a pre-meeting as well, Oct 19)



**Oct 21-22 OCUFA Board of Directors Meeting.** I represented UTFA.

**Nov 7** University of Toronto Employee Associations and Unions Lunch, ISW 1998 at 25 Cecil Street – we meet twice a year. Great opportunity to catch up on bargaining across U of T units. I was joined this time by Terezia Zoric and Samantha Olexson, (Terezia reporting on asbestos issues). The next lunch will be at UTFA, early next year. I am distributing the Doodle.

Since Nov 7, CUPE 3902 unit 3 (sessionals) have been at the table – they reached a tentative agreement on November 28. **NOTE Unit 1 holds Strike Mandate Meeting on December 5. Unit 1 represents contract academic employees: TA's, Student & Postdoctoral Course Instructors, CPOs, Invigilators.**

<http://www.cupe3902.org/2017/11/unit-1-strike-mandate-meeting-december-5/>

**Nov. 8:** Meeting of University and External Affairs Committee. We select winners of Al Miller Award for Graduate Students and Tuition Bursary Award for undergrads.

**Nov 13** at UTM SLP@UTM “International Student Support and the Changing Landscape of UTM” This was run by the Gillespie Academic Skills Centre among other offices at UTM and St. George. Bottom line: international students achieve higher CGPAs when their language skills are well honed; metrics show language skills can be improved by programs in place such as ACE and utmONE.

**Nov 13** at UTM: Tri-Campus Sexual Violence Prevention and Support Centre (lead, Paula Lam). Ceremony and Ribbon cutting – well attended with great turnout from UTMSU. Very powerful keynote from survivor, UTM alumna, Samra Zafar, “School changed my life,” she said, recounting the pivotal meeting with a support counsellor on campus. “It gave me the power, the awareness and the courage to leave an abusive situation. It was because of the love, support and friendship I received on this campus that I was able to succeed.” <http://www.utm.utoronto.ca/main-news/sexual-violence-prevention-and-support-centre-opens-utm>

**Nov 23-26** CAUT meeting, attended in Ottawa with Cynthia Messenger and Sylvia Vong. Ontario Caucus Lunch included important discussion on academic freedom (Colleges Strike, free speech on campus etc.).

**Nov 27** Fair Workplaces, Better Jobs Act, 2017 Ontario Bill 148 receives Royal Ascent. What you need to know: <https://hicksmorley.com/tag/bill-148-fair-workplaces-better-jobs-act-2017/> Bottom line, equal pay provisions may help our contractual and part time members, but loopholes will have to be overcome.

**Ontario Colleges strike (Cynthia Messenger lead on this).** Key issues included reliance on short-term, low wage contracts (just-in-time hiring), academic freedom in the face of corporatized management dictating large class sizes and from that, pedagogical tools and content and how courses are run. I attended OPSEU rally at Queen's Park and talked informally with striking workers ultimately voted back to work. <http://www.cbc.ca/listen/shows/metro-morning/segment/14605060>

## Agenda Item 4a

### Article IX - Nominations and Elections

#### 9.1

(i) Each candidate for President shall be nominated from the regular membership of the Association by two regular members of Council or by 10 regular members of the Association. Nominations open no later than March 1st of the year of election and close on March 15th of the same year.

(ii) If more than one person is nominated for President, the President shall be elected from among those nominated by a mail ballot of the membership of the Association conducted during the twenty-one days next following the close of nominations.

(iii) Council, by regulation, shall establish guidelines for conduct of the election.

**UTFA Income Statement**  
**Actual vs. Budget 2016-2017 //**  
**YTD Dec 2017 / Budget 2017-2018**

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		<b>Actual</b>	<b>2016-17</b>	<b>Actual</b>	<b>2017-18</b>
		<b>Jul '16 - Jun 17</b>	<b>Budget</b>	<b>Jul - Dec 17</b>	<b>Budget</b>
<b>Income</b>					
4000 · Membership Dues					
4001 · UofT	2,988	3,080,717	3,100,000	1,628,422	3,400,000
4002 · St. Michael's College	24	17,843	18,500	10,204	21,000
4003 · Victoria College	29	26,185	23,800	12,229	25,000
4004 · Trinity College	5	5,142	5,100	1,304	5,200
4005 · Retiree	442	21,677	25,000	650	25,000
Total 4000 · Membership Dues	3,488	3,151,564	3,172,400	1,652,809	3,476,200
4040 · Subsidies					
4041 · Subsidy - Office Rent		113,925	119,774		140,000
4042 · Subsidy - Telephone		9,481	10,000		10,000
4046 · Subsidy - Other		50,000			
Total 4040 · Subsidies		173,406	129,774		150,000
Total Income		3,324,970	3,302,174	1,652,809	3,626,200
<b>Expense</b>					
5000 · External Fees					
5011 · Dues to CAUT		436,771	436,771	231,613	463,226
5012 · Dues to OCUFA		430,373	430,373	229,293	458,586
5020 · Dues to CAUT Defence Fund		1,184	1,134	627	1,392
Total 5000 · External Fees		868,328	868,278	461,533	923,204
5050 · External Legal & Consulting					
5055 · Legal Salary Ben. & Pen.		227,704	125,000	173,420	300,000
5058 · Association Grievances		28,134	2,500	21,048	50,000
5060 · Legal Grievances		590,683	315,000	119,423	250,000
5065 · Legal Other		40,744	20,000	5,566	40,000
5070 · Consulting Salary Ben. & Pen.		139,081	25,000	116,077	100,000
5075 · Consulting Grievances			500		5,000
5080 · Consulting Other		23,525	10,000	4,125	15,000
6600 · Auditor		10,074	10,000	10,356	12,000
Total 5050 · External Legal & Consulting		1,059,945	508,000	450,015	772,000
6000 · Administration					
6001 · Staffing					
6005 · Salaries		635,728	660,000	395,566	850,000
6006 · Group Insurance		88,395	78,000	52,143	94,545
6007 · Pension / RRSP		87,392	86,000	49,733	104,242
6008 · Casual Labour - Office		37,350	25,000	22,590	25,000
6020 · Professional Dues and Expenses		5,634	5,000	4,934	6,500
6025 · Professional Insurance		7,416	8,000	10,755	8,000
6030 · Other Benefits		10,982	7,000	2,552	11,000
6322 · IT Services		46,001	50,000	25,568	50,000
Total 6001 · Staffing		918,898	919,000	563,841	1,149,288
6100 · Office Expenses					
6102 · General		5,072	4,500	3,758	5,000
6105 · Postage		3,679	3,500	868	4,000
6108 · Courier		1,204	1,000	563	1,200
6110 · Stationery		8,127	5,000	1,119	5,000
6116 · Printing and Copying		6,745	3,000	2,235	5,000
6120 · Office Supplies		4,562	5,000	5,755	6,000
6122 · Telephone		17,371	18,000	8,307	20,000
6150 · Miscellaneous		11,143	6,000	10,882	10,000
Total 6100 · Office Expenses		57,903	46,000	33,487	56,200
6300 · Office Equipment					
6305 · Furniture and Equipment		5,864	35,000	15,169	35,000
6310 · Computer Hardware & Software		5,863	25,000	6,933	20,000
6315 · Equipment Rental and Repair		9,210	9,500	4,775	8,000
Total 6300 · Office Equipment		20,937	69,500	26,877	63,000
6400 · Advertising and Communications					
6425 · Other		4,647	6,000	2,196	6,000
Total 6400 · Advertising and Communications		4,647	6,000	2,196	6,000
6500 · Insurance					
6505 · Contents Insurance		1,726	1,747		1,800
6510 · Directors & Officers Liability		2,700	2,835		3,000
6515 · Errors and Omissions		4,606	4,606	4,606	4,606
Total 6500 · Insurance		9,032	9,188	4,606	9,406
6700 · Library		4,893	3,025	1,480	4,000
Total 6000 · Administration		1,016,310	1,052,713	632,487	1,287,894

**UTFA Income Statement**  
**Actual vs. Budget 2016-2017 //**  
**YTD Dec 2017 / Budget 2017-2018**

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	<u>Actual</u> <u>Jul '16 - Jun 17</u>	<u>2016-17</u> <u>Budget</u>	<u>Actual</u> <u>Jul - Dec 17</u>	<u>2017-18</u> <u>Budget</u>
7000 · Stipends				
Total 7000 · Stipends	105,526	105,000	53,329	105,000
7200 · Outreach & Communications	17,361	15,000	11,996	15,000
7300 · Member Services				
7305 · General Member Services	27,513	25,000	22,108	30,000
7310 · AGM	16,394	10,000		15,000
7315 · Workshops/Conf.-UTFA sponsored	29,180	7,500		15,000
7320 · Macpherson Lecture		7,500		15,000
Total 7300 · Member Services	<u>73,087</u>	<u>50,000</u>	<u>22,108</u>	<u>75,000</u>
7500 · Committee Expenses				
7510 · Council	13,869	10,000	4,507	12,000
7512 · President	4,736	3,000	3,751	5,000
7515 · Executive	14,381	10,000	8,500	15,000
7520 · Grievance	1,875	1,000	605	1,000
7525 · Salary and Benefits	1,225	1,000	69	1,000
7530 · University & External Affairs	155	1,000	68	1,000
7540 · Appointments	376	1,000	82	1,000
7545 · Equity	705	1,000		1,000
7550 · Teaching Stream	297	1,000	96	1,000
7560 · Librarians	1,412	1,000	673	1,000
7565 · Financial Advisory	87	1,000	102	1,000
7566 · Membership	803	1,000	414	1,000
7567 · Retired Members	1,409	1,000	1,054	1,000
7568 · Office	98	1,000		1,000
7570 · Inter-Campus Travel	554	1,000		1,000
Total 7500 · Committee Expenses	<u>41,982</u>	<u>35,000</u>	<u>19,921</u>	<u>44,000</u>
7700 · Office Rent	139,267	138,836		175,000
8000 · Special Expenses				
7600 · Negotiation Expenses-Non Legal	11,779	12,500	10,036	15,000
8010 · Donations	43,100	30,000	500	30,000
8015 · Special Projects				
8016 · Renovation - Suite 410		30,000	653	
8016a · Renovation - Suite 408			17,850	250,000
8017 · Senior College Centre	31,857	32,000	33,278	34,000
Total 8015 · Special Projects	<u>31,857</u>	<u>62,000</u>	<u>51,781</u>	<u>284,000</u>
8025 · Contingencies	4,500	15,000	10,250	
8030 · Conferences-attended by UTFA	32,598	25,000	12,300	10,000
8035 · Tuition Scholarships	13,100	20,000	8,267	30,000
8037 · Citizenship Award		2,000		25,000
8045 · Training	994	3,000	57	2,000
8055 · Special Initiatives	2,003			1,000
8060 · Honoraria	500	1,000		1,000
Total 8000 · Special Expenses	<u>140,431</u>	<u>170,500</u>	<u>93,191</u>	<u>398,000</u>
Total Expense	<u>3,462,237</u>	<u>2,943,327</u>	<u>1,744,580</u>	<u>3,795,098</u>
Net Operating Income	<u>-137,267</u>	<u>358,847</u>	<u>-91,771</u>	<u>-168,898</u>
Investment Income	286,795		176,117	
Net Income - Operating plus Investment	<u>149,528</u>		<u>84,346</u>	

	<u>30-Jun-14</u>	<u>30-Jun-15</u>	<u>30-Jun-16</u>	<u>30-Jun-17</u>	<u>30-Dec-17</u>
Selected Assets					
1007 · TD Canada Trust	\$1,223,675	\$1,179,062	\$1,089,761	\$547,817	\$23,112
1100 · Long Term Investments	\$2,908,004	\$3,046,828	\$3,029,191	\$4,115,986	\$4,292,102
Total	<u>\$4,131,680</u>	<u>\$4,225,889</u>	<u>\$4,118,952</u>	<u>\$4,663,803</u>	<u>\$4,315,214</u>