

# Nipissing University Faculty Association

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## *Annual General Membership Meeting, May 3, 2017*

*1:00 pm  
F210 Main Campus  
Room 207 Brantford Campus*

**Executive Members Present:** Susan Srigley, President  
Amanda Burk, Vice-President  
Rob Breton, Past President  
Dianne Davis, Treasurer  
Rhiannon Don, CASBU Officer  
Todd Horton, Grievance Officer (interim)  
Jeff Dech, Member-at-Large, Arts and Sciences  
Liz Ashworth, Member-at-Large, Education

**Recording Secretary:** Rhiannon Don, CASBU Officer

**Regrets:** Manuel Litalien, Member-at-Large, Applied and Professional  
Joseph Boivin, Member-at-Large, CASBU  
Jeff Scott, Grievance Officer

Approximately 50 Members attended, with Angela Fera attending via Skype, and representation from both CASBU and FASBU Members.

### ***1.0 Approval of the Agenda***

**MOTION #1:** Moved by Liz Ashworth, seconded by Katrina Srigley, that the agenda be approved.  
**CARRIED**

A question was asked where the proposed amendments to the Constitution be addressed on the agenda. They would be brought forward under New Business.

### ***2.0 Approval of the Minutes***

**MOTION #2:** Moved by Rob Breton, seconded by Sarah Winters, that the minutes of the November 11, 2016 General Membership Meeting be approved.  
**CARRIED**

### **3.0 *Business arising from the Minutes***

No business arising from the minutes.

### **4.0 *Correspondence to the President/Executive***

Susan conveyed that our primary correspondence has been thank you letters from CUPE for our support during their recent lockout by the Children's Aid Society.

### **5.0 *Question Period***

No questions were asked.

### **6.0 *Reports from Executive Members***

#### **6.1 President**

The President's written report was circulated by e-mail and is appended to these minutes. Susan began by thanking the past Members of the Executive. In response to questions from the Membership she reported that Angela is alive and well and anticipated being back by next week. She was on a compassionate leave, taking care of her father.

She stated that it has been a very busy year with grievance. In addition to what will be reported in the Grievance Report, there has been a recent issue with PER reimbursements, specifically that university policy contradicts the CA, but the CA has jurisdiction here. Members are encouraged to be in touch with Ursula Boyer if they have had issues.

Our relationship with the Employer continues to be frustrating. The special joint committee regarding the librarians had a deadline of April 30, and the Employer has not responded to our requests for meetings since September 2016. There has been an unwillingness to meet with or respond to NUFA on this issue and significant delays on other issues. Meetings with the President have not resumed, and things remain strained. The President of the University has not contacted anyone in NUFA with regards to meeting, although the Executive did meet with the Chancellor and spoke about this situation. A question was asked as to whether it would be possible for the Board to tell the President and Provost to be more collaborative and that their stalling tactics lead to inefficiencies; however faculty who have served on the Board stated that the board members "don't really see themselves as the President's employers". This was followed by some discussion regarding the lack of an academic plan for the university and that if a board is not functioning the way it should, what are the options. One solution proposed was to do a better job of recruiting external board members, yet one member noted that they were aware of an external nomination that was submitted, but there has been no acknowledgement from the Board of that nomination.

Susan stated that three faculty members are required for the Special Joint Committee between the Board and Senate, as well as members for the budget advisory committee.

**MOTION #3:** Moved by Amanda Burk, seconded by Jeff Dech, that the President's report for 2016-2017 be received.

**CARRIED**

6.2 Treasurer

Dianne presented a preliminary financial statement for 2016-17 and a proposed budget for 2017-2018. She stated that we have been looking at budgeting for the next four years to ensure our financial stability in a time when legal costs and other expenses are rising, thus eroding our revenues from dues. We have not had a mil rate increase in seven years.

The long-term planning is also considering Angela's workload and succession planning. She stated that our reserves are healthy, and we are developing policies about how to invest and use those reserves. Expenses in next year's budget includes an increase in legal and an added cost for the redesign of our website. An RFP has been sent out with an anticipated launch date of August. Based on all of this, we are estimating a deficit budget of approximately \$14K for 2017-2018. Many of our expenses are bare bones. In terms of investment our strategies have been very conservative.

A question was asked as to whether other faculty associations have legally gone after the Employers for pushing issues to arbitration. Sal responded that a good relationship with the Employer cannot be legislated, and that she still sees us able to resolve much through the informal process. Expedited arbitrations were discussed along with OCUFA block booking dates with arbitrators.

**MOTION #4:** Moved by Todd Horton, seconded by Hilary Earl, that the proposed budget for 2017-2018 be approved.

**CARRIED**

6.3 CASBU Officer

Rhiannon spoke briefly about the increase in grievances for CASBU Members and about the work being done by the merger committee. She has been asked to sit on a panel about grievance handling for contract academic staff at CAUT's Contract Academic Staff (CAS) Conference in October in Toronto.

**MOTION #5:** Moved by Nathan Kozuskanich, seconded by Jeff Dech, that the report of the CASBU Officer be received.

**CARRIED**

6.4 Other Reports

No other reports.

## 7.0 *Election of the Executive and Committee Members*

Rob thanked Susan on behalf of the Membership. As President she did an amazing job in a very difficult time in the Association's history, which included the first ever strike. Dianne added that Susan's strong, unique leadership during the strike was the reason she wanted to join the Executive. Susan stated that she had enjoyed her four years on the Executive and that during that time she saw how important the Association is to the longevity of the university and that she would continue to put her efforts to the protection and maintenance of faculty to ensure the future of the institution.

The slate of nominations for the Executive was presented. No nominations came from the floor so the existing nominees were acclaimed. The Executive for 2017-2018 is:

President – Amanda Burk  
Vice-President – Sal Renshaw  
Treasurer – Dianne Davis  
CASBU Officer – Rhiannon Don  
Grievance Officers – Todd Horton, Nathan Kozuskanich  
Member-at-Large, AS – Jeff Dech  
Member-at-Large, APS – Mary Pat Sullivan  
Member-at-Large, CASBU – Joseph Boivin  
Member-at-Large, ED – Liz Ashworth

Rob Breton will continue to serve as Past-President while Susan is on sabbatical in 2017-2018.

The slate of nominations for the Standing Committees was presented. No nominations came from the floor so the existing nominees were acclaimed.

Communication Committee – Gyllie Phillips, Steve Connor, Geoff Hartley, Jane Barker  
Constitution Committee – Tim Sibbald, Leslie Thielen-Wilson, Steve Hansen, Nathan Colborne  
Scholarship Committee – Toivo Koivukoski, Rachel Norman, Ben Kelly, Logan Hoehn  
Social Committee\* – April James, Tammie McParland, Gillian McCann, Ali Hatef  
Gender Equity and Diversity Committee – Kathy Mantas, Lanyan Chen, Melissa Corrente, Adam Adler

\* *There remains one vacancy on the Social Committee.*

## 8.0 *Reports from Standing Committees*

Susan asked for an omnibus motion to receive the reports of the Standing Committees with the exception of the Grievance Committee report.

**MOTION #6:** Moved by Amanda Burk, seconded by Sal Renshaw, that the reports of the Scholarship Committee, the Constitution Committee, the Communication Committee, the Social Committee and the Gender Equity and Diversity Committee be received via an omnibus motion.  
**CARRIED**

**MOTION #7:** Moved by Tammie McParland, seconded by Sal Renshaw, that the reports of the Scholarship Committee, the Constitution Committee, the Communication Committee, the Social Committee and the Gender Equity and Diversity Committee be received.

**CARRIED**

8.1 Collective Bargaining

No report.

8.2 Scholarships Committee

The Scholarships Committee report was circulated to the Membership by e-mail and is appended to these minutes.

8.3 Grievance Committee

Todd presented some of the broader issues that have been discussed at OCUFA's grievance committee meetings, including those regarding contract academic staff and precarious labour. He stated that many faculty began on contract and so we have a concern and an obligation to those members currently on contracts. Much happens to them and the Employers' approach to them is disjointed and continually attempting to circumvent the rules. Other issues include harassment and bullying, student opinion surveys, and social media. Another area is e-learning which in some cases is leading to the contracting out of faculty work. He also spoke to the benefits we receive from OCUFA including their lobbying, advocacy, data collection and analysis, and workshops/conferences where we gain so much from the dialogue with other associations and their experience.

The Grievance Committee annual report was presented by Susan [NU2]. She began by thanking Joe Boivin and Rhiannon Don, as the workload on the committee is extraordinarily heavy and takes up an enormous amount of time with no recognition for service by the Employer. She also acknowledged Jeff Scott for his many years of service on the Grievance Committee. The presentation of the report was followed by a question and answer period.

**MOTION #8:** Moved by Adam Adler, seconded by Nathan Colborne, that the report of the Grievance Committee be received.

**CARRIED**

8.4 Constitution Committee

The Constitution Committee report was circulated to the Membership by e-mail and is appended to these minutes.

8.5 Communications Committee

The annual report of the Communications Committee was circulated to the Membership by e-mail and is appended to these minutes.

8.6 Social Committee

The annual report of the Social Committee was circulated to the Membership by e-mail and is appended to these minutes.

8.7 Gender Equity and Diversity Committee

The Gender Equity and Diversity Committee report was circulated to the Membership by e-mail and is appended to these minutes.

9.0 **Reports from Special Committees**

No reports from Special Committees; however Angela reported that she is awaiting the final report and invoice regarding the Association's \$15,000 donation to the library, which has been expended over the last four years.

10.0 **Reports from Non-Association Committees or Representatives**

10.1 CAUT Defense Fund

The annual report from the CAUT Defense Fund was circulated to the Membership by e-mail and is appended to these minutes.

10.2 CAUT Council

Susan will be attending CAUT Council the weekend of May 5th.

10.3 OCUFA

The annual report from the representatives on the OCUFA Board and Grievance Committees was circulated to the Membership by e-mail and is appended to these minutes.

**MOTION #9:** Moved by Rob Breton, seconded by Sarah Winters, that the OCUFA report be received.

**CARRIED**

10.4 University Harassment and Discrimination Committee

No report, as the committee had not met in years even though they are governed by Board policy.

10.5 Joint Health and Safety Committee

The annual reports of the JHSC in Brantford and on the Main Campus were circulated to the Membership by e-mail and are appended to these minutes.

**MOTION #10:** Moved by Tammy McParland, seconded by Rob Breton, that the annual reports of the JHSCs be received.  
**CARRIED**

*10.6 Pensions and Benefits Advisory Committee*

Larry Patriquin provided an oral report that included an update on the Jointly Sponsored Pension Plan (JSPP), the CAAT Pension Plan and the NUPP. With regard to the JSPP, he stated that it has essentially fallen apart as of the end of last year. COU has been partly responsible for the failure as they have stepped away, and the demands from non-unionized employees have been problematic. Queen's, Guelph, and the University of Toronto are moving ahead with their unions. They will design a plan and then others may join.

Larry reported that the CAAT plan is doing well. They may reduce their costs possibly next March. The Employer now has all the data they need to make a determination by comparing the current plan and the CAAT plan. Larry will provide more updates at fall GMM. OPSEU will likely negotiate their way into CAAT plan in this round of bargaining.

With regard to the NUPP, Larry has determined that there are six Members who are not in the plan, aside from those in the OTPP. He finds that people aren't investing well. For instance those investing in GICs where interest does not even keep up with inflation. Where to invest is sometimes a difficult decision and he recommended faculty speak with colleagues. He suggested considering Black Rock funds, as well as tax free savings accounts where the funds are not taxed even when they are removed from the accounts.

A question was asked about how Pharmacare for children under the age of 25 will affect insurance premiums. Hilary responded that she did not expect an effect until 2018 and possibly not even then.

**11.0 Information received from the Administration**

We have received one grievance from the Employer. Information is being received, according to our Collective Agreements; however sometimes considerably delayed.

**12.0 Agenda Items remaining from the Last Meeting**

No items remaining.

**13.0 New Business**

Amanda presented several amendments to the Constitution, last revised in April 2015. The changes proposed were to By-Law #1: Grievance, specifically section 1.5, and By-Law #2: Financial Guidelines, specifically section 2.4. The proposals were unanimously approved by the Executive at the meeting of March 9, 2017 and were being brought forward for the Membership's approval.

The changes proposed were to compensate CASBU Members serving on the Executive and



Grievance Committees for their extensive work. Currently the CASBU Officer gets remuneration of a three-credit course stipend as negotiated in the Collective Agreement. Unlike FASBU Members serving the Association, CASBU Members cannot access course release and receive no recognition for service from the Employer. Essentially the proposed amendment to section 1.5 will allow an exception regarding compensation so that CASBU Members may receive compensation for service on the Grievance Committee. The proposed additions to section 2.4 clarifies how the CASBU members will be compensated for their service.

**MOTION #11:** Moved by Amanda Burk, seconded by Katrina Srigley, that By-Law #1: Grievance of the NUFA Constitution, be amended as described below.  
**CARRIED**

***Current Section 1.5:***

Any current or past member of the Executive who feels they have undertaken substantial work for the Association in the role of grievance officer may apply to the Executive for a half-course release (3 credits/36 hours), to be paid for by the Association. In applying for the release, the Member must provide documentation to the Executive of the work they have undertaken on behalf of the Association's members. This work may have been undertaken at any time over the previous three years from the date of the application. If granted, the course release must be taken within the following two years. An extension will be granted to this time limit only if the Dean refuses to permit the release to proceed or the member is unable to use the release (for example, because he or she will be taking a sabbatical). The Member will be responsible for arranging the release with his or her Dean. In no case will members be paid for their service to the Association (that is, the only form of remuneration is the course release). Other than course release, members will not receive remuneration for their service on the grievance committee.

***Revised Section 1.5:***

Any current or past member of the Executive who feels they have undertaken substantial work for the Association in the role of grievance officer may apply to the Executive for a half-course release (3 credits/36 hours), to be paid for by the Association. In applying for the release, the Member must provide documentation to the Executive of the work they have undertaken on behalf of the Association's members. This work may have been undertaken at any time over the previous three years from the date of the application. If granted, the course release must be taken within the following two years. An extension will be granted to this time limit only if the Dean refuses to permit the release to proceed or the member is unable to use the release (for example, because he or she will be taking a sabbatical). The Member will be responsible for arranging the release with his or her Dean. In no case will members be paid for their service to the Association ***or for their service on the Grievance Committee*** (that is, the only form of remuneration is the course release) ***with the exception of CASBU Members, as they are ineligible for course release.*** ~~Other than course release, members will not receive remuneration for their service on the grievance committee.~~



There was some discussion as to why we should change our by-laws to reflect the Collective Agreement and the purpose of giving money for service. A conflict between the CA and the by-laws is a good rationale for the change. The CA is a legal document and supersedes any by-law. Another Members stated that FASBU Members in fact get paid for service if workload is considered 40% teaching, 40% research and 20% service.

**MOTION #12:** Moved by Amanda Burk, seconded by Larry Patriquin, that By-Law #2: Financial Guidelines of the NUFA Constitution be amended to include items 2.4(e) and 2.4(f) outlined below.

**CARRIED**

2.4(e) *Compensation for the CASBU Officer will be determined by the CASBU Collective Agreement.*

2.4(f) *Compensation for the CASBU Member-at-Large will be based on a base three-credit course stipend.*

Amanda thanked the Membership and then thanked Susan for her service to the Association. Todd presents Susan with a bouquet of flowers. Susan thanked the Executive and the Membership.

#### **14.0** *Next Meeting Date*

To be announced.

#### **15.0** *Adjournment*

**MOTION #13:** Moved by Hilary Earl, seconded by Larry Patriquin, that the meeting be adjourned.

**CARRIED**

The meeting was adjourned at 3:05 pm.

# President's Report for NUFA AGM

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Wednesday, May 3<sup>rd</sup> 2017 @1:00pm

**Susan Srigley**

This will be my last report as NUFA President. My thanks to you for your support and the myriad ways all of you contribute to our Association. It has been an honour to serve as NUFA President and I really do appreciate your trust in me over the past two (eventful) years.

I will begin my sabbatical on July 1<sup>st</sup> but as soon as I'm back in 2018 I will take up my role as past President on the Executive (my thanks to **Rob Breton** for generously agreeing to serve a 3<sup>rd</sup> year as past President during my absence). Having spent the past 4 years as VP and President has only strengthened my commitment to the absolutely essential work that NUFA does to protect our Members and the academic integrity and mission of the University.

I am very proud to have witnessed NUFA's provincial and national reputation grow considerably over the past few years. The evidence of this is most impressively shown in our active Member engagement with OCUFA (Ontario Confederation of University Faculty Associations) and CAUT (Canadian Association of University Teachers).

**Gyllie Phillips** (English studies and past President of NUFA) is incoming President of OCUFA this year after serving two years as VP. Three cheers for this prestigious new leadership role for Gyllie, and for us having a strong advocate for Northern Universities at the OCUFA Board of Directors. We, and OCUFA, are lucky to have her.

**Rhiannon Don** (English studies and CASBU Officer) will begin her second year serving on the CAUT Contract Academic Staff committee.

**Sal Renshaw** (Gender Equality and Social Justice, Grievance Officer) has just been elected as Chair of the OCUFA Grievance Committee.

**Laura Rossi** (Biology/Chemistry, CASBU Bargaining Committee) serves on the OCUFA Contract Faculty and Faculty Complement committee, and will attend the OCUFA Policy Conference this May.

**Larry Patriquin** (Social Welfare and Social Development, past Chief Negotiator) is serving on the Joint Project Oversight Committee working on the multi-employer/employee JSPP.

**April James** (Geography) represented NUFA at OCUFA's Advocacy Day at Queen's Park in March.

**Amanda Burk** (Fine and Performing Arts, VP NUFA) is on the OCUFA Board of Directors and will attend the OCUFA Policy Conference this May.

And of course we have had *many* Members attend various meetings with OCUFA and CAUT over the

past year. **Hilary Earl** and **Mark Crane** have been on and presented at both CAUT and OCUFA Collective Bargaining Committee meetings, **Dianne Davis** and **Natalya Brown** have attended the OCUFA Finance Workshops, **Todd Horton**, **Rhiannon Don**, **Amanda Burk**, **Sal Renshaw** and **Jeff Scott** have been to both OCUFA and CAUT grievance committee meetings.

I'd like to thank our Members on the Executive: (**Jeff Dech**, **Liz Ashworth**, **Manuel Litalien**, **Todd Horton**, **Jeff Scott**, **Sal Renshaw**, **Amanda Burk**, **Rhiannon Don** and **Joe Boivin**), and our hard working Grievance committee. It has been a full year for us and I have relied heavily on the guidance, wisdom and expertise of the Executive. A special thank you to **Jeff Scott**, who has served many years for us as Grievance Officer. Jeff is stepping down from grievance next year and he will be missed. Also thanks to **Manuel Litalien** who will be leaving his position as APS Member at Large on Executive as he begins his sabbatical next year. Thanks to **Todd Horton** who stepped up this year covering Amanda and Sal's sabbaticals, effortlessly filling the roles of both VP and Grievance Officer. And thanks to the Members on all of our standing committees and NUFA representatives. I am profoundly grateful to **Angela Fera** for her dedication to faculty and her commitment to our Association. It has been a real pleasure working closely with her over the past four years. I could not have done this job without her.

All of these meetings take up the valuable energy and time of our Members. But the return on their commitment is invaluable to our Association and to each one of you. Their service, which invariably takes them away from their own research, leisure and families, is done for the greater good of all of us, protecting the work that we do. I am grateful for the magnitude of this service by these committed members and I hope it inspires others to join us in the future.

In addition to being a member of CAUT council, I have been nominated to serve on CAUT's Academic Freedom and Tenure Committee. If I'm elected at CAUT council this weekend, I have agreed to serve on this committee during my sabbatical. If there is anything that stands out as something that we need to be ready to fight for in the years ahead, I'll tell you it is Academic Freedom and Tenure.

### **Special Joint Committee on Librarians/Archivists (SJC)**

As I reported at the GMM, the SJC (**Mark Crane**, **Nathan Kozuskanich** & **Heather Saunders**) worked throughout last summer and into the fall of 2016 to write language to integrate professional Librarians/Archivists into the CA per the LOA in Appendix L. Talks were stalled in September by the Employer, who, despite our repeated requests to get back to the table to wrap up the hard work accomplished, did not respond to us for the past 7 months, and now we are past the deadline for meeting.

### **CASBU (Contract Academic Staff Bargaining Unit)/FASBU (Full-time Academic Staff Bargaining Unit) Merger:**

As I reported at the GMM, we have struck a committee to discuss a merger of the two bargaining units of NUFA (CASBU and FASBU). The committee has held several meetings throughout the year and we have just notified the Employer, per Appendix J of the CASBU CA, that we have done our research and

we are prepared to meet to make a decision with the Employer about merging the two units in the next round of bargaining.

**JCAA (Joint Committee on the Administration of the Agreement: Article 9)**

The JCAA committee (Susan, Todd, Amanda, Rhiannon, Joe and Mark) has met a number of times this year, in an effort to address team-teaching, modes of delivery for courses, experiential learning and some RFR related issues. While the talks with the Employer began well, they have not been very productive of late and we seem to be spinning our wheels. We have not given up hope that something will come out of these discussions, but it will take some more time.

**NUSU (Nipissing University Student Union):**

Amanda and I have had a very positive meeting with the new members of NUSU and it is our hope that we can foster a new and improved relationship with the student union this year. We have planned to meet monthly to discuss events and information and we hope to work together for our common interests at the Board of Governors and Senate.

**SGC (Special Governance Commission):**

The report and recommendations of the SGC have been received by Senate and Board of Governors. A meeting of the Board and Senate was held on Friday April 21<sup>st</sup>. Now the hard work begins. We will need **three faculty representatives** to serve on the Standing Joint Committee of the Board and Senate on Governance, which needs to be in place by September 2017. A budget advisory committee will also be struck according to the recommendations of the report. Please consider serving on these important committees.

**NUFA Website:**

We have been working on the creation of a new website for NUFA. This is long overdue, our first website was created in 2011 (a lifetime ago in web years apparently!) and our web developer has moved onto other things and is no longer able to support our website needs. We will be transferring to a WordPress platform and we hope to enhance and develop the website to serve as a resource for our Members and other Associations. We've sent out an RFP for a web designer to get us set up and provide ongoing support. We hope to launch the website sometime in August. Stay tuned!

**CAUT Council:** I will be attending the CAUT council meeting May 4-7<sup>th</sup> in Ottawa.

**Pensions:** Larry Patriquin will give us an update on pensions at our meeting.

**Tenure and Promotion Workshop:** Please note that we will host a workshop for those applying for tenure and/or promotion on May 18<sup>th</sup> @ 1pm. This is an extremely valuable resource, please take advantage!

**Grievance/Arbitration:** The grievance report will be discussed at the meeting.

	2016-2017 Budget	2016-2017 *Actual		Variance %
<b>REVENUES</b>				
Membership dues FASBU	\$195,000	\$194,412	\$(588)	-0.30%
Membership dues CASBU	58,746	66,723	7,977	13.58%
Other		16,611	16,611	
<b>TOTAL REVENUE</b>	<b>253,746</b>	<b>277,746</b>	24,000	<b>9.46%</b>
<b>EXPENSES</b>				
<b>Dues</b>				
Fees - CAUT Defense Fund	\$16,000	\$15,236	(764)	-4.77%
Fees - CAUT	\$37,000	\$39,461	2,461	6.65%
Fees - OCUFA	\$34,000	\$35,335	1,335	3.93%
Fees - NBDLC	600	575	(25)	-4.23%
<b>Total Dues</b>	<b>87,600</b>	<b>90,607</b>	3,007	<b>3.43%</b>
Salaries and Benefits	91,946	86,544	(5,402)	-5.87%
Course releases	15,900	15,900		0.00%
Legal Expenses	10,000	13,255	3,255	32.55%
Conferences/Workshops	10,000	7,296	(2,704)	-27.04%
Donations	8,000	9,616	1,616	20.20%
Stipends	6,600	9,675	3,075	46.59%
Socials	6,000	4,229	(1,771)	-29.51%
Textbook Bursaries	5,000	4,943	(57)	-1.15%
Office Expenses	4,000	2,890	(1,110)	-27.75%
Insurance	2,200	2,025	(175)	-7.95%
Bargaining	2,000	2,112	112	5.61%
Travel	2,000	3,050	1,050	52.51%
Contingency	2,000	2,035	35	1.73%
Food Services	500	511	11	2.17%
<b>Total Expenses</b>	<b>\$253,746</b>	<b>\$254,689</b>	\$943	0.37%
Excess (deficiency) of Revenues over Expenses	\$0	<b>\$23,057</b>		

\*Unaudited

**2017-2018 Draft Budget**

**REVENUES**

Membership dues FASBU	\$200,000
Membership dues CASBU	65,000
Other	
<b>TOTAL INCOME</b>	<b>265,000</b>

**EXPENSES**

**Dues**

Fees - CAUT Defense Fund	16,440
Fees - CAUT	41,500
Fees - OCUFA	37,000
Fees - NBDLC	616
<b>Total Dues</b>	<b>95,556</b>

Salaries and Benefits	106,671
Legal Expenses	15,000
Conferences/ Workshops	10,000
Stipends	9,750
Travel	6,000
Socials	6,000
Website Design/Maintenance	6,000
Course releases	5,300
Donations	5,000
Textbook Bursaries	5,000
Office Expenses	3,000
Insurance	2,025
Bargaining	2,000
Contingency/Miscellaneous	2,500
<b>TOTAL EXPENSES</b>	<b>279,802</b>

Excess (deficiency)	
of Revenues over Expenses	<b>\$(14,802)</b>

	2017-2018 Budget	2016-2017 *Actual	
<b>REVENUES</b>			
Membership dues FASBU	\$200,000	\$194,412	3%
Membership dues CASBU	65,000	66,723	-3%
Other		16,611	
<b>TOTAL INCOME</b>	<b>265,000</b>	<b>277,746</b>	
<b>EXPENSES</b>			
<b>Dues</b>			
Fees - CAUT Defense Fund	16,440	15,236	8%
Fees - CAUT	41,500	39,461	5%
Fees - OCUFA	37,000	35,335	5%
Fees - NBDLC	616	575	7%
<b>Total Dues</b>	<b>95,556</b>	<b>90,607</b>	<b>5%</b>
Salaries and Benefits	106,671	86,544	23%
Legal Expenses	15,000	13,255	13%
Conferences/ Workshops	10,000	7,296	37%
Stipends	9,750	9,675	1%
Travel	6,000	3,050	97%
Socials	6,000	4,229	42%
Website Design/Maintenance	6,000	-	
Course releases	5,300	15,900	-67%
Donations	5,000	9,616	-48%
Textbook Bursaries	5,000	4,943	1%
Office Expenses	3,000	2,890	4%
Insurance	2,025	2,025	0%
Bargaining	2,000	2,112	-5%
Contingency/Miscellaneous	2,500	2,546	-2%
<b>TOTAL EXPENSES</b>	<b>279,802</b>	<b>254,688</b>	
Excess (deficiency) of Revenues over Expenses			
*non-audited	<b>\$(14,802)</b>	<b>\$23,058</b>	



# Reports from Committees

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## **Report of the NUFA Scholarships Committee for the Annual General Membership meeting on May 3<sup>rd</sup>, 2017.**

### **Submitted on April 24<sup>th</sup>, 2017**

Committee membership (as of July 1<sup>st</sup>, 2016) included: Rachel Norman, Linda Piper, Toivo Koivukoski, and Carly Dokis (Chair). Since July 1<sup>st</sup>, 2016 the committee has held seven meetings: August 29<sup>th</sup>, September 9<sup>th</sup>, October 4<sup>th</sup>, November 17<sup>th</sup>, December 16<sup>th</sup>, March 3<sup>rd</sup>, and April 20<sup>th</sup>.

The committee received 104 applications for the NUFA Textbook Bursaries for the 2016-2017 year (77 applications received in the fall term, and 27 applications received in the winter term). The committee approved 100 NUFA Textbook Bursaries, and four applications were denied because they were incomplete or without receipts. In total, the committee awarded \$4,942.64 in NUFA Textbook Bursaries out of the \$5000 budgeted for this purpose (\$3,704.73 in the fall term, and \$1,237.91 for the winter term).

The committee requested that the eligibility for the NUFA Textbook Bursary be revised to include part time students for the next academic year. A motion to this effect was presented to the NUFA Executive and was passed. The committee also worked to raise awareness about the NUFA Textbook Bursaries including redesigning the NUFA Textbook Bursary bookmark that is provided to students in their welcome packages, and placed around campus, and created slides that were circulated to faculty and put on the LCD screens on campus and in student residences.

The committee received 62 applications for the NUFA Learning Opportunity Awards for the 2016-2017 year. The committee approved 53 NUFA Learning Opportunity Awards, and 9 applications were denied either because they did not meet the eligibility criteria or because they did not have appropriate documentation. In total, the committee awarded \$12,437.00 of the \$12,500 budgeted for this purpose. The committee would like to acknowledge and congratulate the recipients of these awards; many of them are presenting at national or international conferences or pursuing valuable and interesting learning opportunities that will enhance the knowledge that they gain in the classroom.

The committee reduced the frequency of applications for the Learning Opportunity Awards from six to four per year. The new application deadlines are: September 15<sup>th</sup>, December 15<sup>th</sup>, April 15<sup>th</sup>, and June 15<sup>th</sup>. We feel that the four application deadlines helped the committee to be more equitable in the allocation of funding as we had a clearer picture of how many applications we might receive throughout the year. On the whole, the committee has seen an increase in the number of Learning Opportunity Award applications. In 2012-2013 there were 15 LOA applications, in 2013-2014 there were 36 LOA applications, in 2014-2015 there were 39 LOA applications, in 2015-2016 there were 30 LOA applications, and this year (2016-2017) we received 62 LOA applications. Due to the increase in applications, and consequent constraints on the LOA budget, we found it difficult to provide students

with the maximum award amount. Because the Learning Opportunity Awards provide support for important experiential learning opportunities for our students, it is suggested that NUFA seek additional funding for the Learning Opportunity Award budget.

Finally, the committee would like to acknowledge and thank Angela Fera for her work in maintaining the records and coordinating the administrative functions of this committee.

Respectfully Submitted,

Carly Dokis

Chair, NUFA Scholarships Committee

on behalf of Rachel Norman, Linda Piper, and Toivo Koivukoski

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### **Constitution Committee Report to membership for AGM**

This committee has met twice in person and had one asynchronous email meeting and is composed of (attendance in brackets)

Tim Sibbald (3), Leslie Thielen-Wilson (3), Cameron McFarlane (3), and Andrew Ackerman (2).  
Todd Horton also attended the first meeting to charge the committee.

In the fall, the constitution committee was asked to advise regarding a variety of proposed changes to the constitution. This was done in time for the GMM. Subsequently, the executive communicated some details they were planning for the AGM and asked for feedback. This was given. No other business has been required.

No money has been spent.

**NUFA Communications Committee Report**  
**Prepared for the 2017 AGM**  
**Submitted April 19, 2017**

**Committee Membership:** Wendy Peters, Gyllie Phillips, Stephen Connor (Co-Chair), Sarah Winters (Co-Chair)

The NUFA Communications Committee met three times in the 2016-2017 academic year: October 4, January 11, and February 8. The purpose of these meetings was to plan issues of *The NUFA News* and discuss new strategies for communication using social media.

In order to devote time to issue of social media, the Committee moved that the Executive pass the motion that the Committee be responsible for “up to” two (rather than for two) issues of *The NUFA News* per term. The rationale for the change was to respond to the Executive’s request that the Communications Committee explore new ways of communicating with the members through various social media platforms. Learning the ways of social media would take the members of the Committee some time and therefore divert resources away from *The NUFA News*. The Executive passed the motion and the results of this change were as follows:

A survey on NUFA and Social Media was sent out to members on December 7.

Issue #28 of *The NUFA News* was published on December 14.

The report on the survey on NUFA and Social Media was sent out to members on February 28.

Issue #29 of *The NUFA News* was published on March 13.

Of the current members of the Committee, Stephen Connor and Gyllie Phillips are willing to let their names stand for re-election.

Respectfully submitted,

Sarah Winters

Co-Chair, NUFA Communications Committee

on behalf of Stephen Connor, Wendy Peters, and Gyllie Phillips

## Annual Report of the NUFA Social Committee for 2016/2017

**Chair:** Natalya Brown

**Members:** April James, Tammie McParland, Laura Peturson, Doug Gosse (Brantford)

**Meetings held to date:** 5

**Events held:**

- 3 at North Bay (September 29, 2016; December 2, 2016; April 7, 2017)
- 2 at Brantford (December 6, 2016; January 2017)

**Issues discussed/addressed:** Membership Survey conducted in early February, 2017

Summary of Survey Results:

- No. of Respondents: 42 (37 FASBU, 5 CASBU)
- Item 1 - No. of Events per Year: 42.5% of members surveyed want 3 social events per year, with 20% wanting 2 events and another 20% wanting 4 events per year.
- Item 2 - Schedule of Events: 82.5% of members surveyed want a Welcome Back Social, 66.7% want a Holiday Social and 66.7% want an End of Winter Semester/Spring Social. 46.5% were in favour of a Mid-Winter/Winter Survival Social. There was some support for a New Faculty event (41%) and a Community Clean-up (38%).
- Item 3 - Food, Beverages and Activities: 86% of participants were in favour of finger foods, 56% want mixed drinks, while 42% were in favour of live music or a DJ. A quarter of participants were in favour of karaoke or games.
- Item 4 - Main Barriers to Participation: Family commitments and teaching schedules
- Item 5 - Main Attraction: Meeting with colleagues, drinks, good food.
- General Comments: Some participants expressed satisfaction with the socials they have attended, while others would like to see more healthy choices for the appetizers.

**Motions passed:** None

**Total Costs incurred: \$4,270.48**

- Welcome Back Social, September 29 2016 in North Bay - \$1550.20
- Holiday Social, December 2 2016 in North Bay – \$1390.78
- Holiday Social, December 6 2016 in Brantford - \$72.50
- Winter Social, January 2017 in Brantford - \$52.43
- Spring Social, April 7, 2017 in North Bay - \$1204.57

This report was prepared by Natalya Brown on April 19<sup>th</sup>, 2017.



## Nipissing University Faculty Association

**Grievance Report 2016-2017  
for the  
Annual General Membership Meeting**

*Wednesday, May 3, 2017*

**Committee Members:** Susan Srigley, Todd Horton, Amanda Burk, Jeff Scott, Rhiannon Don, Joe Boivin

**Recording Secretary:** Angela Fera

**Expenses:** \$9,255 in legal fees to date with approximately \$4,000 expected for the arbitration hearing in April plus \$3,055 for travel to the arbitration for Member and Grievance Committee members.

The committee held fifteen formal meetings since the report at the GMM in November and a total of 23 meetings for the year. The nature of the issues has required significant time in preparation and in informal meetings both of the committee members and with the Employer.

<b>Grievance and Grievance Related Issues</b>					
<b>Type</b>	<b>Informal</b>	<b>Stage One</b>	<b>Mediation</b>	<b>Arbitration</b>	<b>Status</b>
Member	9	0	0	3	Resolved or Closed (5) Ongoing (7)
Association	18	0	0	1	Resolved or Closed (8) Ongoing (10) Moved to bargaining (1)
Employer	0	1	0	0	Ongoing

*\*Closed signifies either the Member was no longer interested in pursuing the issue, or there was no basis within the Collective Agreements or legislation upon which to base a grievance.*

**Issues:**

Accommodation  
Adjunct Professors  
Cancellation of part-time contracts  
Course Release for Supervisions  
Employee Assistance Program  
Employer Grievance on Promotion without Process  
Experiential learning courses  
Harassment (2)  
Health and Safety (Brantford)  
Health and Safety (Main)  
Instructor Rank  
Lecture and Lab Compensation  
Long Term Disability  
Low enrolment courses  
LTA2 Conversion  
OTTP  
PER (2)  
Practical Instructors  
Promotion without Process  
Right of First Refusal (2)  
Teaching over the CASBU maximum  
Tenure and Promotion  
Tenure-track hire (3)  
Timesheets (3)  
Workload

Of the issues listed above, five are in the Faculty of Applied and Professional Studies, seven are in the Faculty of Arts and Sciences and six are in the Faculty of Education. The other issues pertained to all faculties.

## **ANNUAL REPORT**

**May 1, 2016 – April 19, 2017**

**Committee Name: *Gender Equity and Diversity Committee (GED)***

### **Co-Chairs:**

Lanyan Chen

Kathy Mantas

### **Members:**

Lanyan Chen, Melissa Corrente, Nathan Kozuskanich and Kathy Mantas

### **Number of Meetings Held:**

We had three face-to-face meetings and two online meetings over the year. As well, the co-chairs of the committee attended an OCUFA Status of Women and Equity Committee meeting in Toronto. Our meetings had two foci:

☐☐ Accessible Daycare Survey

☐☐ Gender Ratio in NUFA for 2015-2016

#### **1. Wednesday, August 31, 2016, (NUFA office, 2:00-3:00 p.m.)**

Committee members met with Todd Horton to set priorities for the committee and to elect a chair/chairs. As well, the committee reflected on past projects of the committee (e.g., childcare, Family Status Accommodation policy, gender neutral bathrooms, gender ratio in NUFA). Additionally, the committee discussed issues and opportunities such as Bill 132 Compliancy, raising awareness on gender wage gap issues, and communications.

#### **2. Wednesday, November 2, 2016 (NUFA office, 9:30-10:30 a.m.)**

Committee members met to discuss Nipissing's Funding Priorities memo and accessible daycare for NUFA membership and the university more broadly (students and staff). Committee members decided that they would revisit the "Canadian Anglophone University Day Care Models: Potential Prototypes for Nipissing University" report (to NUFA, Winter 2014), write a brief rationale and conduct a survey to determine how many community members would be interested and/or would have a need for this service at Nipissing University. Committee members also discussed the two "Executive Summary of Gender Ratio in NUFA, 2012-2013 & 2013-2014" reports. In an effort to keep this data current, the committee decided to complete one report for 2015-2016 by the end of this academic year.

#### **2. February-March 2017 (ongoing online meetings/communications)**

Committee members met/communicated online, on an ongoing basis during this time, to create an online "Accessible Daycare survey". After the survey was reviewed and approved, by the NUFA Executive, it was sent out to the NUFA membership (on March 10, 2017) and to NUSU. The purpose of the survey was to determine how many community members would be interested and/or would have a need for this service at Nipissing University.



### **3. Wednesday, April 5, 2017 (NUFA office, 3:30-4:30p.m.)**

**Present:** Lanyan Chen, Nathan Kozuskanich and Kathy Mantas

**Regrets:** Melissa Corrente

Committee members met to discuss the results of the “Accessible Daycare Survey” (included here). As well, the committee discussed how they were going to approach the “Executive Summary of Gender Ratio in NUFA for 2015-2016” report (included here). Additionally, the committee briefly discussed the “Family Status Accommodation Policy” (they decided that they would revisit this next year) and a potential collaboration with the Equity Centre (it was decided that this joint meeting would take place in the fall 2017). Finally, the members discussed GEDs membership for 2017-2018. The committee would like to thank Nathan Kozuskanich for his technological support with the online survey and for preparing the summary report of the Accessible Daycare Survey.

### **4. April 2017 (ongoing online meetings/communications)**

Committee members communicated online to put together the tables for the Executive Summary of Gender Ratio in NUFA 2015-2016 report. The committee would like to thank Lanyan Chen for preparing the summary report.

#### **Additional Meetings by membership:**

##### **Friday, March 17, 2017**

Lanyan Chan and Kathy Mantas (co-chairs), attended the OCUFA Status of Women and Equity Committee meeting in Toronto (9:30a.m.-4:00p.m.).

Shortly after the OCUFA Status of Women and Equity Committee meeting in Toronto, the co-chairs of GED were approached by Gyllie Phillips (current OCUFA Vice-President) to find out if the Gender Equity and Diversity Committee was interested in collaborating with the Equity Centre (at Nipissing University). It was decided that this initial joint meeting would take place in the fall 2017 and that Gyllie Phillips would participate in this gathering/meeting. The committee would like to thank Gyllie Phillips for initiating this new collaboration.

**Upcoming:** The committee will be attending the upcoming NUFA Annual General Membership Meeting on Wednesday, May 3, 2017 at 1:00 p.m. to address any questions/concerns that arise regarding this year’s activities.

#### **Membership for 2017 – 2018:**

All current members (Lanyan Chen, Melissa Corrente, Nathan Kozuskanich and Kathy Mantas) are interested in serving on this committee for 2017-2018.

**Events Planned:** None

**Costs Incurred:** None

#### **Attachments included with the NUFA AGM Report:**

1. 2017 NUFA ACCESSIBLE DAYCARE SURVEY RESULTS
2. EXECUTIVE SUMMARY OF GENDER RATIO IN NUFA (2015-16)

**Report Prepared by:** Kathy Mantas (Co-Chair)

**Date:** Wednesday, April 19, 2017

## **ANNUAL REPORT FOR CAUT DEFENCE FUND TRUSTEE, 2016-17**

*Submitted:* 3 April 2017

*Trustee:* David Borman (Philosophy and Political Science)

The CAUT Defence Fund has held four conference calls over the course of the year to approve strike support or other benefits for member associations: in every case, benefits were unanimously approved. The Fund also issued two requests for flying picket support, and held its annual meeting in October in Montreal. Details are as follows:

- 24 August 2016: I participated in a conference call to approve strike support benefits for Cape Breton University Faculty Association.
- 19 September 2016: Due to my teaching schedule, I was unable to participate in a conference call to approve strike benefits for Laurentian CIPS (clinical instructors and placement supervisors), Brescia, Mount Allison, and Wilfried Laurier CAS, as well as mediation/arbitration benefits for Guelph.
- 15 October 2016: I attended the full-day annual meeting of the CAUT Defence Fund in Montreal. A report describing significant motions passed and defeated, as well as the financial reports for the Fund, were submitted to the NUFA Executive.
- 10 November 2016: I served as flying picket, representing NUFA, in support of striking full-time faculty at the university of Manitoba (UMFA)
- 16 November 2016: Due to my teaching schedule, I was unable to participate in a call to approve the extension of strike support benefits for UMFA.
- 5 January 2017: I participated in a conference call to approve strike benefits for Algoma Contract Academic Staff and ABPPUM.
- 19 January 2017: The Defence Fund President issued a call for volunteers for flying pickets to support Cape Breton University Faculty Association, which had set a strike deadline of January 23. I agreed to fly-out if needed on January 26, however sufficient progress was made at the table on the preceding weekend to defer a strike.

*Note:* I would be pleased to continue in my role as CAUT Defence Fund representative for 2017-18, should my doing so suit the Executive.

**OCUFA Report**  
**NUFA AGM May 2017**  
**Todd Horton and Amanda Burk**

Todd Horton and Susan Srigley attended the 150<sup>th</sup> OCUFA Board of Directors Meeting October 29-30, 2016 in Toronto. Amanda Burk will be attending the OCUFA Policy Exchange Conference: Developing a compelling policy vision for higher education in Ontario May 11 – 12, 2017, as well as the upcoming OCUFA Board Meeting May 13, 2017. Additionally, we have participated in OCUFA conference calls about University Governance and the Strategic Mandate Agreement. NUFA has also completed an OCUFA survey reviewing Student Questionnaires on Courses and Teaching and their use at Ontario institutions.

We would like to extend our thanks to Dr. April James who attended the OCUFA sponsored Advocacy Day at the Ontario Legislature as our faculty ambassador. She presented a poster on her research and attended meetings where she advocated on our behalf to our Members of Provincial Parliament for increased university funding.

OCUFA Board Meetings continue to be an important forum for discussion and exchange about the challenges being faced by faculty and faculty associations across Ontario. OCUFA is also a solid, proactive resource that assists faculty associations in remaining informed and prepared for changes occurring to the post-secondary sector. Each year, OCUFA chooses its priorities and directions for advocacy in response to changes to government policy, planning and regulations, and based on the concerns raised through the OCUFA Board and Committee meetings. As such,

OCUFA's priority areas for 2016-2017 are as follows:

**Pensions:** As a key stakeholder in the **University Pensions Project (UPP)**, they have continued to be an advocate for a well-grounded **Jointly Sponsored Pension Plan (JSPP)**. Together with university faculty associations, union coalition and the Council of Ontario Universities (COU), progress has been made towards completing the design phase of the project. The completion of the design phase is anticipated to occur in 2017. The final phase or "consent to move" phase will follow whereby each association will authorize and make the transition into the plan. It is important to note that other pension efforts are underway at various institutions (e.g., Nipissing's own consideration of the **CAAT Plan**) but the JSPP continues as a possible province-wide option. Its import is increasing as some university plans are facing solvency issues and the provincial government is "incentivizing" concrete movements toward completion of the JSPP by cutting back on solvency relief funding thus "pressuring" universities experiencing shortfalls to move in this direction.

**Fairness for Contract Faculty:** OCUFA continues to be focused on the issue of increasing use of precarious labour in the university sector. With initiatives like **Fair Employment Week (FEW)** and the **We Teach Ontario** campaigns, OCUFA is well-situated to continue its advocacy work at both the provincial

and federal levels for increased university funding to ensure good academic jobs.

The timelines for the **Changing Workplaces Review** – a comprehensive review of employment and labour law in Ontario – continue to be stretched out. OCUFA is joining with our partners in the **Fight for \$15 & Fairness** campaign to call on the Minister of Labour and MPPs to keep the process moving, so that the government can implement positive changes before the end of the of the spring legislative session at Queen’s Park.

**University Funding:** The Ministry of Training Colleges, and Universities (MTCU) has changed its name to the **Ministry of Advanced Education and Skills Development (MAESD)** but the review of the current funding model continues. OCUFA participated in the consultations and to date, MAESD has indicated that the new funding model will include three key components: an enrolment based funding envelope, a special purpose grants envelope, and a differentiation/student success envelope.

The enrolment envelope will include funding based on an enrolment corridor designed to insulate institutions against potentially harmful financial impacts of enrolment decline. The special purpose grants envelope will consolidate and streamline all existing special purpose grants currently allocated to institutions, and the funding institutions receive through the student success/differentiation envelope may be at risk, but has not yet clarified what is meant by “risk” or what the associated accountabilities will be. OCUFA is advocating against “at-risk” university operating funding allocated based on performance against specific metrics.

OCUFA also highlighted that the province is in various ways increasingly willing to insert itself into the post-secondary education sector (e.g., mandating experiential learning components as part of undergraduate degrees). This more directive approach has serious implications for academic governance as well as academic freedom.

**University Governance:** Faculty associations throughout the province share NUFA’s concerns about the state of university governance. There is recognition that erosion of faculty participation is occurring as processes are ignored, undermined, eroded, or eliminated. Compositions of Boards of Governors are increasingly narrowed and participation on key committees is being reduced or abolished. The OCUFA Board was particularly interested to hear about Nipissing University’s Special Joint Governance Commission. The **OCUFA Policy Exchange Conference: Developing a compelling policy vision for higher education in Ontario** coming up in May is intended for participants to enter into discussion about governance and assist OCUFA in developing a resource document for faculty associations who are trying to revive collegial governance. Discussions at the conference will be focused in the following key areas: the future of provincial funding for universities, precarious academic employment and the evolving role of contract faculty, reshaping university governance and accountability

**Executive Compensation Framework:** This new framework came into effect in September 2016, lifting the 2012 freeze on executive compensation at broader public sector institutions. The Framework allows

broader public sector institutions to increase compensation for executives. The details of how executive compensation will be set at each institution have to be posted on the university's website for 30 days to allow for members of the university community and general public to be informed about the proposed changes and to provide feedback. It will be important for faculty and faculty associations to pay close attention to the executive compensation proposals brought forward by their university and actively engage in the consultations. This deadline for the posted framework is early September 2017. More details on the compensation framework are available on the OCUFA website here:

<https://ocufa.on.ca/blog-posts/executive-compensation-framework-means-universities/>

#### **Other Initiatives:**

**Student Questionnaires on Courses and Teaching (SQCT):** OCUFA established a working group to review **Student Questionnaires on Courses and Teaching and their use at Ontario institutions**. The group was tasked with developing a deeper understanding of how student questionnaires are currently being used at Ontario's universities, defining the limitations of these questionnaires, and developing proposals for ensuring that these questionnaires are used appropriately. The working group is expected to release its report and recommendations later this year. What follows is a summary of the group's findings so far.

1. Student questionnaire results are skewed by factors outside of faculty control
2. Student questionnaire results are skewed by systemic discrimination and bias
3. Student questionnaires facilitate anonymous harassment
4. Student questionnaire results can compromise educational quality
5. Student questionnaire results should not be used to determine university funding levels

All of these findings are described in more detail here: <https://ocufa.on.ca/blog-posts/briefing-note-student-questionnaires-courses-teaching/>

**Strategic Mandate Agreement (SMA):** In December, the Ministry of Advanced Education and Skills Development released an update on the next round of **Strategic Mandate Agreements (SMAs)** to be negotiated in 2017. The Ministry also announced a two-year extension to the existing cap on tuition fees while it consults with postsecondary institutions and students. Discussions happening among faculty and faculty associations reveal concerns about institutional metrics, particularly research metrics in relation to the process of the SMAs.

## **Joint Health and Safety Committee – Brantford campus – Annual Report 2017**

Report prepared by Christine Cho

**Chair:** Fred Lojko

**Members:** Deanne Osborne; Jamie McGinnis, Christine Cho, Andrew Good (WLU), Jenna Heffernan, Carole Richardson (interim)

**Number of meetings:** 4 (May 4, August 22, November 14, 2016, February 13<sup>th</sup> 2017)

**Next meeting:** May 8, 2017

### **Events planned:**

Staff are dwindling at Brantford as people seek new employment (Jamie McGinnis left mid February) or are on sick leave (Deanne Osborne). Our student advisor, Jenna Heffernan joined our committee February 13<sup>th</sup>, 2017 but she has to complete Health and Safety training, part one. In the meantime, Carole Richardson has agreed to sit in on our meetings.

### **Issues discussed/addressed:**

1) Lack of staff in the building has raised some safety concerns. Our IT support person, Rob Farrington works in the basement, 3 days/week. Our receptionist, Kelly Bobor-Davidson, has now also become the practicum co-ordinator in lieu of Jamie McGinnis leaving and works on the main floor. With Deanne Osborne on sick leave, Jenna Heffernan has moved her office temporarily to the main floor from the second floor. Staff raised the issue of how to secure all 4 floors of the building in the event of an emergency, particularly on days when we are “short staffed” - there may not be one person present per floor. This is an on-going issue.

2) Building inspections completed: no hazards

3) Emergency Management Plan and Lockdown Procedures:

- Phones have been installed into all classrooms and lounge areas. We have had 2 tests of a "Critical Incident Lockdown" with Jeff Landry present (January 24<sup>th</sup> and 25<sup>th</sup>). We are having on-going discussions as to the effectiveness of the emergency phone lines. We discussed a louder voice, pre-recorded and perhaps a visual signal – emergency lights flash and/or an auditory sound to proceed the phone announcement/instructions

4) **Updates from Andrew Good (WLU) - Information sharing**

- **Contractor safety compliance** – see attached Contract Labour Policy/Safety Tip Sheet documents as well as portal WSIB website at: <https://eservices.wsib.on.ca/portal/server.pt/community/eservicespublic/eclearance>
- Fume Hood Inspection for Science room. Fred followed up with a fume hood inspection, -

PASSED

**5) Students in Crisis Procedures – Behaviour Intervention Team (BIT)**

- Laurier has their own app to assist with dealing with students in crisis – it will be reviewed on an ongoing basis. The “SafeHawk” app includes Blue Folder tips and procedures.
- **ACTION:** Deanne and Jenna to continue meeting regularly with a WLU representative.
- **ACTION:** Remind Faculty and Staff about the SafeHawk app.

6) Fred currently resolved circuit breaker issues that caused a lack of hot water in the building (week of January 23<sup>rd</sup>) and some circuit related issues in room 302.

Motions passed: none

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**JHSC annual report 2016-17**

**Representatives Kristin Lucas, Laura Rossi, Timothy Sibbald**

The Joint Health and Safety Committee (JHSC) met quarterly, as per usual. At these meetings we review ongoing issues and identify resolved ones, which gives us a mandate for the following three months. Ongoing issues are addressed at each meeting but do not allow quick resolution. We also undertake monthly inspections, as required by law, and are notified when new incident reports are received by the JHSC.

We draw your attention to the following:

- Door locking and window covering initiative: we are now addressing the larger Department spaces.
- Terms Of Reference remain in progress (a draft is currently with a representative at OPSEU and should be with us soon).
- All representatives (Laura Rossi, Timothy Sibbald, Kristin Lucas) have level 1 and 2 training (certified).

The following members are interested in continuing to act as representatives:

Kristin Lucas, until Dec 31, 2017. I'll be on sabbatical from Jan 2018-Jan 2019 and will need to be replaced. I am happy to resume with the JHSC in Jan. 2019 if that is useful to NUFA.

Laura Rossi  
Tim Sibbald



## ANNUAL REPORT

May 1, 2016 – April 30, 2017

### Committee Name

Nipissing University Pension and Benefits Advisory Committee

### Members

Chair	Cheryl Sutton
Senate	Dana Murphy
Senate	Larry Patriquin
NUFA	Darren Campbell
NUFA	Hilary Earl
Administration	Jamie Graham
Administration	Casey Phillips
Support Staff	Pauline Teal
Support Staff	Kevin Vibe

### Meetings Held

1. May 31, 2016, 13:00-15:00
2. November 21, 2016, 13:00-16:45

### May 31, 2016: Issues discussed

- Cheryl updated the group about the proposed Jointly-Sponsored Pension Plan (JSPP) for universities. There was nothing new to report. Talks are stalled, as they are waiting on decisions about solvency relief.
- The committee reviewed the Manulife Statement of Investment. Jill Taylor-Smith (Eckler) noted that the semi-annual presentations that have been conducted by Standard Life have not been well attended, as the same members continue to attend each time. In contrast, the individual sessions tend to be fully booked. She also noted that our transition date to complete the process of moving from Standard Life to Manulife is scheduled for June 2017.
- The committee discussed the merits of a defined benefit pension plan compared to a defined contribution savings plan.
- It was noted that Tax-Free Savings Accounts (TFSA) are now available for Members to contribute to on a voluntary basis. Members can pick up TFSA enrolment forms at the Human Resources office.
- The committee discussed tendering for a new Benefits provider. Cheryl explained that the plan is to go to market in January 2017 with a renewal date of May 2017.

- The committee was provided with a new “Pensions/Benefits Operational Procedures” Manual.

#### **November 21, 2016: Issues discussed**

- Robert Kelley of Manulife discussed the transition of our pension plan funds from Standard Life to Manulife. He explained that Nipissing will remain on its current administrative system; however, all resources will change throughout 2017 to reflect the Manulife brand. All plan sponsors and plan members will continue to use the same processes and login credentials for VIP Room access. By mid-2017, integration will be complete. The following improvements will be available over the next few months: an expanded investment platform featuring Manulife funds; enhanced member resources to support plan member financial wellness; and new retirement planning tools.
- Jill Taylor-Smith of Eckler noted that the median account size in the Nipissing University Pension Plan is between \$75,000 and \$99,000, while the average RPP account balance is \$183,000. There are around 50 employees (including faculty and staff) who are not participating in the NUPP. Employees who are eligible to participate are contacted every three months for their first year of employment, then annually afterwards.
- Jill noted there are no assets in the optional Tax Free Savings Accounts.
- Jacky Evans of Mercer noted that the group benefit plan was last put out to tender in 2009. Following the market review, Great West Life was selected as the carrier, effective February 2010. The marketing resulted in premium reductions and savings in expense and pool charges. Jacky outlined the pros and cons of going to market at the present time. The Committee voted to recommend that we delay going out to tender for the group benefit plan until January 2018.
- It was determined that more analysis of the Colleges of Applied Arts and Technology (CAAT) pension plan is required to determine the actual cost to members and employers, before a recommendation can be provided to the Board. The Committee recommends that Jill Taylor-Smith from Eckler assist with the cost analysis of the University moving to a defined benefit pension plan, contingent on Eckler providing a reasonable quote and available budget. All committee members voted in favour of this motion via email on November 24, 2016. The motion is currently being implemented.
- The Jointly-Sponsored Pension Plan (JSPP) received additional funding; therefore they continue to work on the plan. A decision will be made in December whether the JSPP group will continue pursuing this option.

The Pension and Benefits Advisory Committee has a meeting scheduled for May 1, 2017.

Report Prepared by: Larry Patriquin

Date: March 31, 2017

Approved