

## UTFA Council Agenda

Tuesday, December 15, 2020

3:00 – 5:00 p.m.

Zoom

1. Approval of the Agenda
2. Minutes of the Previous Meeting
  - a. November 17, 2020 \*
  - b. November 30, 2020 \*
3. Business Arising
  - a. From the Minutes of Council
  - b. From the Minutes of the Executive Committee
    - i. November 6, 2020 \*
    - ii. November 27, 2020 \*
    - iii. November 29, 2020 \*
4. Introduction of new Council members
  - a. Constituency #204, UTM – Sciences - Wagih Ghobriel
  - b. Constituency #302, UTSC – Social Sciences – Renan Levine
  - c. Constituency #704, Faculty of Law – Markus Dubber
5. Report of the Chair of the Equity Committee (5 min)
  - a. Report on Matthew Shenoda Webinar Nov. 5, “The Stakes of ‘Diversity’ in Higher Education Today”
  - b. Approval of Thy Phu, UTSC - Arts, Culture & Media and Sarah Sharma, Institute of Communication, Culture, Information and Technology, UTM, Director of the McLuhan Centre for Culture and Technology, Faculty of Information, St. George to the Equity Committee
6. Report of the Vice-President, Grievances (15 min)
  - a. Report on Grievance Portfolio

- i. Review of the past 6 months
- b. Part-time appointments policy
- 7. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (15 min)
  - a. July 1, 2020 PTR dispute (with T Zorić)
  - b. Update on SBPW Bargaining issues within Joint Committee (with T. Zorić)
  - c. T2200
  - d. Membership outreach, aka “Bargaining Update Meetings” (with T. Zorić)
- 8. Report of the Chair of the Appointments Committee (5 min)
- 9. Report of the Chair of the Teaching Stream Committee (5 min)
  - a. Approval of the following members to the Teaching Stream Committee: Scott Rayter (Sexual Diversity Studies), Siobhan O’Flynn (Canadian Studies), William Ju (Human Biology), Nicole Laliberte (UTM – Geography), Sherri Helwig (UTSC – Arts Management)
- 10. Timed Break: 4:00 p.m. (10 min)
- 11. Report of the President (60 min)
  - a. CAUT Presentation on UTFA’s Successful Media Campaign
  - b. Central Health and Safety—Asbestos (with J. Nogami)
  - c. Chair of GRP Mediation (w. A. Giacca and J. Nogami)
  - d. Law School Hiring Controversy Association grievance \* (30 min) (Executive motion)
  - e. Other Association grievances
    - i. SET’s/SCE’s (with S. Rupp)
    - ii. Divisional Guidelines (with S. Rupp, D. Roberts, and K. Banning)
    - iii. COVID & Health and Safety
    - iv. COVID & Workload/Accommodation
    - v. Salary Discrimination
    - vi. Pay Equity
    - vii. USMC Human Rights
    - viii. Shuttle Bus (on hold – not yet filed)
    - ix. Academic Continuity (not yet filed)
  - f. Grievance Protocols Working Group \* (Executive motion)
  - g. UofT Anti-Semitism working group
- 12. Report of the Chair of the Librarians Committee \* (Written Report)
- 13. Report of the Vice-President, University and External Affairs \* (Written Report)
- 14. UPP Update (w. C. Messenger & H. Mackenzie) (10 min)
- 15. Report of Executive Director (5 min)
  - a. Holiday office hours & coverage

- b. AODA
- c. Website
- d. IT Structure Assessment

16. Other Business

- a. Winter Term Council Meetings – 3:00 p.m. – 5:00 p.m.
  - i. Tuesday January 19
  - ii. Thursday February 18
  - iii. Tuesday March 23
  - iv. Tuesday April 20
  - v. Tuesday May 18
  - vi. Wednesday June 23

17. Adjournment

\* materials attached

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## UTFA Council Minutes

Tuesday, November 17, 2020  
3:00 – 5:00 p.m.  
Zoom

Theme: Dispute Resolution with U of T Administration

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### Present:

**Executive:** K. Adamson, M. Attridge, K. Banning, A. Braun, A. Giacca, R. Gillis, J. Macdonald, B. McDonagh, J. Nogami, D. Roberts, S. Rupp, H. Sonne de Torrens, M. Stapleton, T. Zorić

**Present:** E. Barbeau, E. Comelli, A. Fenner, E. Fillion, D. Gastaldo, C. Guberman, M.A. Guttman, R. Helms-Park, A. Hojatollah Taleghani, J. Jenkins, A. Keith, W. Kemble, R. Kluger, C. Messenger, F. Murnaghan, M. Peski, J. Poë, H. Rodd, S. Rudick, K. Scheaffer, L. Stewart Rose, C. Suzack, K. Weaver, A. Zilman

**Regrets:** L. Chen, M. O'Connor, A. Siddiqi, M. Vieta, A. White

**Absent:** C.H. Chen, G. Grasselli, V. Skelton, N. Wiseman

**Also present:** H. Diggle (Counsel)  
M. Horban (Business Officer)  
K. Johnson (Executive Director)  
H. Mackenzie (Consultant)  
H. Nowak (General Counsel)  
C. Penn (Notes and Administrative Assistant)  
S. Olexson (Counsel)  
D. Puscas (Communications Officer)  
R. Riendeau (Speaker)  
J. Thiessen (Executive Assistant)

R. Riendeau called the meeting to order at 3:00 p.m.

1. Approval of the Agenda

**Motion** by T. Zorić, seconded by A. Giacca, that the agenda be approved as amended. **Carried.**

2. Minutes of the Previous Meeting

a. October 15, 2020 \*

As there were no changes to the October 15, 2020 minutes, they were accepted as distributed.

3. Business Arising

a. From the Minutes of Council

There was no business arising from the minutes of Council.

b. From the Minutes of the Executive Committee

i. September 18, 2020 \*

ii. October 23, 2020 \*

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

4. Welcome to New Council Members (5 min)

a. Introduction of new Council members (Connie Guberman [returning] #301, UTSC-Humanities; Arjumand Siddiqi #501, Health Policy, Management & Evaluation, Public Health Sciences; and Marcelo Vieta, #601, OISE)

R. Riendeau noted that A. Siddiqi and M. Vieta, sent their regrets for the meeting. He welcomed C. Guberman to Council.

5. Report of the President (30 min)

**Motion** by T. Zorić, seconded by A. Giacca, that the meeting go in camera for agenda items 5a, b, c, d, e. **Carried.**

a. COVID-19, course delivery, and health and safety

i. Central Health and Safety Committee (CHSC)

ii. Updates on in-person teaching, public health guidelines, etc.

b. Community building

c. Employment Equity

d. Association Grievances

e. AGM debrief

6. Timed Break: 4:05 p.m. (10 min)

7. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (30 min)

The meeting continued in camera for items 7a, b, c and d.

a. July 1, 2020 PTR (with T. Zorić)

b. Update on SBPW Bargaining (with T. Zorić)

- c. Update on St. Michael's College negotiations (w M. O'Connor)
- d. Update on Policy for Librarian negotiations (w. K. Scheaffer)

**Motion** by K. Scheaffer, seconded by A. Giacca, to return to the regular meeting. **Carried.**

**Motion** by K. Scheaffer, seconded by H. Sonne de Torrens, that Council approve the policies on librarian research and professional development days and on vacations. **Carried.**

- e. SAP Negotiating Team appointment (with T. Zorić)

T. Zorić said that, apart from the UPP, it was agreed that there would be a Supplementary Account Plan (SAP), which used to be called the Supplementary Retirement Allowance (SRA). The SAP does not fall under Article 6 of the MoA and needs to be negotiated separately. She proposed that she and J. Nogami be the members on the SAP negotiating team. If the negotiations prove to be time consuming, then she may come back to Council to broaden the team.

**Motion** by C. Messenger, seconded by A. Giacca, that J. Nogami and T. Zorić be approved to sit on the SAP negotiating team. **Carried.**

- 8. Timed Item: 4:15 pm - Discussion on Dispute Resolution with U of T Administration -- (20 min)

**Motion** by T. Zorić, seconded by A. Giacca, that the meeting go in camera. **Carried.**

**Motion** by B. McDonagh, seconded by A. Giacca, to return to the regular meeting. **Carried.**

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

B. McDonagh announced that the first instalment of the policy and procedures for part-time faculty has been implemented and those faculty now have professorial titles.

B. McDonagh deferred his report to the next meeting.

- a. Part-time Policy update (with T. Zorić)
- b. Report on Grievance Portfolio

- 10. Report of Executive Director (5 min)

K. Johnson deferred her report to the next meeting.

- a. AODA
- b. Website

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

- a. Approval of Susan Bondy, Dalla Lana School of Public Health

**Motion** by S. Rupp, seconded by A. Giacca, that S. Bondy be a member of the Appointments Committee. **Carried.**

- b. Current priorities

S. Rupp deferred this part of his report to the next meeting.

- 12. Report of the Chair of the Equity Committee (5 min)

- a. Matthew Shenoda Event

K. Banning deferred her report to the next meeting.

T. Zoric said that the event was a huge success.

b. Approval of J. Bale – OISE to the Equity Committee

**Motion** by K. Banning, seconded by A. Giacca, that J. Bale, R. Helms-Park, and M. Faiz be members of the Equity Committee. Carried.

13. Report of the Chair of the Librarians Committee \* (Written Report)

14. Report of the Chair of the Retired Members Committee \* (Written Report)

15. Other Business

C. Messenger deferred her comments to the next meeting.

a. Next UTFA Council meeting

Note: change of date for the December Council meeting

**Tuesday, December 15, 2020, 3:00 – 5:00 p.m.**

16. Adjournment

**Motion** by H. Sonne de Torrens, seconded by A. Giacca, to adjourn the meeting. Carried.

The meeting adjourned at 5:15 p.m.

Chris Penn  
Senior Administrative Assistant



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## Special meeting of UTFA Council

### Minutes

Monday, November 30, 2020  
5:30 – 6:30 p.m.  
Zoom

#### Present:

**Executive:** K. Adamson, M. Attridge, K. Banning, A. Braun, A. Giacca, R. Gillis, J. Macdonald, B. McDonagh, J. Nogami, D. Roberts, S. Rupp, H. Sonne de Torrens, M. Stapleton, T. Zorić

**Present:** E. Barbeau, C.H. Chen, L. Chen, E. Comelli, A. Fenner, E. Fillion, D. Gastaldo, G. Grasselli, C. Guberman, M.A. Guttman, R. Helms-Park, A. Hojatollah Taleghani, J. Jenkins, A. Keith, W. Kemble, R. Kluger, C. Messenger, F. Murnaghan, M. Peski, J. Poë, S. Ruddick, K. Scheaffer, A. Siddiqi, V. Skelton, C. Suzack, M. Vieta, K. Weaver, A. White, A. Zilman

**Regrets:** M. O'Connor, H. Rodd, L. Stewart Rose, N. Wiseman

**Also present:** H. Diggle (Counsel)  
M. Horban (Business Officer)  
K. Johnson (Executive Director)  
H. Nowak (General Counsel)  
C. Penn (Notes and Administrative Assistant)  
S. Olexson (Counsel)  
D. Puscas (Communications Officer)  
R. Riendeau (Speaker)  
J. Thiessen (Executive Assistant)



R. Riendeau called the meeting to order at 5:30 p.m.

R. Riendeau said this special meeting would cover the information under two broad themes. First the UTFA Association Grievance process and then the substance of the Association Grievance related to the Law School hiring controversy.

T. Zoric said that any questions that have not been addressed by the end of the meeting should be emailed to [faculty@utfa.org](mailto:faculty@utfa.org). They will be shared with the Executive and addressed at the December 15 Council meeting. She asked that members not debate the issues on email and noted that this meeting should be in camera for the discussion.

T. Zoric provided Council with a notice of motion for the December 15 meeting.

R. Riendeau said that E. Phillips from Goldblatt Partners is in attendance as she is working with UTFA on this Association grievance.

R. Riendeau noted that the Executive has committed to use chat at the December 15 meeting and some protocols still need to be set up for that.

R. Riendeau said that as the meeting would be in camera and for information only.

**Motion** by T. Zoric, seconded by E. Fillion, that the meeting go in camera. **Carried.**

1. Association grievance on the Faculty of Law Hiring Controversy
2. Other Business
  - a. Next UTFA Council meeting  
Note: change of date for the December Council meeting  
**Tuesday, December 15, 2020, 3:00 – 5:00 p.m.**
3. Adjournment

**Motion** by A. Zilman, seconded by G. Grasselli, that the meeting adjourn. **Carried.**

The meeting adjourned at 7:10 p.m.

Chris Penn  
Senior Administrative Assistant



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## Council Summary

### UTFA Executive Minutes

Friday, November 6, 2020

Zoom Conference Call

1:00 - 3:00 p.m.

Chair – T. Zorić

Present: K. Adamson, M. Attridge, K. Banning, A. Braun, A. Giacca, R. Gillis, J. Macdonald, B. McDonagh, J. Nogami, D. Roberts, S. Rupp, H. Sonne de Torrens, M. Stapleton, T. Zoric

Also present: C. Doyle (Legal Assistant), M. Horban (Business Officer), K. Johnson (Executive Director), C. Messenger (Past President), C. Penn (Senior Administrative Assistant), J. Thiessen (Executive Assistant)

T. Zoric called the meeting to order at 1:05 p.m.

1. Approval of the agenda: The agenda was approved as amended.
2. Minutes of the previous meeting
  - a. September 18, 2020: As there were no changes to the September 18, 2020, Council summary, it was approved as distributed.
  - b. October 23, 2020: As there were no changes to the October 23, 2020, Executive minutes, and Council summary, they were approved as distributed.
3. Action List \*  
T. Zoric suggested that items that have been completed not be included in the action item listing.
4. Business arising (not elsewhere on the agenda)  
There was no business arising.
5. Report of the Vice-President, Grievances (10 min)  
**Motion** by B. McDonagh, seconded by M. Attridge, that the meeting go in camera for agenda items 5(a) through 7e(iv). **Carried.**

- a. Part-time Policy update (with T. Zorić)
- b. Report on Grievance Portfolio
- c. UTFA members and CUPE teaching

6. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (30 min)

- a. Joint Benefits Committee
- b. SBPW Bargaining update (with T. Zorić)
- c. SAP (with T. Zorić)
- d. Update on the St. Michael's College Negotiations (w. H. Sonne de Torrens)
- e. Update on the Policy for Librarians Negotiations \* (w. H. Sonne de Torrens)

J. Nogami assumed the chair.

7. Report of the President (40 min)

- a. AGM Debrief
- b. Research Associates
- c. November Council
  - i. Theme for the November 17 Council meeting
  - ii. Council agenda
- d. Law School Investigation
- e. Association Grievances
  - i. Course Delivery Grievances (Workload/Accommodation and H & S/Accommodation)
  - ii. SETs/SCEs
  - iii. Divisional Guidelines on the Assessment of Teaching Effectiveness
  - iv. Other Association grievances

8. Timed Break: 2:00 p.m. (10 min)

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

9. Report of the Treasurer (10 min)

- a. Budgeting/Monitoring

M. Stapleton reported on UTFA's finances.

- b. Payables/Cashflow

M. Stapleton said that approvals and controls have been put in place to keep a close eye on cash flow.

T. Zoric said that we must ensure UTFA meets its mandate and ensure responsible financial management. Executive, Council and UTFA members must assess our present SJAC model of dispute resolution as is expensive and unsustainable. UTFA also needs to explore possible alternative models which will better respond to UTFA's needs.

10. Report of the Vice-President, University and External Affairs (5 min)

- a. Strike donation for CAUT affiliated organizations \*

R. Gillis deferred his report to the next meeting.

11. Report of Executive Director (10 min)

a. AODA

K. Johnson reported that there are new requirements under the AODA as of January 2021. We are going to do an assessment of the website and more broadly to make sure we are compliant.

b. Website

K. Johnson reported that work on the website is moving ahead slowly. D. Puscas has identified what was done by the previous working group and the outside consultants to improve the website as to structure and accessibility. Searchability seems to be good but a lot of work needs to be done around content and making the website more engaging.

c. IT Update

K. Johnson said that UTFA has hired a consulting firm to do an IT assessment, which will begin on November 16. She expects that the consultant will bring forward recommendations on an operating plan that will help move us forward.

d. Office Staff Relations Committee

K. Johnson reported that discussions continue around identifying gaps and overlap in work and rectifying them. The appropriate staff are involved in these discussions. She would like to have a work plan and projects around work that needs to be done, so that reporting and responsibilities make sense.

K. Johnson said that herself, B. McDonagh and legal staff, has begun to discuss the grievance portfolio, workflow, and workload.

12. Other Business

H. Sonne de Torrens reported that she was planning an hour-long forum for librarians at the end of November.

- a. Executive Committee meeting  
Friday, November 20, 2020  
1:00 – 3:00 p.m.

This meeting will need to be rescheduled.

- b. Next UTFA Council meeting  
Thursday, November 17, 2020  
3:00 – 5:00 p.m.

- c. Note: change of date for the December Council meeting  
Meeting is now on **Tuesday, December 15, 2020**

13. Adjournment: **Motion** by R. Gillis, seconded by M. Attridge, that the meeting adjourn. **Carried.**

The meeting adjourned at 3:10 p.m.

Chris Penn

Senior Administrative Assistant



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## Council Summary

### UTFA Executive Minutes

Friday, November 27, 2020

Zoom Conference Call

10:00 -12:00 p.m.

Chair – T. Zorić

Present: K. Banning, A. Braun, A. Giacca, J. Macdonald, B. McDonagh, J. Nogami,  
D. Roberts, S. Rupp, H. Sonne de Torrens, M. Stapleton, T. Zorić

Regrets: K. Adamson, M. Attridge, R. Gillis

Also present: M. Horban (Business Officer), K. Johnson (Executive Director), C. Penn (Senior  
Administrative Assistant), D. Puscas (Communications Officer), J. Thiessen  
(Executive Assistant)

T. Zoric called the meeting to order at 10:05 a.m.

#### 1. Approval of the agenda

**Motion** by T. Zorić, seconded by, S. Rupp, that the agenda be approved as distributed. **Carried.**

#### 2. Minutes of the previous meeting

##### a. November 6, 2020 \*

i. Minutes

ii. Council summary

As there were no changes to the November 6, 2020 Executive minutes and Council summary they were approved as distributed.

#### 3. Action List \*

The action list was not available. At a future meeting the members will discuss whether an action list should be maintained.

#### 4. Business arising (not elsewhere on the agenda)

There was no business arising.

#### 5. Report of Executive Director (3 min)

a. IT System Review Update

K. Johnson reported that UTFA contracted with a firm to assess UTFA's IT systems. She and M. Horban collected the contracts for systems currently in use, e.g., Worldox, for the consultants to review. The firm will be conducting interviews regarding document management, finances, membership, communications, and human resources to assess our needs. The executive will be updated on the progress of the assessment

6. Report of the Chair of the Librarians Committee (10 min)

a. Update on November 30 Librarian Forum

H. Sonne de Torrens said that two one-hour informal forums will take place on November 30 for all librarians across the three campuses. The first is for Librarians I – II and the second for Librarians III – IV. J. Nogami and T. Zorić will speak to both. Some issues to be discussed are PTR, use of PERA during COVID-19, the CRA form for claiming expenses for working from home, and flexibility for librarians to work off-site. Discussion of the Policy for Librarians negotiations will be discouraged as they are ongoing.

b. Update on sending to community agreed definition of research days and update on terminology on policy regarding vacation entitlement

H. Sonne de Torrens said that the above-noted documents will soon be shared with Executive, librarians, and the community.

T. Zorić congratulated H. Sonne de Torrens and the library team on these accomplishments and added that there needs to be more clarity about the experiences of librarians since the beginning of the pandemic.

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

**Motion** by B. McDonagh, seconded by S. Rupp, that the meeting go in camera. **Carried.**

a. Part-time policy mediation

8. Report of the Vice-President, Salary, Benefits, Pensions, and Workload (5 min)

The meeting continued in camera for agenda items 8a, b, and c.

a. SBPW Bargaining update (with T. Zorić)

b. PTR update (with T. Zorić)

c. SAP

9. Report of the President – Part 1 (15 min)

The meeting continued in camera for agenda items 9a, b, c, d, and e.

a. Executive release fund – reminder

b. Joint Committee

c. COVID – 19 meetings with Administration

d. Central Health and Safety Update

e. GRP mediation

**Motion** by T. Zorić, seconded by S. Rupp, to return to the regular meeting. **Carried.**

f. Bill 168, Combating Antisemitism 2020

T. Zorić said that UTFA received email from many members in opposition to Bill 168, the *Combating Antisemitism Act*, which has passed second reading in the legislature.

The Executive determined that the bill requires much conversation, time, and study.

**Motion** by T. Zorić, seconded by S. Rupp, that the discussion on Bill 168 be deferred to the next Executive meeting, after which it will be taken to Council. **Carried.**

g. Council

i. UPP update at Dec. 15 UTFA Council meeting

The members discussed possible agenda items for the December 15 Council meeting. It was agreed that C. Messenger will be allowed 10 minutes to provide a UPP update.

ii. Chat function

The members discussed whether the use of Chat should be allowed in Council Zoom meetings.

It was agreed that Chat would be open at the next meeting, to promote a more interactive meeting.

An Executive member can facilitate, responding to comments and drawing items to the speaker's attention as appropriate. There would still be a speakers list.

The members agreed that rules for using Chat should be prepared before the December 15 meeting.

10. Timed Item: 10:40 a.m. (15 min) CAUT & Faculty of Law Controversy (David Robinson)

The members agreed that the conversation on this issue should be continued in a special Executive meeting on November 19.

T. Zorić said that this issue will be discussed at both the special Council meeting on November 30 and the regular Council meeting on December 15.

T. Zorić said that D. Robinson, Executive Director of CAUT, has been invited to Executive to report on CAUT's position on this issue and to answer questions about CAUT's process.

**Motion** by T. Zorić, seconded by D. Roberts, that D. Robinson's presentation be for 15 minutes, with half the time given to a presentation and the other half to questions from people speaking as individuals, and with people who did not yet have a chance to speak prioritized on the speakers list. **Carried.**

**Motion** by T. Zorić, seconded by S. Rupp, that the meeting go in camera. **Carried.**

11. Timed Break: 10:55 a.m. (10 min)

J. Nogami assumed the chair

12. Report of the President – Part 2 (60 min)

The meeting continued in camera for items 12h and i.

h. Faculty of Law Controversy

i. Background and Process to date

ii. Review of Grievance

iii. Special Council meeting – November 30

a) Presentation discussion

b) Guest requests

i. Association Grievance Governance

**Motion** by T. Zorić, seconded by S. Rupp, to return to the regular meeting. **Carried.**

13. Other Business

- a. Special Council Meeting  
Monday, November 30, 2020  
5:30 – 6:30 p.m.
- b. UTFA Executive Meeting?  
Friday December 4, 2020  
1:00 to 3:00 pm
- c. UTFA Council Meeting  
Tuesday, December 15, 2020  
3:00 – 5:00 p.m.
- d. UTFA Executive Meeting  
Friday January 8, 2021  
1:00 to 3:00 pm
- e. UTFA Executive Meeting  
Friday January 29, 2021  
1:00 to 3:00 pm

14. Adjournment

**Motion** by D. Roberts, seconded by S. Rupp, that the meeting adjourn. **Carried.**

The meeting adjourned at 12:15 p.m.

Chris Penn  
Senior Administrative Assistant





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## Council Summary

### UTFA Executive Minutes Sunday, November 29, 2020

Zoom Conference Call  
4:00 – 6:00 p.m.  
Chair – T. Zorić

Present: M. Attridge, K. Banning, A. Braun, A. Giacca, R. Gillis, J. Macdonald,  
B. McDonagh, J. Nogami, D. Roberts, S. Rupp, H. Sonne de Torrens,  
M. Stapleton, T. Zorić

Regrets: K. Adamson

Also present: K. Johnson (Executive Director), J. Thiessen (Executive Assistant)

One Item Agenda: Faculty of Law Controversy (continuation of the November 27, 2020 Executive meeting)

**Motion** by T. Zoric, seconded by S. Rupp, that #5 remedy of the Faculty of Law Association Grievance be amended as follows:

A public statement by the Administration supporting academic freedom and committing to, if practicable, acting on the search committee's unanimous recommendation.

Be replaced with:

A public statement by the Administration supporting academic freedom and collegial governance as core principles at U of T; and a renewed commitment to freedom from discrimination and external interference in hiring processes at U of T, consistent with Articles 5, 7, and 9 of the MOA. **Carried unanimously.**

**Motion** by T. Zoric, seconded by A. Giacca, that the Executive recommends that UTFA Council urge the U of T Administration to resolve the Law School Hiring controversy Association Grievance in a manner consistent with the MOA's Core principles of academic freedom, collegial governance, non-discrimination, due process and freedom from External interference. **Carried.**

Agenda item 11d:

The Executive Committee recommends to Council that UTFA Council urge the U of T Administration to resolve the Law School Hiring controversy Association Grievance in a manner consistent with the MOA's Core principles of academic freedom, collegial governance, non-discrimination, due process and freedom from External interference.

Agenda item 11f:

The Executive Committee recommends to Council that:

T. Zoric and B. McDonagh co-chair and J. Nogami, M. A. Guttman be members of the Grievance Protocols Working Group to investigate the approaches by other Faculty Associations related to Association or Policy grievances and submit a report with recommendations to Executive and then Council on or before the March Council meeting.

**Librarians Committee Report**

December 4, 2020.

In addition to the *Principles for Consultation – Annual Activity Report and Performance Assessment Policies/Procedures* agreed to on June 3, 2020 and approved by UTFA Council on June 10, 2020, two additional policies for librarians were negotiated and approved by UTFA Council in November 2020 by the team currently negotiating the *Policies for Librarians* table (lead negotiator Kathleen Scheaffer, Dan D’Agostino, Ken MacDonald and legal counsel, Emma Philips): an updated section on Librarians’ Vacation (for Staff Manual), *Librarian Research and Professional Development Days* (see attached to this report). This is the **first negotiated definition** for *Librarian Research and Professional Development Days* since U of T Librarians obtained research days in 2003! We are ***exceedingly pleased*** to see U of T and UTL Administration beginning to acknowledge U of T librarians rights and thank all involved. Please see documents listed under Policies on UTFA webpage: <https://www.utfa.org/content/policies>

On November 30, 2020 two virtual, one-hour zoom sessions for Librarian members was hosted by UTFA. As we have previously done in the past, one session was dedicated to Librarians I-II and the second was for Librarians III-IV. This permits greater freedom of speech and a focus on issues pertinent to different ranks. We were fortunate to have both Terezia Zoric, President of UTFA and Jun Nogami, V-P, Salary, Benefits, Workload and Pensions join the full two-hours. Assisted by Darren and Chris, approx. 30 attended the first session and 60 attended the second session. The sessions were well received. Request for more frequent even monthly meetings was suggested. In response, plans are underway to offer once-a-month sessions for UTFA librarian members in 2021. Updates were provided and questions answered on current UTFA activities, PTR, and negotiations. No discussion of the negotiations for the *Policies for Librarians* was covered. A dedicated session is planned on February 9, 2021.

In the zoom chat the following concerns were raised in the two sessions:

- Librarians noted inconsistent guidelines given on how PERA can be used during Covid-19 continues
- Concerns raised about no PTR being given to librarians given workload
- Supervisor noted how stressful it was to designate PTR according to current policies
- Discussion about length and cost of U of T negotiations vs. unionized faculty associations; questions and pointed noted about pros and cons
- Questions concerning hiring freezes – some libraries are hiring and others aren’t. Question was asked why was there a hiring freeze in our libraries? U of T has not been financially impacted by the pandemic.
- Heated discussion about recent liaison meeting led by administrators in central system (November 25). Central system was seeking volunteers, that is librarians in other sectors of the UTL system, to take on workload from central library due to gaps developing in unfilled positions in central system (see next item).
- Concerns raised about workload in central system in both sessions from across three campuses regarding, lack of administration succession planning, and current maternity and research leave replacements, retirements (and no admin discussion of replacements even though in some cases 3 years notice was given by senior librarians) and lack of long-term admin planning to ensure librarians are hired with expertise able to fill gaps in specialized areas (subject expertise, area studies, discipline specific), for example, no librarian at Architecture Library (this impacts accreditation). Numerous concerns expressed from central system. UTSC noted they were hiring (we know UTM has been hiring).
- Librarians (Lib I and II) in first session noted they weren’t given credit for previous contract work when appointed to a position nor were they allowed to negotiate their starting salaries
- Librarians at Pratt Library (Victoria College) are seeking parity with UTL librarians and will be approaching UTFA. More to come in 2021.
- It was noted that not all Librarians III in the UTL system have permanent status (Scholars Portal)

<https://www.utfa.org/sites/default/files/librarians-research-professional-development-days-agreement-nov2020.pdf>

<https://www.utfa.org/sites/default/files/performance-assessment-review-agreement-June2020.pdf>

<https://www.utfa.org/sites/default/files/librarians-vacation-policy-agreement-nov2020.pdf>

A special thank you to members of the UTFA librarians committee who attended these sessions.

Harriet Sonne de Torrens, Chair UTFA Librarians Committee

<b>Section:</b>	<b>LIBRARIANS</b>	<b>Code Number:</b>	<b>4.02.02</b>
<b>Item:</b>	<b>Vacations</b>		

## INTRODUCTION

Librarians are entitled to vacation in accordance with the schedules set out below and may use vacation immediately once accrued. Length of service as referenced in those schedules are based on the Librarian's employment anniversary date. Vacation should not be granted in advance of entitlement unless this is warranted by exceptional circumstances.

## RESPONSIBILITY

It is the responsibility of the department when engaging librarians to ensure that the appropriate vacation entitlement and the scheduling or payment provisions as applicable are communicated in advance of the appointment being accepted. The onus is on the department head/supervisor to ensure that librarians take their appropriate vacation entitlement. Where deferment of vacation has been approved the department head/supervisor is to ensure that the deferred vacation entitlement is taken within a reasonable period of time. The Employment Standards Act requires that a record of vacations earned and taken by librarians be maintained.

## PROVISIONS

### 1. Full-time Librarians

<b>Length of Service</b>	<b>Annual Vacation Entitlement</b>	<b>Monthly Accrual Rate</b>
Up to 5 vacation years	21 days	1.75 days per month
6 to 11 vacation years	23 days	1.916 days per month
12 to 13 vacation years	24 days	2.00 days per month
14 to 15 vacation years	25 days	2.083 days per month
16 to 17 vacation years	26 days	2.166 days per month
18 or more vacation years	27 days	2.25 days per month

### 2. Part-time Librarians

The provisions for regularly appointed part-time librarians are as described in #1 above, but awarded on a pro-rated basis according to the percentage of full-time hours worked.

Example 1: A librarian with one year's service who regularly works 3 days a week (or 60% of full-time weekly hours) will accrue 60% of the annual vacation entitlement for full-time librarians (i.e., 60% of 21 working days or 12.6 days).

Example 2: A librarian with five years' continuous service who regularly works 5 half-days a week (or 50% of full-time weekly hours) will accrue 21 half-working days.

In both of the above examples, the librarians receive the equivalent of 21 days' vacation in relation to their work week.

### **CREDIT FOR A STATUTORY OR UNIVERSITY HOLIDAY**

If a statutory or University holiday occurs during a vacation period, the librarian will be credited an extra day.

### **TRANSFER OF VACATION CREDITS AND SENIORITY ON INTERDEPARTMENTAL TRANSFERS**

When a librarian transfers to another department, the new department agrees to accept all seniority accumulated by the librarian, including any vacation credits earned but not taken at the time of transfer. In certain cases, however, it may be necessary to delay the transfer until the librarian has taken some or all of the vacation owing. Any outstanding vacation will be reported in the "Remarks" section of the Status Change Form on which the transfer is processed and confirmed in writing. Librarians will not receive vacation pay at the time of transfer.

### **VACATION PAY ON TERMINATION OF EMPLOYMENT**

When employment is terminated (including resignation and retirement), accrued and unused vacation credits will be paid out as a lump sum up to a maximum of one year's entitlement.

**END OF POLICY ON VACATIONS**

NOTE: The language governing eligibility for these Research and Professional development days will be included in the Manual of Staff Policies for Academics and Librarians and posted on an appropriate University of Toronto website.

Librarian Research and Professional Development Days.

1. Each librarian shall be eligible for up to 14\* research and professional development days, with the prior approval of their supervisor and the University Chief Librarian or designate, to pursue self-directed research, scholarly activities, creative professional activities and/or professional development through activities including but not limited to attendance at conferences, courses or workshops.
2. Under exceptional circumstances, a librarian may apply to take more than the number of research and professional development days available as set out above. Any additional research and professional development days will require approval of the librarian's manager as well as approval of the University Chief Librarian or their designate.
3. Research and professional development days must be scheduled and approved in advance in order to ensure the operational needs of the unit or department are met. Supervisors will make reasonable efforts to accommodate the scheduling of eligible requests for research and professional development days subject to the operational needs of the unit or department.
4. In the event that the request is not approved, the basis for the decision will be provided in writing.

\*The number of days is subject to change based upon Salary, Benefits, Pensions, and Workload negotiations.

## Principles for Consultation – Annual Activity Report and Performance Assessment Policies/Procedures

**Note:** This is the process that the University of Toronto Libraries will follow in the event that the Library administration intends to consider substantive<sup>1</sup> changes to performance assessment policies and/or procedures- including the Librarian Annual Activity Report Form or the Annual Librarian Performance Assessments – Procedures & Rating Scale.

- The Chief Librarian appoints a committee that is broadly representative. The committee is established by sending a call for participation to librarians across the three campuses. The Committee will be chaired by the Chief Librarian or their designate and should include:
  - a majority of permanent status librarians who do not supervise other librarians nor hold senior administrative appointments;
  - librarians from the UTM, UTSC, and the Central and divisional libraries.
- The committee is advisory to the Chief Librarian. It will gather information and make written recommendations regarding performance assessment policies and/or procedures. The draft recommendations will be shared with all UTL librarians, who will be given an opportunity to provide feedback.
- The committee will review the feedback and make their final recommendations to the Chief Librarian, who will make the final decision regarding any revisions to the policies and/or procedures.
- The Chief Librarian or designate will circulate the revised performance assessment policies and/or procedures.

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<sup>1</sup> Substantive changes include material changes to policies and processes but do not include minor changes such as necessary annual updates.



**Report of the Vice-President, University and External Affairs - J. Roy Gillis  
December 15, 2020**

Hi All,

I hope you are all in good/reasonable mental health and wellbeing and physical health during these pandemic times. I am submitting a brief written report to update our Council representatives about the activities that I have been engaged in as UTFA VP, UAE and the goals for my portfolio and for the University and External Affairs Committee.

**UTFA Committee Involvement:**

As UTFA Vice-President, University and External Affairs, I am involved as a member in the majority of UTFA official committees and internal UTFA committees and working groups. While our President or other Vice-Presidents may lead on specific committees and initiatives, as a member of many committees, I have invested a significant amount of time as part of the Bargaining Committee and the Joint UTFA/U. of T. Administration Committee, in particular.

**Representation for UTFA for the Ontario Confederation of University Faculty Association (OCUFA) and the Canadian Association of Faculty Association (CAUT):**

As VP, UAE, I serve as the official representative to the boards of both OCUFA and CAUT, and work to facilitate the exchange of information from these provincial and federal organizations. As you are aware, there have been a lot of important initiatives coming from both CAUT and OCUFA in the past year. Many of these have already been discussed at length in UTFA Council meetings already. Instead, I am providing links to both news and events pages of OCUFA and CAUT and will respond, as appropriate, to the items raised by these organizations.

OCUFA News and Events, please link to: <https://ocufa.on.ca/>

CAUT News and Events, please link to: <https://www.caut.ca/latest/year>

**Goals for the University and External Affairs Committee:**

1. Recruit additional enthusiastic members from CAUT Council and elsewhere to part of the UAE Committee.
2. Consider opportunities for additional externally funded student scholarships.
3. Contribute to UTFA's initiative to increase accessibility throughout UTFA and U. of T. according to and exceeding the requirements of the Accessibility for Ontarians with Disabilities Act (AODA, 2005).

<https://www.aoda.ca/what-is-the-aoda/>

4. Work with the UTFA Membership Committee to facilitate communication and knowledge translation and exchange among UTFA Council representatives and all UTFA members.

If even of these initiatives interest you, please contact me at: [roy.gillis@utoronto.ca](mailto:roy.gillis@utoronto.ca) to discuss your interests in contributing as a member of the University and External Affairs Committee.