



StFXAUT
STFX ASSOCIATION OF UNIVERSITY TEACHERS

**StFX Association of University Teachers (StFXAUT)
Annual Report**

Annual General Meeting

May 11, 2017

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Annual General Meeting 2017
1:00-2:00pm Thursday May 11, 2017
SCHW 205
Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a. May 4, 2016
4. Business Arising from the Minutes
5. Reports:
 - a. President (Mary Oxner)
 - b. Treasurer (Martin van Bommel)
 - i. Financial Statement for the year ending March 31, 2017
 - ii. Reserve Fund Policy
 - iii. Budget 2018
 - c. Chief Grievance Officer (Charlene Weaving)
6. Nominations Committee / Elections (Donna Trembinski)
 - a. Executive Committee (One Treasurer position and two Member at Large positions)
 - Martin van Bommel, Treasurer (two year term)
 - Kris Hunter, Member at Large (two year term)
 - Karen Kenny, Member at Large (two year term)
 - b. Communications Committee (two positions)
 - Kathleen MacKenzie (two year term)
 - Pauline MacIntosh (two year term)
 - c. Status of Women and Equity Committee (two positions)
 - Pamela Johnson (two year term)
 - Monica Schuegraf (two year term)

- d. Contract and Benefits (three positions)
 - Michael Linkletter (two year term)
 - Carl Adams (two year term)
 - Christie Lomore (two year term)

- e. Nominations Committee (two positions)
 - Geniece Hallett-Tapley (two year term)
 - Ingrid Robinson (two year term)

- f. IP Committee (one position)
 - Gerard Marangoni (two year term)

- g. Grievance Committee (three positions)
 - Andrew Foran (two year term)
 - Martin Sastri (two year term)

- h. Social Affairs Committee (two positions)
 - Debra Sheppard-Lemoine (two year term)
 - Yogesh Ghore (two year term)

- i. Pension Plan Committee (new) (three positions)
 - Ping Wang (two year term)
 - Vijay Vishwakarma (two year term)
 - Ken MacAulay (two year term)

7. Adjournment



**StFXAUT INFORMATION SESSIONS
11:00am-12:15pm Thursday May 11, 2017**

At this year's Annual General Meeting (AGM), the Executive Committee of the StFXAUT is offering several information sessions which will precede the AGM and which may be of interest to Members. Information Sessions are scheduled: 11:00am-11:30am and 11:45am-12:15pm. Members can choose two of the four sessions being offered. Following the information sessions, lunch is available from 12:15pm-1:00pm in the SCHW Gallery and the AGM begins at 1:00pm in SCHW 205.

Session I: 11:00am-11:30am (Choose one of two sessions)

A.PENSION & RETIREMENT	B.ACADEMIC FREEDOM
In SCHW 289	In SCHW 290
Facilitator: Ken MacAulay	Facilitator: Charlene Weaving
<ul style="list-style-type: none"> ▪ Retirement Options available to Members ▪ Pension Plan Details/Options ▪ Member Role in Pension ▪ Issues to Convey to Pension Committee 	<ul style="list-style-type: none"> ▪ Challenges to Academic Freedom ▪ Student Complaints/misinterpretations ▪ Social Media ▪ Session will involve group discussion

Session I: 11:45am-12:15pm (Choose one of two sessions)

A.FINANCIAL PLANNING	B.OCCUPATIONAL HEALTH & SAFETY
In SCHW 289	In SCHW 290
Facilitator: J. Richard Johnson, BBA, RRC®, CFP®, Wealth Advisor Assante Capital Management Ltd.	Facilitators: Suzanne van den Hoogen & Susan MacKay
<ul style="list-style-type: none"> ▪ Planning for Goal and Retirement ▪ Savings Options (RESP, RRSP, TFSA) ▪ Insurance ▪ Tax Regulation & Personal Finances 	<ul style="list-style-type: none"> ▪ Role of the STFXAUT on Joint Occupational Health & Safety Committee (JOHSC) ▪ Issues to Convey to Joint Occupational Health & Safety Committee



**Annual General Meeting
Schwartz Auditorium
Wednesday, May 4, 2016
12:30 PM**

Draft Minutes

1. Call to Order

The President of StFXAUT, Brad Long, called the meeting to order at 12:34 pm. He indicated that there is quorum. He asked if there were objections for attendance at the meeting by Faculty members who by virtue of their membership on the Board of Governors and/or the University Finance Committee are not members of StFXAUT. Hearing no objections he invited them to attend the meeting.

2. Approval of agenda

Motion: Approve the agenda as circulated. Moved: Robert Kennedy. Seconded: Russell Wyeth. **Motion approved.**

3. Approval of Minutes

a. February 23, 2016

Agenda item 2. Should read "Moved: Norine Verberg."

Agenda item 5. a., first bullet, last paragraph, should read "...the financial accounting for the retirements will be accounted for in the 2015/16 University budget."

Agenda item 6.a., fifth paragraph, should read "Norine Verberg spoke about the great humanitarian..."

Motion: Approve the Minutes of February 23, 2016 as amended. Moved: Robert Kennedy. Seconded. Denton Anthony. **Motion approved.**

4. Business Arising from the Minutes

- a. SAFE donation. With respect to the email from Brad Long (on March 5) that the Canada Revenue Agency would consider the \$27,000 donation problematic, Christopher Byrne asked if SAFE would be eligible to apply for the StFXAUT sponsorship program this year. B. Long replied, yes and that the Executive would welcome an application from SAFE.

5. Reports

- a. President

- B. Long reported that

- Students Mariah Richard & Nathan Chiarlitti were awarded the StFXAUT Book Prizes on May 1. The students were nominated by members of the AUT. An ad hoc committee of the Executive evaluated the nominations.
- 21 members of StFXAUT were honoured at the retirement celebration on April 21st. AUT partnered with the AVP's office for the event, funding the purchase of the gifts for retirees.
- There is an issue with the provision of health benefits for AUT members 65 years or older. Human Resources has, wrongfully, required them to register for Pharmacare while still receiving the StFX health care plan. They have been advised not to register for Pharmacare this year. It will cost the University more and this will come up during negotiations.
- Human Resources is analyzing the life insurance plan. The current plan has a low payout which gets even lower as individuals age. AUT has proposed that the life insurance payout be 2 times the salary regardless of age. Hopefully, this is close to a resolution.
- The reserve fund policy is from 2008 and needs updating, something for the new Executive.
- We have received agreement in principle to bring an individual in an academic position outside the bargaining unit into the union.
- As noted in the Joint Committee report, we resolved a dispute with the Administration over what constitutes service to the Association and there was a partial resolution on hiring members with long term limited term appointments that exceeded the limits in the *Collective Agreement*, y bringing some members into full time. As indicated in the Occupational Health and Safety Committee, there are issues with our member's right to know about construction projects and asbestos abatement.
- Bargaining for the 4th collective agreement will start soon.
- Remember to us the conference travel grant (if eligible) and the professional development funds.

- It is important to use the various communication channels, such as social media and the *Beacon*, to stay up to date and aware of the issues.

B. Long thanked everyone for their support during the past few years; those who served on committees; the nominations committee for providing a slate of candidates; the Executive Committee, who met almost semi-weekly; Rita Campbell, who served as Secretary; Charlene Weaving, for her work as Chief Grievance Officer; and Susan MacKay for her efficient operation of the StFXAUT office.

In response to a question, Rita Campbell indicated that several committees (Status of Women and Equity, Joint Equity Committee, and Benefits Committee) did not supply written reports for distribution prior to the meeting. In some cases individuals were out of town when the request went out for reports. They will be encouraged to submit a report for inclusion in the upcoming *Beacon*.

b. Treasurer

Martin van Bommel presented a report (attached) which included a year-end report for the 2015/16 fiscal year and a budget proposal for the 2016/17 fiscal year. He pointed out instances where the actual budget expenditures differed from the allocation, indicating the 2016/17 budget was adjusted accordingly. 2016/17 is a year of negotiations so there is a budget item for negotiation expenses, leaving an anticipated surplus of \$275. The recommendation is that the mil rate remain the same and there is no need to make a motion on the mil rate.

M. van Bommel thanked Susan MacKay for her role in keeping the books in order.

M. van Bommel reported that this year an auditor was consulted for a “review engagement” to ensure the Association practices were sound. The auditor report was positive, i.e. they found nothing out of the ordinary.

There was a question about what type of expenses would fall under the negotiations budget. M. van Bommel replied that the budget allocation for negotiations is based on what was done in the past. The Association pays for a 6 credit course release for the Chief Negotiator, course release or stipends for the other 2 other negotiators and may pay for a course release or stipend for others who are heavily involved in negotiations support (such as the Chair of Handbook in the past).

Motion: Approve the Treasurer's report. Moved: Martin van Bommel.
Seconded: Doug Brown. **Motion approved.**

Responding to a question, M. van Bommel elaborated his discussion with Canada Revenue Agency regarding the SAFE donation. He noted that the CRA bulletin states that money obtained for union dues can only be used for normal operating expenses. He spoke to a CRA representative, who also consulted others in their office. The CRA representative indicated that there is no written limit on donations but \$27,000, or 10% of the operating budget, is above and beyond what they would consider normal operating expenses. They considered \$5,000 an acceptable amount.

Norine Verberg indicated that she would be concerned about going back to SAFE and asking them to apply again for funding from StFXAUT if it is already determined that \$27,000 is not an amount that would be considered. With the end of the government support for families the need is greater because families have to pay for their own travel costs. She would like to be able to tell SAFE that they can apply again but can't ask for so much.

M. van Bommel indicated that, unfortunately, there is no clear dividing line between what CRA considers reasonable and what they consider unreasonable donations.

Cindy Murphy asked if the interest off the reserve fund could be used to support SAFE. Perhaps it would be possible to ask members to allocate some a bit of their salaries to a donation. SAFE received charitable status on February 22.

Martin van Bommel indicated that he asked the auditor if the interest earned from a reserve fund could be used. The auditor's response was that it would be still considered money from member's dues.

Brad Long indicated that perhaps there could be a payroll deduction process for donations for SAFE. He noted that at the moment StFXAUT doesn't generate income from the reserve funds. What is done with income generated from the reserve will be an important question to resolve moving forward.

c. Chief Grievance Officer

Charlene Weaving reported on the work of the Grievance Committee for the past year (report attached). She thanked the members of the Grievance Committee, Kathleen MacKenzie, Andrew Foran, Denton Anthony, Daphnee Connolly and Elaine MacLean, indicating that they will miss Elaine MacLean when she retires this year.

C. Weaving acknowledged and thanked Brad Long for the support she received from him in the past year.

d. Contracts & Benefits Committee

Cory Bishop provided an update (report attached) of the consultation process used by the Contracts & Benefits Committee in preparation for the next round of negotiations. He reminded members that data from the initial survey are available in the member's only section of the StFXAUT website. The follow-up survey was designed to address the concerns of the whole membership as well as the different groups, such as lab instructors, etc.

C. Bishop thanked the members of his committee, with particular note to Mark Fuller for construction of the surveys.

He reported that they also consulted the collective agreements from other institutions considered our regional comparators and constructed an expansive spreadsheet that compares salaries and benefits across the institutions. He noted that it is difficult to find comparators for some groups, such as the Writing Centre.

It was pointed out that perhaps a different colour scheme would be more easily readable by those who are colorblind.

In response to a question, C. Bishop indicated that they had not done analysis of the percentage of the University budget being spent on academic salaries over the past years, but that is something they could do.

Nancy Forestell expressed an appreciation of the amount of background work done by the committee and observed that the question of equity and workload could not be discerned solely through the composition of committees. She asked why merit pay was included in the survey when CAUT strongly opposes merit pay, considering it an anti-equity move. Asking about merit pay without providing education to the membership around the issues of merit pay might

C. Bishop agreed that counting membership on committees is not the same as saying there is equity. Asking about the merit pay doesn't indicate an interest in negotiating for it. It can provide a gauge of member dislike of it if it is something brought forward from Administration during negotiations.

There was a question about the possibility of more job security for limited term appointments and early notification of renewal of contracts. C. Bishop that this is also of concern to the part-time academic instructors. It is possible to try to negotiate better provisions for those groups.

Yvon Grenier thanked Cory Bishop and the Contracts & Benefits Committee for their work and the presentation of the results.

6. Negotiations Update

Brad Long announced the Negotiations Team
Ken MacAulay, Business, Chief Negotiator
Christine Lomore, Psychology
Kris Hunter, Biology

The membership indicated support of the team through a round of applause.

B. Long indicated that the Administration negotiating team are Andrew Beckett, Vice-President Finance and Administration, Chief Negotiator; Jennifer Swinemar-Murray, Human Resources; and Petra Hauf, Dean of Science.

B. Long reported that the Executive and the Chief Negotiator had met and did an initial review of the work from the Contracts & Benefits Committee. The new Executive will determine what goes to bargaining. There is a training session for the Negotiating team later in May.

B. Long informed the membership that he had already filed formal notice of StFXAUT's intent to bargain and had an initial meeting with the Administration. The bargaining process will likely start in mid to late May, initially by getting calendars and dates synched. He encouraged members to stay up to date though the existing channels. The *Bargaining Bulletin* is likely to be resurrected.

Carl Adams asked if any of the unions had tested Bill 100.

Peter McInnis and Bruce Sparks indicated that it hasn't been tested. Cape Breton University doesn't have a strong financial exigency clause and that University can have layoffs without invoking financial exigency. NSCAD has been in financial difficulty and could be close to using it. Some Associations are settling quicker in case it might get invoked.

7. Nominations Committee / Elections

Tara Taylor thanked Donna Trembinski and Brian MacLean of the Nominations Committee and all those who agreed to let their names stand for election. She presented the candidates for election.

Motion:

Elect Mary Oxner as President for a 2-year term.

Moved: Tara Taylor

The Chair called for further nominations. Hearing none Mary Oxner was declared elected.

Motion:

Elect Bruce Sparks as Vice-president for a 2-year term.

Moved: Tara Taylor

The Chair called for further nominations. Hearing none Bruce Sparks was declared elected.

Motion:

Elect Clare Fawcett as Secretary for a 2-year term.

Moved: Tara Taylor

The Chair called for further nominations. Hearing none Clare Fawcett was declared elected.

Motion:

Elect Monica Diochon as Member-at-Large for a 2-year term.

Moved: Tara Taylor

The Chair called for further nominations. Hearing none Monica Diochon was declared elected.

Motion:

Elect Martin Sastri as Member-at-Large for a 2-year term.

Moved: Tara Taylor

The Chair called for further nominations. Hearing none Martin Sastri was declared elected.

Motion:

Elect Rhonda Semple to the Communications Committee for a 2-year term.

Moved: Tara Taylor

The Chair called for further nominations. Hearing none Rhonda Semple was declared elected.

Motion:

Elect Peter McCormick to the Contracts & Benefits Committee for a 2-year term.

Elect Jake Hanlon to the Contracts & Benefits Committee for a 2-year term.

Elect Hatem Ghouma to the Contracts & Benefits Committee for a 2-year term.

Elect Jason Potts to the Contracts & Benefits Committee for a 2-year term.

Elect Patricia Budicky to the Contracts & Benefits Committee for a 2-year term.

Moved: Tara Taylor

The Chair called for further nominations. Hearing none Peter McCormick, Jake Hanlon, Hatem Ghouma, Jason Potts and Patricia Budicky were declared elected.

Motion:

Elect Robyn Bourgeois to the Status of Women and Equity Committee for a 2-year term.

Elect Ronald Charles to the Status of Women and Equity Committee for a 2-year term.

Elect Lisa Pasolli to the Status of Women and Equity Committee for a 2-year term.

Moved: Tara Taylor

The Chair called for further nominations. Hearing none Robyn Bourgeois, Ronald Charles, and Lisa Pasolli were declared elected.

Motion:

Elect Natalie Cormier as Joint Occupational Health & Safety Committee for a 2-year term.

Moved: Tara Taylor

The Chair called for further nominations. Hearing none Natalie Cormier was declared elected.

Motion:

Elect Robert Zecker as CAUT Defense Fund Trustee for a 2-year term.

Moved: Tara Taylor

The Chair called for further nominations. Hearing none Robert Zecker was declared elected.

Motion:

Elect Ryan Lukeman to the Grievance Committee for a 2-year term.

Moved: Tara Taylor

The Chair called for further nominations. Hearing none Ryan Lukeman was declared elected.

Motion:

Elect Robert Kennedy to the Benefits Governance Committee for a 2-year term.

Elect Monica Schuegraf to the Benefits Governance Committee for a 2-year term.

Moved: Tara Taylor

The Chair called for further nominations. Hearing none Robert Kennedy and Monica Schuegraf were declared elected.

Motion:

Elect Patricia Cormack to the Pension Plan Committee for a 2-year term.

Elect Frank Comeau to the Pension Plan Committee for a 2-year term.

Moved: Tara Taylor

The Chair called for further nominations. Hearing none Patricia Cormack and Frank Comeau were declared elected.

Motion:

Elect Paul Tynan to the Nominations Committee for a 2-year term.

Moved: Brad Long

The Chair called for further nominations. Hearing none Paul Tynan was declared elected.

8. Adjournment

Christopher Byrne asked for a vote of thanks to all outgoing members of the Executive. The membership responded with a round of applause

Motion: Adjournment. Moved: Lynda Harling Stalker. Motion approved at 2:03 pm.

President's Message

Although our current focus for StFXAUT is strengthening our governance model and advancing our priorities with administration, much of this year the focus of StFXAUT was on the negotiation and implementation of our new *Collective Agreement*. As of December 14, 2016, we signed a new *Collective Agreement*, our fourth as StFXAUT. Our Members approved the tentative *Collective Agreement* as of October 14, 2016 and the STFX Board of Governors approved the same tentative agreement on October 20, 2016. Much credit is owed to our Negotiation team of Ken MacAulay (Chief Negotiator), Christie Lomore and Kris Hunter for managing the process of negotiation, overseeing the logistics of wording and formatting changes and assisting in the communication to Members about the implementation of the *Collective Agreement*. As recent Nominations Committee reports on elections will attest, the implementation of our current *Collective Agreement* and the work of the StFXAUT requires a significant number of involved Members. We are fortunate to have so many engaged and effective Members working in collaboration.

This year was characterized by an unprecedented influx of funding for a myriad of capital projects primarily for the Mulroney Institute, for a related and new classroom section, for a resurfacing of the Oland Centre and for a new Health Sciences building. The campus is on the cusp of a significant transformation which will certainly cause temporary displacement and disruption but should yield better working environments and resources for our Members. As an Association, our work continues to ensure that soft dollar funding is also available to support research and students and that external funding allows for innovation but does not impinge on our *Collective Agreement* and the rights contained therein.

In the backdrop of successful capital projects and initiatives is a context in which Academic Freedom and collective bargaining are being challenged. Internationally our colleagues in Hungary, Turkey and Iran have been incarcerated and terminated from their teaching and research positions for exercising their Academic Freedom. In our closest neighbour, the United States, legal battles in Wisconsin's and Iowa's state senates have challenged the concept of tenure and by extension Academic Freedom. In Canada, although currently less dire, examples to challenges to of Academic Freedom (e.g., post-tenure review, imposed limits on freedom of speech) are peppered across the country. At the recent CAUT Council meeting in early May, I

was privileged to listen to Homa Hoodfar speak about both her recent incarceration in Tehran because of her research activities and her revitalized voice on the importance of Academic Freedom. Challenges to Academic Freedom are occurring concurrent with challenges to collective bargaining. Our own negotiation occurred in a larger context of those challenges. From Bills (e.g., Bill 100, Bill 75) of the provincial legislature limiting or ending collective bargaining to the hiring of lawyers specializing in achieving outcomes in union negotiations representing the administration, the context of collective bargaining is changing. Our responsibility remains to be diligent in protecting both.

I would like to extend thanks to the Members of the Executive Committee who willingly accepted oversight responsibilities of the various committees and initiatives of the StFXAUT, to the Members of all committees of the StFXAUT who were diligent in accomplishing their committee mandates, to the Chief Grievance Officer (CGO), Charlene Weaving, who worked tirelessly and effectively for many years on behalf of our Members and whose term as CGO has come to an end, to Susan MacKay who provides seemingly limitless support and ideas to make the logistics of StFXAUT governance happen and to our Members who remain engaged and who provide guidance.

Respectfully submitted,
Mary Oxner
President StFXAUT

2016-2017 StFXAUT Executive Committee



From left to right: Brad Long, Past President; Charlene Weaving, Chief Grievance Officer; Mary Oxner, President; Clare Fawcett, Secretary; Bruce Sparks, Vice President; Martin van Bommel, Treasurer; Martin Sastri, Member at Large; Wendy Panagopoulos, Member at Large; and Susan MacKay, Executive Assistant; missing: Monica Lent and Kris Hunter, Members at Large.

StFXAUT Financial Report: Dr. Martin van Bommel

StFXAUT Income Statement for the Year Ending March 31, 2017 (with Comparatives for 2016)

REVENUE	2016	2017		Variance
	Actual	Actual	Budget	
Membership Dues	\$ 250,089	\$ 238,218	\$ 245,000	\$ (6,782)
Interest	4,340	3,242	10,000	(6,758)
Total Revenue	254,429	241,460	255,000	(13,540)
EXPENDITURES				
Dues: CAUT	52,867	52,360	52,000	360
ANSUT	14,052	32,256	31,000	1,256
CAUT Defense fund	23,373	24,032	23,000	1,032
Legal Fees	33,537	18,456	30,000	(11,544)
Accounting Fees	-	2,300	2,300	-
Insurance	875	875	875	-
Stipends / Course Relief	5,750	5,750	5,750	-
Wages	47,519	47,658	50,000	(2,342)
Professional Development	1,385	438	1,500	(1,062)
Travel				
CAUT Meetings	3,593	5,642	4,000	1,642
ANSUT Meetings	-	-	-	-
StFXAUT	705	604	700	(96)
Social	9,046	8,684	9,000	(316)
Prizes and Awards	1,886	3,736	2,000	1,736
Communications:				
Website	161	155	200	(45)
Unioniversity	554	409	1,000	(591)
Office Expenses	2,492	986	2,900	(1,914)
Donations	4,839	7,850	5,000	2,850
Negotiations	-	24,206	33,000	(8,794)
Miscellaneous	1,762	3,437	500	2,937
Total Expenditures	\$ 204,397	\$ 239,834	\$ 254,725	\$ (14,891)
NET INCOME	\$ 50,032	\$ 1,626	\$ 275	\$ 1,351

NET ASSETS	2016	2017	NET GAIN (LOSS)
Operational Accounts	\$ 115,669	\$ 137,380	21,711
Reserve Fund	588,742	591,973	3,231
Accounts Receivable	20,662	726	(19,936)
Accounts Payable	(5,641)	(9,021)	(3,381)
	\$ 719,432	\$ 721,058	\$ 1,626

StFXAUT Reserve Fund Policy and Investment Guidelines

Revised: [Date approved by the membership]

1. The Association shall maintain a Reserve Fund. This fund will be held in an account separate from the operating budget and have its own financial statement.
2. The Executive of the Association is responsible for this Fund. Decisions made with respect to transfers into and out of the Fund require Executive approval on the advice of the Treasurer. The Executive is responsible for the Reserve Fund Investment Guidelines (Appendix A) and delegates to the Reserve Fund Committee the management of the fund subject to these guidelines.
3. The goal of the Association is to maintain the Reserve Fund at a level of at least twice the annual operating budget of the Association. If this goal is not met, the Treasurer will budget for an annual operating surplus sufficient to achieve the goal within five (5) years.
4. The Treasurer will include a report to the membership on the Reserve Fund at the AGM. The report shall include a statement of the current amount in the Reserve Fund and the estimated investment income over the fiscal year. The budget will include a line for anticipated net transfers between the Reserve Fund and the Operating Account.
5. Money held in the Reserve Fund may only be spent for the following purposes:
 - a. To provide benefits and cover expenses relating to a strike or lockout. These expenditures must be authorized by the Executive.
 - b. To cover expenses of the Association directly related to bargaining and job action preparation that are not otherwise budgeted for in the operating budget. These expenditures must be authorized by the Executive.
 - c. To provide funds to meet major non-recurring (extraordinary) expenses related to normal union business that cannot be financed within the annual operating budget. Such expenditures must be approved by the executive prior to and authorized by the membership at a general meeting.
6. The Executive, after seeking the advice of the Reserve Fund Committee, may authorize permanent transfers from the Reserve Fund to the Operating Account throughout the fiscal year provided the above goal (see 3.) is maintained.

7. If, during the fiscal year, the Operating Account experiences cash flow deficits, the Executive may authorize temporary transfers from the Reserve Fund which must be rectified by the end of the fiscal year.
8. Reserve Fund Committee Membership and Responsibilities:
 - a. The Reserve Fund Committee shall be made up of the Treasurer and three members approved by the Executive and appointed for two-year terms. The sitting members will include the past Treasurer unless that person is unable or unwilling to serve. The Treasurer shall chair the Reserve Fund Committee and ensure its membership is at full complement. The Reserve Fund Committee may seek professional management advice or engage the services of an investment manager.
 - b. The Reserve Fund Committee shall manage the investments of the Reserve Fund according to the “prudent person” standard set out in the Federal Insurance Companies Act, which states that investors must adhere to investment policies, standards and procedures that a reasonable and prudent person would apply in respect of a portfolio of investments to avoid undue risk of loss and obtain a reasonable return.
 - c. The Reserve Fund Committee will manage the Reserve Fund according to the Investment Guidelines shown in Appendix A, with a view to:
 - i. Meeting liquidity requirements of the Reserve Fund;
 - ii. Achieving stability by investing only in low to moderate risk investments;
 - iii. Reducing unnecessary management and administration fees; and
 - iv. Showing preference for Canadian and socially responsible investments.

The Reserve Fund Committee will prepare an annual report to the Treasurer for presentation to the Executive and the Annual General Meeting. The report will detail the state and performance of investments (by category) at the end of the fiscal year. The details of how the fund is invested will be made available to members on request.

Appendix A – StFXAUT Reserve Fund Investment Guidelines

1. Investment Philosophy

- a. The principles underlying the management of the Reserve Fund are:
 - i. To secure the safety of the principal of the fund in real terms,
 - ii. To make the best real net return consistent with a low to moderate level of risk over the long term, and
 - iii. To maintain a minimal level of liquidity.

2. Portfolio Diversification and Asset Quality Standards

- a. Equities (common shares)
 - i. Equities will either be shares of large, broadly held companies, or broadly based mutual funds or index funds (or units).
 - ii. No single company’s stock will exceed 5% of the value of the fund.
 - iii. US and foreign equities may not exceed 30% of total equities.
 - iv. Mutual funds or index funds with low management fees will be preferred.
- b. Fixed Income (bonds, preferred shares, term deposits, GICs)
 - i. Bonds with A grade or higher under Standard and Poor’s rating system.
 - ii. Term deposits and GICs of chartered banks and major trust companies.
 - iii. Pooled or mutual funds or exchange traded funds limited to those invested in the above categories.
- c. Cash (cash, treasury bills of federal or provincial governments, short-term obligation of chartered banks, credit unions, and major trust companies, money market mutual funds).

3. Asset Mix Based on Market Value Percentages of Total Fund

	Minimum	Maximum	Target
Equities	40%	60%	50%
Fixed Income	30%	50%	40%
Cash	0%	20%	10%

StFXAUT 2018 Budget: Dr. Martin van Bommel

StFXAUT Budget for the Year Ending March 31, 2018 (with Comparative Actuals for 2016 and 2017)

	2017 Budget	2017 Actual	2018 Budget
REVENUE			
Membership Dues	\$ 245,000	\$ 238,218	\$ 260,000
Transfer From Reserve	9,900	3,178	-
Interest	100	65	100
Total Revenue	<u>255,000</u>	<u>241,460</u>	<u>260,100</u>
EXPENDITURES			
Dues: CAUT	52,000	52,360	55,000
ANSUT	31,000	32,256	33,000
CAUT Defense fund	23,000	24,032	25,000
Legal Fees	30,000	18,456	30,000
Accounting Fees	2,300	2,300	2,300
Insurance	875	875	875
Stipends / Course Relief	5,750	5,750	6,250
Wages	50,000	47,658	50,000
Professional Development	1,500	438	1,000
Travel: CAUT Meetings	4,000	5,642	6,000
ANSUT Meetings	-	-	-
StFXAUT	700	604	700
Social	9,000	8,684	9,000
Prizes and Awards	2,000	3,736	4,000
Communications:			
Website	200	155	200
Unioniversity	1,000	409	500
Office Expenses	2,900	986	2,000
Donations	5,000	7,850	10,000
Negotiations	33,000	24,206	-
Miscellaneous	500	3,437	1,000
Total Expenditures	<u>\$ 254,725</u>	<u>\$ 239,834</u>	<u>\$ 236,825</u>
NET INCOME	<u>\$ 275</u>	<u>\$ 1,626</u>	<u>\$ 23,275</u>

Notes:

- 1) No change in the mil rate (8.0)
- 2) Interest earned in reserve fund - can "Transfer from Reserve Fund"
- 3) Legal fees high - major arbitration case forthcoming
- 4) Travel to CAUT meetings increased - more pressing issues
- 5) Prizes and awards doubled - a second student bursary
- 6) Office up from actual - need new multifunction printer
- 7) Donations doubled - more requests received

StFXAUT Annual Report May 2017

Committee: Communications

Committee Chair: Rhonda Semple



Committee Mandate:

With the direction of the Executive, to inform and educate the membership about and involve the membership in the activities and purposes of the Association; to connect members to the broader issues relevant to labour, equity, and post-secondary education; to manage and regularly update all the channels of communication, both internal and external; and to oversee the communication efforts of the Association staff.

Committee Members:

Mathias Nilges, Philip Girvan, Communications Officer, Rhonda Semple, Russell Wyeth, Susan MacKay, StFXAUT Executive Assistant, Mary Oxner

Committee Activities for the Year:

Members of the Communications Committee met regularly over the year and produced three Beacon Newsletters. Our focus is on keeping the membership updated on activities here in our institution as well as provincial and federal union events as relevant. While the union was bargaining last summer our aim was to keep members apprised of the bargaining process in general and to share information specific to our institution when the process allowed. We are also highlighting individual members to help us all 'meet' colleagues we might only know in passing, and we are working on an alumni recognition article in each newsletter as well. Finally, the Newsletter includes pieces that reflect the interests and activities of members and we welcome submissions or suggestions.

StFXAUT Annual Report May 2017

Committee: Contract and Benefits

Committee Chair: Stephen Finbow



Committee Mandate:

To make recommendations to the Executive Committee regarding the provisions of the Collective Agreement and benefits. To help prepare the negotiating team for negotiations and support the Executive and the negotiating team during negotiations.

Committee Members:

Christopher Byrne, Hatem Ghouma, Jake Hanlon, Jason Potts, Joanne Tompkins, Patricia Budicky, Peter McCormick, Stephen Finbow

Committee Activities for the Year:

The Contract and Benefits Committee's primary role this year was to assist the Negotiating Team and Executive in preparing for and providing support during contract negotiations. Two executive members, Monica Lent and Martin Sastri, were added to the committee to assist with the anticipated workload and to provide a greater breadth of expertise on the committee.

In the early summer we continued analysis of the two surveys circulated in 2015/2016, with the goal of informing decisions. Preparation of several draft proposals was ongoing at this time and we met with StFXAUT president Mary Oxner and Chief Negotiator Ken MacAulay to identify data and information on comparators which would likely be needed during negotiations. The data was gathered and compiled for the negotiators. This work continued through negotiations as unanticipated items arose.

StFXAUT Annual Report May 2017

Committee: Grievance

Committee Chair: Charlene Weaving



Committee Mandate:

To ensure the just and equitable treatment and evaluation of Association members; to defend and seek enforcement of all contractual arrangements between the Association and the Employer; and to make recommendations to the Executive. The committee shall meet at least twice annually.

Committee Members:

Charlene Weaving (Chair), Andrew Foran, Dan Robinson, Denton Anthony, Daphne Connolly, Ryan Lukeman

Committee Activities for the Year:

- *May-November 2016- CGO was member of the Negotiation Support Committee.
- *Andrew Foran attended Senior Grievance Workshop in Ottawa December 2016.
- *Due to the labor dispute, we were unable to host a grievance workshop via CAUT this year.
- *6 discipline cases all related to teaching (some became coaching letters, others formal written warnings).
- *3 informal-potential discipline cases (2 were 'behaviour' related, 1 teaching).
- *4 cases regarding course cancellations.
- *Assisted members who were informed their class averages were too low.
- *Resignation (assisted member with process).
- *3 PD Funds Denial cases- able to overturn 2. **Note:** CRA regulations and equipment purchases such as laptops.
- *Provided feedback for RTC information session, and working with AVP on information session for June 2017 for Tenure and Associate and Full.
- *Assisted Member with retirement case-miscalculations by Admin.

- *Assisted Members with complaints of lack of consultation regarding hiring practices.
- *Assisted Members with concerns over Maple League course offerings.
- *Mary and CGO met monthly with AVP.
- *Long term disability—assisted Members navigating process.
- *Assisted Transition of Writing Centre to Student Success Centre.
- *Limited Terms and benefits.
- *Assisted dept. with follow-up from Task Force.
- *Assisted Members with leave of absence.
- *Examined new Research Chair hiring processes.
- *Assisted Members with immigration issues.
- *Assisted Members for the LOU # 2 Assistant to Associate Process.
- *Working with AUT lawyer, HR and the UNI Lawyer to modify language regarding discipline. It will be a MOU. Concern is over the 'potential notice of discipline letters' that members receive.
- *Assisted Member with concerns about placement on salary scale.
- *Mary and CGO met with Deans of Arts and Sciences regarding student appeals. Ensuring process is followed. Concerns were raised by Members.
- *Complaints regarding continuation fees.
- *3 Denial for Promotion to Full. One case from 2015-2016--is proceeding to Arbitration in September 2017.
- *Assisted Members with UCR and URPTA denials.

StFXAUT Annual Report May 2017

Committee: Joint Occupational Health & Safety Committee (JOHSC)

Committee Co-Chairs: Suzanne van den Hoogen (AUT)
Leon MacLellan (Management)



Committee Mandate:

The purpose of the JOHSC is to work cooperatively with the Employer in identifying and resolving safety and health issues. The Committee has a mandate to advise, recommend and assist on policies that will improve the health and safety of all employees while at the University. In addition, the JOHSC will monitor, review, participate and advise on the University's Health and Safety Management System with the goal of eliminating workplace injury and illness.

Committee Members (StFXAUT):

Suzanne Van den Hoogen, Susan MacKay, AUT Executive Assistant (Alternate)

Committee Activities for the Year:

Did you know?

- The JOHSC Committee is mandated by law under the [NS Occupational Health and Safety Act](#).
- The Committee meets monthly, and [minutes](#), outlining the activities of this committee are posted to the StFX JOHSC website.

Activities (Highlights): For more detailed information please visit the [StFX JOHSC website](#).

OHS Safety Consultant: An OHS safety consultant, Robin Clark, was hired to assist the University in complying with the NS Department of Labour legislative requirements.

Phase 1: 10-week project beginning Dec 14.

- To conduct an audit of the safety program to determine Legislative requirements
- Develop a plan to meet the expectations of the Department of Labour orders
- Expectations for training for the JOHSC, President's Council and sub-committees based on the Internal Responsibility System
- Committee structures; are the current structures correct for the University.
- Posting of President's Message: Safety Policy
- Posting of OHS information including minutes
- JOHSC minutes are to be in keeping with OHS items and outline progress with the implementation of the safety program
- Inspections-framework needs to be established

- Communication strategies
- Centralized incident reporting
- Centralized record keeping

Phase 2: To be determined

Nova Scotia Department of Labour: was on campus Monday Oct 17th to follow-up on concerns regarding indoor air quality (IAQ) in the Physical Sciences Complex (PSC). This has been an outstanding concern since 2008/09. Follow-up meeting Wednesday Oct 26th with DOL and occupants of PSC to review their IAQ concerns. All-Tech Environmental was on campus Friday Oct 21st for an initial assessment to determine how to proceed with air quality testing.

Workplace Assessments: Review of building assessments (non-occupied and occupied spaces): Five inspections were completed. The reporting form will be revised for future use. Facilities Management will prioritize items requiring attention. A process is required to establish how to educate the campus community to make safety improvements in their departments and/or buildings. Copies of inspections and recommendations are to be communicated to appropriate Supervisor/Managers/Dean/Chair. In addition, the process will include how to record when safety improvement/corrective actions are completed. Discussion regarding fire regulations notices ensued. Postings will be distributed throughout campus once policy and procedures have been adopted and approved by the President's Council (PC).

Emergency Evacuations: Safety & Security organized building evacuations; non-residence buildings were completed in June while all Residences were completed in Sept. The time schedule for next year will be different. All buildings will need to have a team in place so that health, safety and building evacuations can be coordinated. Evacuations are not just for fire drills anymore, evacuations can be used to clear a building in the event of many potential threats. The Building evacuation plans are currently under review by President's Council.

Safe plans are being reviewed by the President's Council. These safe plans include access to floor plans in the event the University is faced with an active shooter on campus. The RCMP will need to have information readily available so they can respond to the incident.

Communications sub-committee: The Committee is working with StFX Communications to develop educational materials (including an OHS logo, branding, and Twitter account). An Occupational Health Safety email has been created: ohs@stfx.ca. There will also be OHS specific bulletin boards throughout campus later this year.

Security Officers: A subcommittee was formed to review risk and safety concerns for Security Officers. As a result, standard operating procedures, and training opportunities were identified.

Cleaning Industry Management Standards: Every 2 years there is a full recertification of these policies and procedures. The OHS Office supports this recertification through; WHMIS 1988, WHMIS 2015/GHS; Biological and Exposure Hazards; Return to Work Programs, and Environmental Management Systems.

Annex and Mulroney Project: OHS concerns have been raised regarding the Annex, as it is to remain in operation for the next several years.

First Aid training is provided through the Keating –Wellness Centre. Departments are responsible for the costs

http://goxgo.ca/recreation/news/Winter_2015/Red_Cross_First_Aid_11-05-2016

Mount St Bernard: Accessibility concerns have been addressed; no automatic door opener on the ramp to the Café door. Leon MacLellan indicated FM will address the issues.

Power outages (Planned and Unplanned): FM sends out notifications via email for all planned power outages. These communication emails provide information regarding time of power outage and restoration time. Unplanned power outages are more of a challenge as FM must determine where the power outage is occurring and what areas are immediately affected. Communications are with the Town of Antigonish as they provide the electrical services to the University not Nova Scotia Power. FM will conduct a review of the emergency power to Bloomfield

OHS Boot Camp for JOHSC Members: And OHS Safety Boot Camp was provided to members of the JOHSC and Safety & Security in January and April 2017.

National Day of Mourning: <http://www.ccohs.ca/events/mourning/>

Background: On April 28, 1991, Canada recognized its first National Day of Mourning for Persons Killed or Injured in the Workplace: a day where flags fly at half-mast, and we hold ceremonies across the country to recognize the lives needlessly lost, and the tremendous suffering of those left in the wake of workplace tragedy.

Motion: The JOHSC has proposed that the University observe a National Day of Mourning, annually, on April 28, to remember those who have lost their lives, or suffered injury or illness on the job or due to a work-related tragedy.

Safety training for new hires and existing employees: Purpose: to educate the campus community, to develop orientation material for new hires, and to establish a program to provide orientation sessions/information to new and existing employees. Janet Beaton will work on this over the summer.

Building Assessments (non-occupied and occupied spaces): Reports were circulated to JOHSC members. The report provides a current picture with areas of improvements. A process will need to be established to help educate the campus community to make safety improvements in

their departments and/or buildings. In addition, the process will have to document when safety improvements and/or corrective actions have been made.

JOHSC Terms of Reference (TOR): The committee is in the process of updating the JOHSC TOR. Terms of reference for site safety committees, operations, structures and reporting to JOHSC will also be reviewed.

Reporting: All incidents, accidents, near-misses and hazards are to be centralized and sent to Security: **867-4444**

StFXAUT Annual Report May 2017

Committee: Negotiations

Committee Chair: Ken MacAulay



Committee Mandate:

To negotiate the *Collective Agreement* as instructed by the Executive Committee.

Committee Members:

Kris Hunter, Christine Lomore, Ken MacAulay

Committee Activities for the Year:

The Committee was formed in May 2017. During the months of May, June and July the Committee met with the Executive, the Contracts and Benefits Committee, the Chief Grievance Officer and representatives of various member groups to receive input for negotiations. The information received was used to develop our positions and create our initial proposal (135 pages). Our proposal addressed improvements in language around key issues (equity, evaluation, workload, communication, compensation). We exchanged initial proposals with management in July. Negotiations continued through July, August and September and in late September we reached a tentative agreement. The three year tentative agreement was presented to members on October 11. It was subsequently ratified by members and the Board of Governors to successfully conclude negotiations.

StFXAUT Annual Report May 2017

Committee: Nominations

Committee Chair: Donna Trembinski



Committee Mandate:

To nominate members for election for positions among Officers, the Executive, and on Standing Committees, and, at the request of the Executive Committee, to suggest members to serve on ad hoc committees.

Committee Members:

Brian MacLean, Donna Trembinski, Paul Tynan

Committee Activities for the Year:

This year, the Committee on Nominations for the St. Francis Xavier University Association of University Teachers, consisting of Brian MacLean, Donna Trembinski (Chair) and Paul Tynan, filled 41 positions different positions through both general and targeted calls for nominations. In September two general calls filled 8 positions on two committees (Strike and Outstanding Teaching Award). In late February and early March, more targeted calls were issued for people who could serve on a number of committees created through Letters of Understanding agreed to in the last round of contract negotiations. Some twelve people were nominated to committees created by LOUs # 1, 3, 4, 6 and 8 at a meeting on March 7, 2017. In late April and May two general calls for nominations went out to fill positions on 9 different committees (Executive, Communications, Status of Women and Equity, Contract and Benefits, Nominations, Intellectual Property, Grievance, Social Affairs and Pension Plan).

In all cases, the STFXAUT Nominations Committee has endeavored, as much as possible and appropriate, to ensure committees are balanced in terms of representation with respect to unit of the Association to which a member belongs, gender, career position and, as appropriate, faculty/department/unit to which the member belongs.

StFXAUT Annual Report May 2017

Committee: Social Affairs

Committee Chair: Bhavik Parikh



Committee Mandate:

To organise social events for members of the Association, in consultation with the President of the StFXAUT or a designated representative.

Committee Members:

Bhavik Parikh, Charlie ten Brinke, Deb Graham, Susan MacKay, AUT Executive Assistant

Committee Activities for the Year:

The Social Affairs committee, consisting of Deb Graham, Bhavik Parikh and Charlie ten Brinke, planned several gatherings for AUT members this academic year. The first, and by the far the most popular, was the annual fall meet and greet at Crystal Cliffs on the 9th of September, 2016. This event was well attended and offered a delicious meal and live music by our jazz students. This is always a great opportunity for new AUT members to meet their colleagues.

On October 15th 2016, we had organized a family hike data and fun day at the Keppoch Ski Hill. We had arranged for some light refreshment and the turnout was small. This was new event introduced by the Social Affairs Committee.

On the 28th of November 2016, we held an end of term social with a bar, and hors d'oeuvres. It was a small crowd, but members who managed to join in had a pleasurable evening.

StFXAUT Annual Report May 2017

Committee: Status of Women and Equity Committee (SOWE)

Committee Chair: Lisa Pasolli



Committee Mandate:

To prepare recommendations and reports to StFXAUT on equity at StFX. The objective of the Committee is to promote implementation of statutory rights with the aim of achieving an equitable workplace.

Committee Members:

Deb Vossen, Donna Trembinski, Lisa Pasolli, Robyn Bourgeois, Ronald Charles, Wendy Panagopoulos, Susan MacKay, AUT Executive Assistant, Mary Oxner

Committee Activities for the Year:

The primary concern of the SOWE Committee this year has been the ongoing vacancy of the Human Rights and Equity Advisor (HREA) at StFX. The committee prepared a submission for the campus-wide survey about the role, responsibilities, and scope of the HREA. In it, we highlighted the need for a meaningful role for the HREA on campus so that faculty, staff, and students have a strong facilitator for equity and inclusion issues on campus. We also urged the need for the HREA to be as independent as possible, yet to play a collaborative role with unions and other advocates on campus who are already doing important equity-related work. We expect that a new HREA will be in the position in time for the start of the 2017/2018 academic year, and the SOWE will continue to foster a good working relationship with the new advisor.

The CAUT Equity Forum was scheduled for February 24-25 in Toronto, and Lisa Pasolli was scheduled to attend. Unfortunately, the forum was cancelled due to ongoing job action by members of the CAUT staff union. We hope that the forum will be rescheduled, since the line-up of scheduled speakers was fantastic and we would undoubtedly learn a lot from other equity initiatives going on around the country.

StFXAUT Annual Report May 2017

Committee: University Intellectual Property (IP) Committee

Committee Chair: Shah Razul



Committee Mandate:

Shall meet twice annually to conduct routine business, consider proposals for modification in the *Collective Agreement*, make recommendations concerning the creation and maintenance of a positive University climate for the development and appropriate distribution of Intellectual Property including commercializable Intellectual Property and report annually on its activities to the AVP with a copy to the President of StFXAUT.

Committee Members:

David Risk, Shah Razul

Committee Activities for the Year:

We have met on proposed Whistleblower language which allows for employees to voice concerns about known threats to the public interest (undue corporate interest, safety concerns, etc.). We will be arranging a meeting with the Administration in the next few weeks to discuss current draft language.

StFXAUT Annual Report May 2017

Committee: University Pension Plan Representation

Committee Chair: Frank Comeau



Committee Mandate:

Three representatives from the Association on the University's Pension Plan Committee. The committee shall meet at least once in each Plan year and shall be actively involved in any re-negotiations to the Plan and decisions.

Committee Members:

Frank Comeau, Mikael Haller, Patricia Cormack

Committee Activities for the Year:

The University Pension Plan Committee met four times over the past year. The committee worked towards reducing administrative fees and determining the best funds to use as a default fund for new employees. A representative from the human resources consulting company Morneau Shepell gave presentations on the various types of funds available and the considerations for selecting the most appropriate funds for the pension plan.

Most recently, the committee has been investigating the possibility of adding target date funds and index funds to the Sunlife offerings.