

UTFA Council Agenda

Wednesday, April 11, 2018 – 1:00 – 3:00 p.m.

Innis Town Hall

2 Sussex Avenue

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1. Approval of the Agenda
 2. Minutes of Previous Meetings
 - a. February 13, 2018 *
 - b. March 22, 2018 *
 3. Business Arising
 - a. From the Minutes of Council
 - b. From the Summary of the Minutes of the Executive Committee
 4. Report of the President (10 min)
 - a. Part-time Appointments Policy Negotiations Update
 - b. Joint Committee Meeting *
 - c. Other matters
 5. Report of the Chief Returning Officer * (5 min)
 6. Report of the Chair of the Nominating Committee (5 min)
 7. Report of the Vice-President, Salary, Benefits, Pensions and Workload (10 min)
 - a. Negotiating Update
 - b. Other matters
 8. Report of the Chair of the Librarians Committee (5 min)
 9. Report of the Treasurer (5 min)
 - a. Year-to-date *
 10. Report of the Vice-President, Grievances (10 min)

11. Report of the Chair of the Appointments Committee * (5 min)
 - a. Tenure workshop – April 16, 2018
 - b. Part-time Appointments at the UofT Event – May 1 and 2, 2018
 - c. Other matters
12. Report of the Chair of the Equity Committee (5 min)
13. JSPP/UPP Update – 2:30 p.m. (C. Messenger and H. Mackenzie) (20 min)
14. Other Business
 - a. Next meeting of Council
Tuesday, May 15, 2018
3:00 – 5:00 p.m.
15. Adjournment

* materials attached



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UTFA Council Minutes

February 13, 2018 – 3:00 – 5:00 p.m.

Room 368, Rotman School of Management

Present:

Executive: K. Banning, A. Braun, C. Evans, L. Florence, R. Gillis, K. MacDonald, C. Messenger, K. Scheaffer, H. Sonne de Torrens, A. Taleghani, K. Weaver, T. Zoric

Present: M. Attridge, L. Austin, E. Barbeau, J. Berkovitz, L. Chen, E. Fillion, D. Gastaldo, P. Grav, C. Guberman, M.A. Guttman, D. Heap, R. Helms-Park, J. Macdonald, J. Nogami, M. Peski, J. Poë, S. Prudham, D. Roberts, H. Rodd, L. Shade, L. Stewart Rose, A. White

Regrets: M. Allen, K. Bickmore, P. Gauvreau, C. Guberman, P. Hamel, J. Jenkins, W. Kemble, L. Kohn, M. Light, B. McDonagh R. Sarabia, V. Skelton, M. Tavakoli-Targhi, S. Vong, N. Wiseman

Absent: D. Cooper, J. Lanca, K. Rankin

Also Present: D. Campanella (Research Analyst)
C. Godkewitsch (Goldblatt Partners)
A. Hildyard (Special advisor to U of T's president and provost)
M. Horban (Business Officer)
C. Hunter (Consultant)
A. Lo (Communications, Outreach Campaign Support Officer)
H. Mackenzie (Consultant)
J. Newman (Speaker)
H. Nowak (General Counsel)
S. Philpott (Goldblatt Partners)
M. O'Connor (Chief Negotiator, UTFA-USMC)
S. Olexson (Counsel)
C. Penn (Administrative Assistant and Note Taker)

J. Newman called the meeting to order at 3:10 p.m.

1. Approval of the Agenda

E. Barbeau, seconded by L. Shade, moved that:

the agenda be approved as amended.

Carried.

2. Minutes of Previous Meetings

a. January 17, 2018 *

As there were no changes to the January 17, 2018 Council minutes, they were approved as distributed.

3. Business Arising

a. From the Minutes of Council

b. From the Summary of the Minutes of the Executive Committee

i. December 7, 2017 *

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

4. Nominations for President (Open no later than March 1 and close March 15) * (J. Newman) (10 min)

a. Chief Returning Officer

J. Newman noted that nominations for UTFA President will open no later than March 1 and will close on March 15, in keeping with Article 9 of the Constitution. He said that for a number of elections Council has elected a Chief Returning Officer to run the nominations and, if necessary, the election.

L. Florence, seconded by M. Attridge, moved that:

Alan White be nominated to serve as the Chief Returning Officer for the 2018 Presidential nominations and election.

Carried.

5. Report of the Ad Hoc Committee on Release Funds (J. Nogami) (5 min)

J. Nogami said that the ad hoc committee on release funds has met several times over the past month but has not yet completed its work. It will present its report at the next Executive meeting and at the March Council meeting.

The committee has prepared a motion on PTR for senior officers.

J. Nogami, seconded by T. Zoric moved that:

The Ad Hoc Committee on Release Funds recommends that the Provost's offer of the following PTR options be approved for the UTFA president, the VP Grievances, and the VP SBPW.

The Options are these:

a) Their PTR may be assessed by their unit as is the case now.

OR

b) Their PTR will be fixed at not more than 125% of their unit average.

The decision must be made by each of the three senior officers in January of each year, this year (2017–2018) being an exception. The three senior officers must nevertheless submit to their head an activity report in which each reports on any activities outside of those undertaken at UTFA.

To provide some background, J. Nogami said that he and T. Zoric were concerned that some units were assessing individuals' UTFA work when assigning PTR. UTFA has been mentioned in their PTR letters and departments were commenting on their duties at UTFA, which they do not have the right to do. He and T. Zoric spoke to S. Nelson about this, and a former Vice-President confirmed for her that a system had been in place in the past to give the three senior officers at UTFA a set PTR amount. They were not assessed by their units, just as a chair, principal and dean are not assessed by their units.

UofT is offering the three senior officers at UTFA who have 50% or more release time the option of receiving PTR assessed at 125% of their unit average or to have their unit assess them. It was hoped that this process could be in place for the current round of PTR assessments for these three people. T. Zoric added that there would be no budgetary impact on the member's unit.

M. Attridge suggested a friendly amendment to add "the PTR will be fixed at not more than 125% of the unit average".

J. Nogami and T. Zoric accepted the friendly amendment.

It was agreed that the three positions should be named in the document.

H. Sonne de Torrens asked if we need to specify at 50% or more. C. Messenger said that it was the Provost's office that proposed 50% or more. J. Nogami said that the wording can remain as is because they were trying to move away from the language of a percentage of FTE.

C. Messenger said that if any changes were needed, we would have to go back to the Provost.

J. Nogami, seconded by R. Gillis, moved that:

The Ad Hoc Committee on Release funds recommends that the Provost's offer of the following PTR options be approved for the UTFA President, the Vice-President Grievances, and the V-President, Salary, Benefits, Pensions and Workload.

The options are these:

- a. Their PTR may be assessed by their unit as the case now.

OR

- b. Their PTR will be fixed at not more than 125% of the unit average.

The decision must be made by each of the three senior officers in January of each year, this year (2017–2018) being an exception. The three senior officers must nevertheless submit to their head an activity report in which each reports on any activities outside of those undertaken at UTFA.

Carried as amended.

6. Report of the President (10 min.)

- a. Update on Part-time Appointments Policy Negotiations

C. Messenger, seconded by A. Braun, moved that:

the meeting go in camera.

Carried.

b. Gender Salary Gap Update (D. Campanella, S. Olexson)

The meeting continued in camera.

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

return to the regular meeting.

Carried.

c. Other matters

C. Messenger reported that she would be sending out a draft Executive Director job description and that we need to move forward with the hire.

7. Report of the Treasurer (10 min)

a. Year-to-date *

L. Florence called the members' attention to the year-to-date document, to the end of December 2017. He reviewed the budget and expenses. Noting the costs for the JSPP negotiations, he said that UTFA was expecting to recover about 80% of these costs from the provincial government.

L. Florence said that he has been asked how UTFA finances are doing with the turmoil in the stock market. He noted that our investments are conservative, and when the market recently dropped by about 10%, UTFA investments only went down by 5% and are starting to come back up. We are still ahead by \$25,000 since October and he believes that we are doing fine.

C. Messenger said that she and other members from university groups met with the provincial government and made clear that we would not proceed with the JSPP unless the government finances it. C. Messenger informed the government that UTFA is leading in this process that may eventually cover the whole province, and UTFA should not be shouldering all the expenses.

b. Other matters

L. Florence said that the financials show that that we have a very active Executive Committee and many people have been working very hard. He acknowledged all the work that C. Messenger and T. Zoric have been doing and said that they are very engaged in their leadership roles.

The members showed their appreciation through applause.

8. Report of the St. Michael's College Negotiating Team (M. O'Connell and M. Attridge) (5 min)

M. O'Connor reported that mediation took place on Friday, February 9, and into the early morning of Saturday, February 10, when the St. Michael's unit negotiating team managed to reach an agreement.

Michael O'Connor outlined the highlights of the mediation.

M. Attridge, seconded by K. Weaver, moved that:

the meeting go in camera.

Carried.

L. Florence, seconded by K. Weaver, moved to:

return to the regular meeting.

Carried.

M. O'Connor thanked C. Messenger for her support; K. Weaver, the Executive representative; and M. Attridge. He said that he was new to bargaining and could not have had a better mentor than M. Attridge. M. Attridge recognized M. O'Connor, Chief Negotiator.

The members repeatedly expressed their congratulations and appreciation through applause.

9. Report of the Chair of the Appointments Committee (5 min)

a. Part-time Appointments at the U of T: Challenges and Strengths

C. Evans reported that the date of this conference is being changed to May 1 and 2 because of a conflict with the Teaching and Learning Symposium on April 30. The three panelists will speak on May 1.

She asked the members to put up the posters provided and to submit proposals by Friday, March 16.

b. Other matters

There were no other matters.

10. Order of the Day: 3:45 p.m. UPP3 JSPP Update (75 min)

C. Messenger welcomed A. Hildyard, C. Hunter, S. Philpott, H. Mackenzie and C. Godkewitsch.

C. Messenger said that A. Hildyard is on the JSPP-UPP committee in an advisory capacity, and that she, A. Hildyard, and A. McKinnon are co-chairs on the JSPP-UPP communications committee. There is also a large steering committee of about 20 to 25 people from other groups, all working on a strategic communications plan as well as meeting with the government.

A. Hildyard said that the university is thrilled with the committee's work to create a JSPP for the university sector. Initially three universities will be involved: UofT, Queen's, and Guelph. There is hope that other Ontario universities with DB plans will join. The committee is close to agreement about most things and is now discussing the technicalities of how to bring three plans together, and a start date.

A. Hildyard said that now the focus is on communications, on what kind of joint message can be sent to all universities and all groups. Each university and group will then need to do its own communication. She said that the process needs to be explained to the retirees. This will be a challenge because, unlike UTFA, UofT does not keep track of other retiree groups and will need to find updated addresses.

A. Hildyard said that the work is under way, with a focus on the content of the messages. In general pension literacy is minimal, and it will be a challenge to explain how the JSPP is going to work. The team will need to be able to address all kinds of questions and concerns. Employee groups and employers will need to work together, so that they don't contradict each other. UofT has certain legal issues around its communications. She said that she is pleased to be working with C. Messenger.

C. Messenger thanked A. Hildyard.

C. Messenger said that A. McKinnon will present the labour side work on the sponsor board at the next meeting. It was envisioned that there would be six people on the labour side and six on the employer side. We made clear from the outset that UTFA would have a permanent seat, as our \$5 billion in assets in the plan far outstrips other universities. There is now a signed tentative agreement.

H. Mackenzie talked about the tier 2 issues that were discussed at a previous meeting of Council. At that time there were twelve issues and now there are twenty-three: as you get deeper in, you find more issues. The objective of this process is to obtain a product from negotiations that can explain to people what the proposed plan would entail but not overwhelm them with irrelevant details.

H. Mackenzie reviewed the outstanding tier 2 issues.

C. Messenger, seconded by H. Sonne de Torrens, moved that:
the meeting go in camera.

Carried.

K. Weaver, seconded by T. Zoric, moved to:
return to the regular meeting.

Carried.

C. Messenger asked S. Philpott and C. Godkewitsch from Goldblatt Partners to speak about the regulatory process in converting the current plan into a JSPP.

S. Philpott reviewed the rules of the regulatory process, which is complex, under the Pension Benefits Act. The conversion must be approved by the active members and the retired and former members of the plan. Members represented by trade unions or UTFA must approve the new JSPP by 2/3.

S. Philpott said that there will be a campaign in the fall, then a vote by bargaining units on each campus, and then notice packages will go out to every member of the plan, stating what their current entitlement is, how it will be reflected in the new plan, what their contributions will be, etc.

S. Philpott said that the notice package to the retirees will contain an objection form. She also said that timing is driven by the July 1, 2019 effective date for the JSPP. Once the notice process is complete, there will be a number of filing requirements.

C. Hunter gave a presentation on the new funding requirements for single-employer pension plans. These would apply to the U of T plan, absent a conversion to a JSPP.

C. Messenger said that UTFA will hold small group meetings on these issues in the coming months.

11. Other Business

T. Zoric reported that UTFA helped sponsor a one-year anniversary event on asbestos. There was an outstanding panel that reviewed what went wrong at the Medical Sciences Building and how UofT is not following best practices. She said that a mini-panel would be coming to a future Council meeting. We have received an expert report from our consultants, ECOH, who said that they were embarrassed with the information the Administration provided. T. Zoric said that information will be sent out on this issue.

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

12. Adjournment

L. Florence, seconded by K. Scheaffer, moved that:
the meeting adjourn.

Carried.

The meeting adjourned at 5:05 p.m.

Chris Penn
Administrative Assistant



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UTFA Council Minutes

March 22, 2018 – 3:00 – 5:00 p.m.

Room 368, Rotman School of Management

Present:

Executive: K. Banning, A. Braun, C. Evans, L. Florence, R. Gillis, A. Taleghani, K. MacDonald, C. Messenger, K. Scheaffer, M. Tavakoli-Targhi, K. Weaver, Z. Terezia

Present: L. Austin, J. Berkovitz, K. Bickmore, P. Grav, P. Hamel, D. Heap, R. Helms-Park, J. Jenkins, W. Kemble, L. Kohn, M. Light, J. Nogami, M. Pesk, J. Poë, S. Prudham, R. Sarabia, V. Skelton, A. White, N. Wiseman,

Regrets: M. Allen, E. Barbeau, C. David, E. Fillion, C. Guberman, M.A. Guttman, J. Lanca, J. Macdonald, L. Shade, L. Stewart, S. Vong,

Absent: M. Attridge, L. Cheng, L. Florence, D. Gastaldo, P. Gavreau, B. McDonagh, K. Rankin, D. Roberts, H. Rodd, H. Sonne de Torrens

Also Present: D. Campanella (Research analyst)
M. Horban (Business Officer)
A. Lo (Communications, Outreach Campaign Support Officer)
J. Newman (Speaker)
H. Nowak (General Counsel)
S. Olexson (Counsel)
R. Schmelzer (Grievance Assistant and Note Taker)

J. Newman called the meeting to order at 3:10 p.m.

1. Approval of the Agenda

K. Weaver, seconded by L. Kohn, moved that:
the agenda be approved as distributed.

Carried.

2. Minutes of Previous Meetings

a. February 13, 2018

The minutes of the February 13, 2018 Council meeting were not available.

3. Business Arising

- a. From the Minutes of Council
- b. From the Summary of the Minutes of the Executive Committee
 - i. January 12, 2018*
 - ii. January 26, 2018*

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

4. Order of the Day: JSPP/UPP update* (A. McKinnon and C. Messenger) 3:10 p.m. (20 min)

C. Messenger met on March 22 with the large UPP group and the Financial Services Commission of Ontario (FSCO) to hear details regarding the move to the new plan. She emphasized the need for the members' consent. FSCO was updated about the activities, the large and small group meetings, and informed that UTFA is now starting a communication campaign with its members. FSCO expressed its support for the wide JSPP plan and said that the government is also behind it. Present at this meeting were representatives of the UofT administration and of the Queen's and Guelph faculty associations as well as government officials. They discussed in great detail the complex technical facts of the transition process to the new plan.

C. Messenger noted that on April 3 there will be a webinar, covering much of the information that was revealed at Council but with a more detailed background. There was a JSPP meeting at UTSC on March 1, there will be one at UTM on April 6, and several more will be organized on each of the campuses.

The joint UPP will develop a common website, addressing common issues, with a Q and A section. C. Messenger invited the members to email her questions to be posted on the website.

C. Messenger then introduced Alex McKinnon of the United Steelworkers, who is a close ally of UTFA's and central in coming to an agreement on JSPP.

A. McKinnon emphasized that, based on how the meeting with FSCO went, the government really wants this plan to work. He encouraged everybody to sign up for the upcoming webinar. He said that Steel has been working closely with UTFA and the other faculty associations and that the unions and associations form a more cohesive group than the employers. He then spoke about the composition of the sponsor board.

C. Messenger drew attention to the January 14, 2018, agreement in the meeting package and commented on it. She noted particularly section II.c on founders' rights. She encountered some initial resistance to it, but pressed for it in order to avoid certain problems in the future. The goal is to make this short list extremely difficult to change as it is all about stability. She also noted section IV, which explains how sponsor board members are chosen and how they are rotated.

J. Poë asked why the term office for the member of the Sponsor Board is limited to 4 years. C. Messenger said that there will be more discussion about the term in the future.

5. Order of the Day: Asbestos Panel * (30 min) 3:30 pm

T. Zoric introduced the panel, explaining that it is a shorter version of the initial panel that spoke at the January 31 event. She then welcomed the first speaker, Patricia Brubaker, Professor in the Department of Physiology.

P. Brubaker gave a short history of the asbestos event that took place in the Medical Sciences Building (MSB). The Administration began work to abate the asbestos in the building in the fall of 2016. In February 2017, there was a breach in the asbestos barrier and the powder leaked into several laboratories. UofT acknowledged that the dust contained at least 2 per cent asbestos. It took several cleanups to remove it but UofT treated it like an isolated incident and decided not to speak to anyone who worked in MSB. A second breach happened in March, with dust that contained 5 per cent asbestos. UofT did not disclose this event, but the dean went around and explained the measures taken. They took many samples of still air where they were abating.

P. Brubaker reminded the Administration during meetings that not only faculty and students were involved at that point but also workers, who could not be contacted easily after the event. She admitted that the Administration is now better at communication, but multiple episodes were not covered.

P. Brubaker also pointed out the negligence on the part of the Administration in managing the cleanup. There was an incident where a workman was found transporting asbestos-heavy debris through the hallway with no protection. Another episode included men in hazmat suites leaving a door open to a space where they had broken a pipe without telling anyone. P. Brubaker concluded that due to the lack of proper communication and to negligence in handling the removal of asbestos, people working at MSB live in a culture of fear; they are suspicious and on high alert. She ended her presentation by saying that trust takes years to build, seconds to break, and forever to repair.

T. Zoric then welcomed Natasha Lockhart, who gave an overview of the use and abuse of asbestos in the education sector. She said that asbestos was used ubiquitously in many household products and in building construction until 1990, and thus left huge legacy issues. She then gave a short history of the Chrysotile Myth, which was launched by the Chrysotile Institute created in 1984 by the governments of Canada and Quebec, together with mining companies and workers and their unions, to promote the protection of workers' health and the safe and controlled use of chrysotile asbestos fibers. The Institute claimed that chrysotile asbestos is less potent and does less damage, which proved to be wrong. In 2014 it was still defended on the Government of Canada website. In the same year, a research article in the Globe and Mail quoted Health Canada and the Australian government website to the effect that there is no safe use of asbestos and both forms are carcinogenic. Although the occupational exposure limit of 0.1 f/cm³ is deemed to be safe, during an eight-hour exposure one would still inhale up to a million fibers.

N. Lockhart reiterated the importance of the right to know for students and teachers who use school buildings built before 1990 and for workers who perform maintenance in them. Section 8 of OHSA requires regular inspections, training, and information sessions for occupants and subcontractors.

In conclusion, N. Lockhart said that what happened at UofT was a breakdown in communication. UofT should have named the issue, what the results meant, and so on. UofT should have been open.

T. Zoric introduced the last presenter, Mark Lai, a consultant with ECOH, a leading environmental consulting and occupational health firm. The firm provides third party, unbiased consulting and designs pragmatic solutions for asbestos-affected institutions and buildings.

M. Lai said that in the UofT case the major problem was getting access to information. There are surprising gaps in the data that the Administration provided. It is common for building owners to be secretive, because they are worried that people will respond negatively, but access to information should not be restricted. UTFA retained ECOH a year ago and based on the data generated since then, ECOH produced a report with an executive summary that outlines the asbestos containment failures. M. Lai said that the actual causes remain inconclusive because of the lack of systematic risk assessment, and UofT's deciding to be its own expert, leading to a patchwork of in-house expertise with no real professional input and inappropriate methodologies. There are gaps in the information flow, and the abatement procedures are not safe.

T. Zoric made a few comments in summary and thanked the panel. She pointed out that the same kind of mistakes risk being made on other campuses, as the mistakes are a result of systemic problems stemming from the lack of overall management.

6. Order of the Day: Report of the Ad Hoc Committee on Release Funds * (J. Nogami) (15 min)(4:00 pm)

J. Nogami explained that the Executive struck the ad hoc committee to examine the appropriate distribution of release time for Executive members and to provide guidelines for the allocation and use of release funds. He explained that UTFA gets a specific amount of money to buy release time so that Executive members have time for their UTFA duties. He reminded the members that at one time the president was released at 100 per cent and when S. Prudham was elected this was changed to no more than 80 per cent.

J. Nogami identify the issues that the committee is trying to address. First, release time has been granted widely, and second, the funds have remained at the disposal of the Executive member, who decided whether they should go to their department or to research.

J. Nogami invited council members to look at the Guidelines on page 3 of the report. He noted that in the recommendations, teaching release is expressed in terms of half-course equivalents, where 1H is a standard course of one term. He then went over the Recommendations on page 4, which outline release details for the top three executives. He mentioned that the other positions get less release and are defined more in half-course equivalents.

J. Nogami said that there is inequality between the three streams when it comes to release from teaching and that ideally the release should be proportionate to one's workload policy. He also noted that ideally nobody wants to be released from research.

P. Hamel said that the proposed scheme could not be applied in his department as the funds for his department and lab had nothing to do with the criteria outlined in the report.

S. Prudham added that the language around research has to be reformulated, as not all release is from teaching and money that comes from research release goes to support research. S. Prudham also asked about the rationale for moving from 80 per cent to 100 per cent for the release of the President.

C. Messenger responded that the bylaw had changed, and if circumstances call for it, the release could be up to 100 per cent.

There was more discussion around the report, with a number of the members saying that they were not prepared to vote on it as some parts seemed to be contradictory.

T. Zoric, seconded by L. Kohn, moved that:

a two-week period be opened for commenting on the report.

There were 4 abstentions.

Carried.

7. Report of the President (15 min)

a. Part-time Appointments Policy Negotiations Update

C. Messenger noted various aspects of these negotiations and said that one of the main focuses is to get the Administration to establish appointments correctly. The impact of Bill 148 is being considered, along with workload issues.

b. AGM Agenda* (Executive Motion)

C. Messenger invited the members to review the draft in the meeting package. She added that UTFA hopes to have an Indigenous speaker. Regarding item 7, she noted that time was allocated to talk about negotiations and hoped that the members would spread the word to colleagues in their departments.

The Executive Committee recommends to Council that:

the draft AGM agenda be approved.

Carried.

c. JSPP/UPP Webinar – Tuesday, April 3, 12:00 – 1:30 p.m.*

C. Messenger asked the members to email her or Chris to sign up or find out more about the webinar.

d. UTM Pension meeting – Friday, April 6, 10:00 a.m. – 12:00 noon

C. Messenger said that the response has been very good.

e. Release Funds for Librarian Policy Research

M. Horban explained that release funds were needed to fund two researchers who, under the supervision of two members of the librarians policy negotiating team, would analyze information that was gathered in consultations with librarians prior to negotiations.

C. Messenger, seconded by K. Banning, moved that:

release funds of no more than \$10,000 be allocated for librarians policy research.

Carried.

f. New UofT Freedom of Speech Site * <http://freespeech.utoronto.ca>

C. Messenger advised the members of Council to watch for news regarding this site.

g. March for Science – April 14, 2018 * <https://sciencemarchto.ca>

C. Messenger advised members of Council to revise the document attached.

J. Berkowitz noted that the march is not geared to obtaining federal funding. L. Kohn noted that last year's march promoted moving toward science-based policy and toward diversity and inclusion.

h. Other matters

There were no other matters.

8. Approvals – J. Newman (5 minutes)

a. Committees

T. Zoric, seconded by V. Skelton, moved that Suzanne Meyeres Sawa be added to the Retired Members Committee.

Carried.

b. UTAM Representative * (Executive motion)

The Executive Committee recommends that:

A. White from Joseph L. Rotman School of Management to be renewed as UTFA's representative to the UTAM Board.

Carried.

9. Report of the Vice-President, Salary, Benefits, Pensions and Workload * (10 min)

W. Kemble, seconded by T. Zoric, moved that:

the meeting go in camera.

Carried.

K. MacDonald seconded by W. Kemble, moved to:

return to the regular meeting.

Carried.

10. Report of the Chair of the Librarians Committee, Grievances (5 min)

a. Update on Librarian Negotiating Policy Negotiations

This item was deferred due to time constraints.

11. Report of the Chair of the Appointments Committee (5 min)

C. Evans invited members of Council to read the flyer in the meeting package for the part-time appointments event. She announced that E. Phillips from Goldblatt Partners will lead the workshop.

12. Report of the Chair of the Teaching Stream Committee (5 min)

a. Divisional Guidelines

K. Banning reported that the divisions have been rolling out their guidelines. She has seen nearly 20 of them, though UTFA is not informed when they roll out and can obtain them only on an ad hoc basis. Generally, they are not good enough. There is often a heightened tone marked by managerial, technocratic, and metric language, and less flexibility. Language that was once rejected by UTFA is reappearing, and SJAC gains are not reflected. K. Banning has been going through the guidelines with C. Evans and in-house counsel with a view to a possible association grievance.

T. Zoric acknowledged K. Banning's work and offered to help. T. Zoric also noted that a concern with innovation for the sake of innovation seems to be valued more than stimulating student learning.

Lastly, K. Banning informed the members that she, C. Evans, and C. Messenger went to UTSC for a two-hour discussion with teaching stream members, and that the annual promotion workshop for the teaching stream will be held on April 19.

b. Other matters

There were no other matters.

13. Report of the Nominating Committee *

J. Newman drew attention to the document in the meeting package, which shows in the last 9 lines the Executive positions that need to be filled. The deadline for nomination is Friday, April 13.

14. Other Business

- a. Next meeting of Council
Wednesday, April 11, 2018
1:00 – 3:00 pm
Innis College Town Hall
- b. AGM
Wednesday, April 11, 2018
3:30 – 6:00 pm
Innis College Town Hall

15. Adjournment

T. Zoric seconded by C. Evans, moved that:
the meeting adjourn.

Carried.

The meeting adjourned at 5:10 p.m.

Rucsandra Schmelzer
Grievance Assistant

Joint Committee Agenda

Monday, April 9, 2018

2:00 – 4:00 p.m.

#410, UTFA Boardroom

1. Divisional Guidelines on the Effectiveness of Teaching (UTFA)
2. CTSI – Decision to limit dossier review services to Tenure and Teaching Stream hires who are eligible for tenure or continuing status. (UTFA)
3. Tuition Waivers (UTFA)
4. Values Statement (Physics, Dunlop Institute) (UTFA)
5. UTFA's participation as an employee group in JHSC terms of reference (UTFA) *
6. Update on JSPP Communications (UTFA)
7. Contracting out of workers on campus – request for an update (UTFA)
8. Sexual Violence Prevention Policy and Guidelines (UTFA)
 - a. Implementation and development of companion guide – request for an update
9. Tri-campus implementation plan – request for an update (UTFA)
10. Follow-up on inter-campus travel item in 2014-2017 agreement (UTFA)
11. Increasing the number of members on the GRP (UTFA) *
12. Other matters

Final Report of UTFA Chief Returning Officer 2018 To UTFA Council, April 2018

I am happy to report that the 2018 UTFA Presidential election was successfully carried out resulting in the re-election of Cynthia Messenger as President.

Procedure

The election was carried out following all of the rules and regulations set out in Article 9.1(i) and 9.1(ii) of the UTFA Constitution. Nominations were accepted between March 1, 2018 and March 15, 2018. This resulted in two nominees: Cynthia Messenger and Ken MacDonald.

I then contracted with BigPulse, an online polling organization that has been used in previous elections, to provide online voting services. The voting took place between March 26 and April 5, 2018.

Member Communication

Information about the nomination and election process was provided on the UTFA website. Candidate statements, which included external links, were also posted on the UTFA website.

Over the course of the voting, I sent out three emails to everyone on the UTFA email list alerting them to the election and telling them that they would receive an email from BigPulse containing the link that would allow them to vote. BigPulse also sent out three emails to each person on the UTFA emailing list. Each of these emails contained the link needed to vote electronically. The emails were sent on March 26, April 3 and April 5.

Twenty-eight UTFA members emailed the Chief Returning Officer because they either had not received or could not find the emails from BigPulse. All of these cases were successfully resolved.

Paper ballots were provide to a twenty UTFA members who do not have access to email.

Voting

The voting population was comprised of 3,421 eligible voters, 3,401 received their ballots electronically and 20 were issued paper ballots. From this population 1,292 electronic votes and 7 paper ballots were cast, a turnout of about 38% of the voting population. The voting results were:

Ken MacDonald:	560	(43.1%)
Cynthia Messenger:	739	(56.9%)

The candidates' scrutineers raised no disputes about the voting results.

Future Consideration

Article 9.1(iii) of the UTFA Constitution states that “Council, by regulation, shall establish guidelines for conduct of the election.” No such guidelines exist.

The timeline of the nomination and voting periods is very tight and it seems that each CRO holds the position only once. Without any guidelines, the CRO is likely to be uncertain about best practices and there is not much time to decide how to proceed. I relied heavily on the institutional memory provided by UTFA staff. This simplified the organization of the voting for me and resulted in an election process that was as fair and transparent as possible. However, any turnover in UTFA staff could cause significant problems in the organization of future elections.

Here is a partial list of things that UTFA Council might want to consider codifying:

- How much marketing support should UTFA provide for the election? In this election, we set up a Presidential webpage with links to candidate’s statements that were limited to 350 words, 1 picture and 1 link to another website.
- Should one or more candidates’ meetings/debates be required?
- How much communication should there be between the CRO and the membership? In this election, we sent out two messages from the CRO about the nomination process and three about the voting. In addition, there were three emails from BigPulse. Should there be more or less communication? Should the communication be electronic or in some other form? Are there any particular timing issues that should be considered?
- How should the results be communicated to both the candidates and the voters? Should the vote totals be distributed to all members or only to UTFA Council, or not at all? If the results are to be distributed, when should this take place?
- It would probably be appropriate to require the CRO to invite the candidates’ scrutineers to attend the vote counting.

As things stand, the CRO is free to run the election in any way that she likes.

In addition to establishing the required guidelines, Council might want to consider the reliability of UTFA’s email list. All communications with UTFA members during the election were based on the email list that UTFA staff maintain.

I would like to thank UTFA staff Marta Horban, Aylwin Lo and Chris Penn for all the support and handholding that they provided to me. Without their efforts, this election would not have been the success that it was.

Alan White

UTFA CRO 2018

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

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		Actual	2016-17	Actual	2017-18
		Jul 16 - Jun 17	Budget	Jul 17 - Feb 18	Budget
Income					
4000 · Membership Dues					
4001 · UofT	2,994	3,080,717	3,100,000	2,170,019	3,400,000
4002 · St. Michael's College	24	17,843	18,500	13,832	21,000
4003 · Victoria College	29	26,185	23,800	18,172	25,000
4004 · Trinity College	5	5,142	5,100	1,304	5,200
4005 · Retiree	256	21,677	25,000	800	25,000
Total 4000 · Membership Dues	3,308	3,151,564	3,172,400	2,204,127	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	2,204,127	3,626,200
Expense					
5000 · External Fees					
5011 · Dues to CAUT		436,771	436,771	308,817	463,226
5012 · Dues to OCUFA		430,373	430,373	305,724	458,586
5020 · Dues to CAUT Defence Fund		1,184	1,134	864	1,392
Total 5000 · External Fees		868,328	868,278	615,405	923,204
5050 · External Legal & Consulting					
5055 · Legal Salary Ben. & Pen.		227,704	125,000	220,816	300,000
5058 · Association Grievances		28,134	2,500	30,185	50,000
5060 · Legal Grievances		590,683	315,000	140,429	250,000
5065 · Legal Other		40,744	20,000	20,816	40,000
5070 · Consulting Salary Ben. & Pen.		139,081	25,000	161,910	100,000
5075 · Consulting Grievances			500		5,000
5080 · Consulting Other		23,525	10,000	13,271	15,000
6600 · Auditor		10,074	10,000	10,356	12,000
Total 5050 · External Legal & Consulting		1,059,945	508,000	597,783	772,000
6000 · Administration					
6001 · Staffing					
6005 · Salaries		635,728	660,000	530,723	850,000
6006 · Group Insurance		88,395	78,000	65,696	94,545
6007 · Pension / RRSP		87,392	86,000	66,822	104,242
6008 · Casual Labour - Office		37,350	25,000	31,465	25,000
6020 · Professional Dues and Expenses		5,634	5,000	8,634	6,500
6025 · Professional Insurance		7,416	8,000	12,269	8,000
6030 · Other Benefits		10,982	7,000	5,183	11,000
6322 · IT Services		46,001	50,000	33,988	50,000
Total 6001 · Staffing		918,898	919,000	754,780	1,149,288
6100 · Office Expenses					
6102 · General		5,072	4,500	4,696	5,000
6105 · Postage		3,679	3,500	883	4,000
6108 · Courier		1,204	1,000	681	1,200
6110 · Stationery		8,127	5,000	5,669	5,000
6116 · Printing and Copying		6,745	3,000	5,147	5,000
6120 · Office Supplies		4,562	5,000	6,718	6,000
6122 · Telephone		17,371	18,000	11,377	20,000
6150 · Miscellaneous		11,143	6,000	13,517	10,000
Total 6100 · Office Expenses		57,903	46,000	48,688	56,200
6300 · Office Equipment					
6305 · Furniture and Equipment		5,864	35,000	15,714	35,000
6310 · Computer Hardware & Software		5,863	25,000	15,155	20,000
6315 · Equipment Rental and Repair		9,210	9,500	4,775	8,000
Total 6300 · Office Equipment		20,937	69,500	35,644	63,000
6400 · Advertising and Communications					
6425 · Other		4,647	6,000	5,572	6,000
Total 6400 · Advertising and Communications		4,647	6,000	5,572	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	1,742	4,000
Total 6000 · Administration		1,016,310	1,052,713	851,032	1,287,894

UTFA Income Statement
Actual vs. Budget 2016-2017 //
YTD Feb 2018 / 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 17 - Feb 18</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	26,879	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	73,087	50,000	26,879	75,000
7500 · Committee Expenses				
7510 · Council	13,869	10,000	6,468	12,000
7512 · President	4,736	3,000	4,339	5,000
7515 · Executive	14,381	10,000	9,846	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	908	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	41,982	35,000	24,051	44,000
7700 · Office Rent	139,267	138,836		175,000
8000 · Special Expenses				
7600 · Negotiation Expenses-Non Legal	11,779	12,500	18,873	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	31,857	62,000	51,781	284,000
8025 · Contingencies	4,500	15,000	10,250	
8030 · Conferences-attended by UTFA	32,598	25,000	15,278	10,000
8035 · Tuition Scholarships	13,100	20,000	21,447	30,000
8037 · Citizenship Award		2,000		25,000
8045 · Training	994	3,000	5,482	2,000
8055 · Special Initiatives	2,003			1,000
8060 · Honoraria	500	1,000		1,000
Total 8000 · Special Expenses	140,431	170,500	123,611	398,000
Total Expense	3,462,237	2,943,327	2,304,086	3,795,098
Net Operating Income	<u>(137,267)</u>	<u>358,847</u>	<u>(99,959)</u>	<u>(168,898)</u>
Investment Income	286,795		174,998	
Net Income - Operating plus Investment	<u>149,528</u>		<u>75,039</u>	

	<u>30-Jun-14</u>	<u>30-Jun-15</u>	<u>30-Jun-16</u>	<u>30-Jun-17</u>	<u>28-Feb-18</u>
Selected Assets					
1007 · TD Canada Trust	\$1,223,675	\$1,179,062	\$1,089,761	\$336,262	\$191,421
1100 · Long Term Investments	\$2,908,004	\$3,046,828	\$3,029,191	\$4,115,986	\$3,990,983
Total	<u>\$4,131,680</u>	<u>\$4,225,889</u>	<u>\$4,118,952</u>	<u>\$4,452,248</u>	<u>\$4,182,404</u>

AN UTFA-SPONSORED CONFERENCE

Part-time Appointments at the U of T: Challenges and Strengths

Wednesday, May 2, 2018
Room 205, Claude T. Bissell Building
140 St. George St.

Introductory Remarks, 9:45 – 10:00 a.m.

- Cynthia Messenger: Innis College, UTSG; President, UTFA
- Claude Evans: Department of Language Studies, UTM; Chair of the Appointments Committee, UTFA

Session 1: Music, 10:00 – 11:30 a.m.

Chair: Cynthia Messenger, Innis College, UTSG, President, UTFA

- *Perish or Publish – Art Music Publishing in Canada.* Brian McDonagh, Faculty of Music, UTSG
- *Visualizing Orchestration with Orcheil.* Gregory Lee Newsome, Faculty of Music, UTSG
- *Choral Singing with Older Adults Diagnosed with Dementia.* Amy Clements-Cortes, Faculty of Music, UTSG

Coffee Break, 11:30 a.m. – 12:00 p.m.

Session 2: Languages and Linguistics 12:00 – 1:30 p.m.

Chair: Rena Helms-Park, Centre for French and Linguistics (CFL), UTSC

- *The Use of Authentic Documents and Artifacts in Language Courses.* Snejina Sonina and Maud Pillet, Centre for French and Linguistics (CFL), UTSC
- *FSL (French as a Second Language) and Media: Learning by doing a podcast.* Caroline Lebec, Department of Language Studies, UTM
- *Creating Hybrid Courses with Teaching and Learning Technology.* Ivan Chow & Safieh Moghaddam, Department of Language Studies, UTM

Lunch, 1:30 – 2:00 p.m.

Session 3: Sciences and Health 2:00 – 3:30 p.m.

Chair: Judith Poë, Department of Chemical & Physical Sciences, UTM

- *Co-curricular Student Support: Beyond the Lecture Theatre.* Kristine B. Quinlan, Department of Chemistry, UTSG
- *Implementing a New Course Addressing Undergraduates' Mental and Physical Health.* Sheryl Stevenson, Centre for Teaching and Learning, UTSC
- *Designing Transformative Learning Experiences: Research for Continued Program Renewal.* Joseph Ferenbok, Richard Foty, Adriana Ieraci, Raksha Sule & Moni Kim, Translational Research Program (TRP), Faculty of Medicine, UTSG

UTfA Workshops & Events

Tenure Workshop

Claude T. Bissell Building
140 St. George Street
Room 205

Monday, April 16, 2018
10:00 – 11:30 a.m.

The University of Toronto Faculty Association is presenting a workshop on the third year review and the tenure review.

This workshop is open to all members of the Association.

Members should register by email to faculty@utfa.org.

Promotion Workshop for the Teaching Stream

Faculty Club
41 Willcocks St.
Upper Dining Room

Thursday, April 19, 2018
2:00 – 4:00 p.m.

The University of Toronto Faculty Association is presenting a workshop to assist faculty members in the Teaching Stream to prepare for promotion consideration.

This workshop is open to all Teaching Stream members of the Association.

Members should register by email to faculty@utfa.org with their name, department/faculty and rank (e.g., lecturer).

A reception will follow.

Part-time Appointments at U of T: Challenges & Strengths

Claude T. Bissell Building
140 St. George Street
Room 205

Tuesday, May 1, 2018
3:00 – 5:00 p.m.

Panel:

- Louise Birdsell Bauer, CAUT
- Sarika Bose, CAUT
- Frances Cachon, OCUFA

A reception will follow at the University of Toronto Faculty Club, 5:15 – 7:30 p.m.

Wednesday, May 2, 2018
10:00 a.m. – 5:00 p.m.

Conference:

An opportunity for part-time faculty and librarians from the three campuses of the University of Toronto to share with and learn from their colleagues in a genial, collegial atmosphere.

Lunch will be served.

Members should register by email to faculty@utfa.org.