

JOINT COMMITTEE ON THE  
ADMINISTRATION OF THE AGREEMENT  
(JCOAA)

MINUTES OF MEETING HELD  
November 9, 2012, 2:00 p.m. – 4:00 p.m.

390 York Lanes

Association: Ida Ferrara, John Amanatides, Brenda Spotton Visano (Co-Chair), Sheila Embleton, Leslie Sanders, Heidi Bishop

Employer: Barry Miller (Co-Chair), Rhonda Lenton, Alice Pitt, Martin Singer, Don Hastie Hyacinth James

Chair: Brenda Spotton Visano

Recording Secretary: Hyacinth James

Regrets: Leslie Sanders

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**JCOAA**

**1. PRASE** (Process Re-engineering and Service Enhancement)

Three guests were invited to present on this item: Gary Brewer, Vice President Finance and Administration; Janet Morrison, Vice Provost Students; and Renata Faverin, PRASE Director, HR/Finance Procurement Services for Researchers. G. Brewer provided a general update on PRASE, and J. Morrison and R. Faverin each gave an update on the progress of PRASE initiatives related to their areas of responsibility (Student Services and Services for Researchers).

B. Spotton Visano indicated that some issues revolving around the collective agreement will benefit from further discussion and YUFA will have follow up questions regarding Smartbuy, academic advising, and costs associated with PRASE.

**2. Workplace Harassment and Workplace Violence Policies and Prevention Programs**

Penni Stewart, YUFA Chief Steward, was invited to the meeting to present and discuss the Association's views and concerns about the investigative procedures in the Programs.

The Employer commented that input was sought from the Association since June, 2010. The Employer further noted that the Programs are intended to be dynamic to allow continual improvement. The parties agreed to create a smaller group to review the investigative procedures; the membership of committee will be confirmed within the next two weeks.

**3. I&D Survey Report**

B. Miller reported that working group had met and a draft report will be distributed to the JCOAA in advance of the December meeting for discussion at that meeting.

**4. Elimination of Per Diem**

B Miller reported that the university offices charged with the responsibility for this matter have given reconsideration to the decision to eliminate non-receipted per diems regardless of the source of the funds involved as requested by the Faculty Association at the October meeting. While there was agreement to extend the effective date for the elimination of per diem claims to January 1<sup>st</sup>, the Employer was not persuaded to adopt a bifurcated approach by which non-receipted per diems would be allowed in cases involving non-Provincial funds.

The Faculty Association reiterated that the elimination of per diem claims would cause significant inconvenience for faculty members and noted examples of potential challenges which could arise for faculty conducting research internationally. In particular, the Faculty Association noted that receipts may not be available in some areas and, where receipts are available, that researchers may have to deal with the conversion of expenses to Canadian dollars. The Faculty Association also reiterated that researchers have been voicing a preference for a split system for meal expense reimbursement and expressed concern that there has not been sufficient consultation. The Faculty Association also noted again that the Science and Engineering Faculty Council passed a motion in support of retaining a split system.

In view of the discussion, the Employer indicated that further consideration would be given to the matter.

**5. Faculty Concerns – Lack of timely responses by Deans’ Offices to faculty queries**

The Employer reported that this issue will be an agenda item at the next Deans’ meeting. The Association agreed to provide more details about its concerns.

**6. Minutes**

B. Miller reported that the Minutes of October 12 were approved by the attendees at the last meeting.

**7. Definitional Guidelines of Post Doctoral Fellows**

The Committee discussed definitional guidelines for postdoctoral fellows at the University.

YUFA indicated that it had no concerns about the definitional guidelines but queried whether there would be flexibility in the defined limit of 4 years for the term of postdoctoral fellowships to accommodate various leaves such as pregnancy or parental leaves. The Employer representatives on the Committee agreed that the guidelines should accommodate such leaves and indicated that they would confer with the Vice President Research and Innovation about an appropriate revision of the guidelines.

***DRAFT***

***LRP***

**8. Lassonde School of Engineering**

In response to a question raised in the last JCOAA meeting, the Employer reported that there are a total of four probationary faculty in the two departments which will be transferred to the new Faculty (two in Computer Science and Engineering and two in Earth and Space Science and Engineering).

On a separate note, J. Amanatides advised that there may need to be better communication to members of the departments which will be transferring to the new Faculty about initiatives underway to develop the governance structure and procedures for the new Faculty.

The Employer indicated that it would raise the matter with the Dean of the new Faculty.

**9. York Research Chair Program**

The parties agreed that the proposed York Research Chairs (YRC) Program would be included on the agenda at the December meeting.

Meeting was adjourned