

**YUFA OFFICER WORK PLANS  
2014-2015**

## President's Work Plan

As YUFA President my responsibilities involve serving as the “authorized representative” of the association, coordinating the work of the association, planning for bargaining in conjunction with the Executive and the bargaining team, communicating with members and ensuring that YUFA represent the interest of York's regular faculty, librarians and post-docs both within the university and outside.

In conjunction with the Vice-President Internal I plan to arrange a series of visits to departments so that members have an opportunity to discuss issues of concern and possible bargaining issues in the most direct and accessible way possible. In addition, I will continue to keep members informed by reporting on YUFA-related issues across the institution, as well as contributing to bargaining reports before and after negotiations commence. The new newsletter and upgraded web site will provide an excellent platform for more regular communication and interaction with members.

As part of the process of bargaining preparation we will be reviewing the results of our bargaining survey and finalizing a draft package of bargaining proposals for approval by Stewards' Council and the membership. I hope to work with my colleagues on Executive to recruit engaged and experienced members for our bargaining team. The President is an *ex officio* non-voting member of the bargaining team, and is one of the key channels by which the team itself reports to the Executive and the members about progress at the table and seeks instruction about how to adjust strategy and priorities.

Many other aspects of YUFA's work and operations will be occupying my attention. For example, YUFA needs an updated records and document management system, and I have begun working with our excellent team of staff to make arrangements to develop this. The President is the official representative on Senate and an observer on APPRC and, as a result, I expect to be participating in the debate on key university initiatives such as AAPR and the proposal for a new York region campus.

Finally, I will continue to play an active role in working with our Financial Information Subcommittee (FISC) to monitor York's financial affairs, and will also closely monitor York's participation in Ontario Online to ensure that the province-level online course hub is not implemented in a way that undermines the curriculum autonomy of our academic units and faculty members.

## **Chief Stewards – Sheila Embleton & Penni Stewart**

As the two Chief Stewards for YUFA, we work closely with all the YUFA staff, especially with Kristin Skinner on grievances. The work of the two Chief Stewards in the coming year will include:

1. Providing informal and formal advice to YUFA members in all contractually-related matters and representing members in meetings with the Employer.
2. Representing members in all stages of the grievance and arbitration process.
3. Alerting the YUFA Executive to potential policy grievances and carrying any such grievances forward.
4. Organizing and Chairing the meetings of the Grievance Committee. In the coming year, Penni Stewart will Chair the Grievance Committee.
5. Participating in the work of the YUFA Executive, the Joint Committee on the Administration of the Agreement (JCOAA) and the subcommittees of JCOAA where appropriate. Both Chief Stewards attend Executive and this year, Sheila Embleton will attend JCOAA meetings.
6. Assisting units with all matters pertaining to the administration of the Collective Agreement from affirmative action to workload assignment.
7. Communicating regularly with stewards and YUFA members on matters relevant to the Collective Agreement or grievance work more generally.
8. Working on communication strategies and assisting where appropriate with the new enhanced website.
9. Assisting with bargaining preparation and mobilization of members.
10. Recruiting stewards and members of the Grievance Committee, where needed. Working with Stewards on issues of interest to stewards and to provide stewards' education and training.
11. Participating in the OCUFA Grievance Committee and in OCUFA and CAUT events involving grievance and collective agreements.

**Maura Matesic**  
**YUFA Treasurer**  
**Work plan for the 2014-2015 year**

As the Treasurer of YUFA, I will play a leading role in administering the finances of our union as I participate in the ongoing work of the Executive Committee and Stewards' Council. Working with the President, the Executive, and members of the YUFA staff, I will prepare YUFA's annual budget as well as regular financial reports. I will review the annual audit of our Association's financial position, and regularly consult with YUFA's auditors and financial advisor to assess and maintain our financial position in good standing. This will position me to provide informed financial advice on spending and investment matters to the Executive and the Stewards' Council. I will also strive to be fully accountable and transparent as I report on YUFA's financial matters to the wider membership.

For the 2014-2015 year, I will focus on the recommendations resulting from YUFA's audit for the year end April 30, 2014. This includes a review of financial procedures, staff professional development opportunities, outstanding release time and stipends, and investment accounts. In response to the auditor's recommendation, I will also explore with the YUFA executive the possibility of retaining a new financial advisor with expertise working with non-profit organizations. Should the Executive elect to proceed in this course, I expect to be responsible for the initial research and interviewing of potential candidates in order to prepare a complete report including a recommendation to the entire Executive.

Finally, I will undertake a review of the investment practices followed by academic unions at a selected number of Canadian institutions comparable in size to York University in order to provide a standard of comparison for the evaluation of our own investment strategies.

## **Equity Officers' Work-plan 2014-15**

**Submitted by YUFA Equity Officers Frances Latchford and Lorna Weir**

In the 2014-2015 the Equity Officers aim to strengthen the equity-related YUFA committees and joint YUFA-Employer committees and enhance their organizational transparency and accountability. Our objective is to strengthen equity at York and within YUFA. In addition, we will support and consult on equity-related concerns in bargaining, which is set to begin in 2015.

### **Regular Work and Meetings**

The Equity Officers (EOs), Frances Latchford and Lorna Weir, will attend the regular meetings of YUFA's Executive Committee, Stewards' Council and General Membership meetings in order to conduct a watching brief on emerging issues related to equity and the Collective Agreement, as well as those that are already in play. As YUFA's current EOs, we will observe and respond to issues and concerns surrounding equity as they may arise in relation to the Collective Agreement, in the context of day-to-day YUFA business, committee work, and consultation within YUFA (i.e., Chief Stewards and Executive Associates) and externally with CAUT and OCUFA.

### **Equity Subcommittee (ESC)**

The EOs work in cooperation with the members of the ESC, and thereby Equity Caucus Representatives, to support, engage, raise awareness and enlist YUFA members in the interests and service of equity at York. The EOs and ESC will work together to do so during 2014-2015 in the following ways:

- 1) The ESC has increased its regular meetings to 4 in the current year. Depending on the business to be addressed by the committee during 2014/15, more meetings may be scheduled.
- 2) The EOs involvement with the Equity Caucuses will be appropriate to that desired by each active Caucus; where Caucuses have no, or next to no, current members, the EOs will actively work in the service of repopulating them.
- 3) The ESC is making plans for a number of events, some of which will be hosted by the ESC and others by the Caucuses and co-sponsored by the ESC. The EOs are currently planning with the ESC a fall term "all equity caucus social" to encourage participation and new membership within the caucuses and networking across them. The ESC and Disability Caucus Representative are also planning a Winter term workshop to explore issues surrounding psychological health and safety in the work place. The Race Equity Caucus also intends to host a meeting, which the ESC will recommend YUFA sponsors, later in the year, the focus of which is yet to be determined.

## **Communicating Equity**

The EOs have planned outreach to the membership, partly through the events described above and also through periodic reporting on equity news, issues and events via the YUFA newsletter and the YUFA Equity Bulletin listserv. We will also continue to support the formation of a password-protected bulletin board for YUFA members, accessible via the YUFA website, where members can dialogue and raise concerns that are not otherwise brought to the attention of the ESC via the EOs, the Caucuses, or equity-related offices.

## **Bargaining**

With collective bargaining fast approaching, the EOs will monitor and consult on all aspects of equity bargaining. They are currently completing their work on the “Final Equity Bargaining Proposals Report,” which will be submitted to Executive at September’s end.

## **Equity within Joint Committees**

Frances Latchford will continue to sit as the EO appointed to JCOAA in order to monitor on-going issues related to equity, such as the AAPR, and to raise equity concerns with the Employer on the part of YUFA. She is also the newly appointed Member at Large on the Joint Affirmative Action Committee where she will continue to support transparency and accountability as it concerns affirmative action at York.

In order to act on pressing issues such as the 2012 changes to the *Employment Equity Act*, the EOs will also work to reactivate the Joint Subcommittee on Employment Equity (JCEE) through the appropriate channels (i.e., seek YUFA Executive Committee Approval to take the request to JCOAA). Lorna Weir will seek appointment as the EO designated to this Subcommittee; she will bring forward such recommendations of the Report of the Task Force on Employment Equity Law Reform as have been approved by the YUFA Executive Committee. In consultation with the ESC, she will also follow ER initiatives to implement inclusivity and diversity, a new form of equity governance. Lorna Weir also continues to complete her work as Chair of the YUFA Task Force on Federal Equity Law Reform.

Finally, to advance and promote an intersectional approach to equity at York, the EOs will liaise, not only with the Caucuses when necessary, but with various equity-seeking constituencies or equity-related offices on campus (e.g., Centre for Human Rights, Affirmative Action Officer, etc.), and with organizations off-campus, such as CAUT and OCUFA.

Work-plan prepared by Frances Latchford and Lorna Weir, September 21, 2014.

## **Vice-President External**

### **Work Plan 2014-15**

The responsibilities of the VP External span a great diversity of issues and relationships. I attend YUFA Executive, Stewards' Council, Labour-Management Committee, and General Membership meetings. I also represent YUFA at many meetings of groups and organizations on campus and off, including OCUFA, CAUT, NUCAUT, Toronto and York District Labour Council, the Ontario Federation of Labour, and the Canadian Labour Congress. I intend to prioritize the following issues:

#### **1. Program Prioritization**

- Monitoring the process of discussion and implementation of the AAPR
- Working with Senators on this issue
- Helping to strategize about a YUFA response.
- Participating in provincial and national discussions and critiques of program prioritization.

#### **2. Collegiality**

- Working to strengthen the institutions and processes of collegial decision-making at York, particularly Senate and Faculty Councils.
- In particular, helping to nurture the new Faculty Caucus in Senate.
- Completing the work of the YUFA task force on a strategic vision for the university

#### **3. Solidarity**

- Helping to build the recently created Cross Campus Alliance of unions and student groups.
- Developing closer links with the broader labour movement.

#### **4. Campus Safety and Security**

- Develop a thorough critique of the university's record on safety and security, especially its implementation of the METRAC recommendations
- Work with campus unions and groups to develop a broad-based community response
- Work with off-campus community groups on these issues

#### **5. Community Project Support**

- Continuing to work with community organizations to support community-building projects.

#### **6. Defending Science**

- Continuing to participate in the organizational and educational work of Scientists for the Right to Know.

## **7. Building a Knowledge Base in our Association**

- Helping to keep our stewards and executive members well aware of new reports, articles, and other pertinent documents on current issues in post-secondary education, as well as new developments at other institutions.

## **Workplan: Vice President Internal**

**2014-15**

As per the YUFA By-laws, the Vice president Internal:

- assists the President in ensuring YUFA's internal operations are running smoothly and in accordance with the Constitution and By-laws
- recruits members to contribute to the Association
- chairs YUFA's staff relations committee
- is a member of Executive and Stewards' Council, and
- develops and carries out priorities and projects as part of the Work Plan.

In 2014-15, I intend to focus on the following:

With the assistance of the staff, I shall be meeting with all new members in small groups to help them feel welcome to York, encourage them to participate in YUFA activities and to advise them of the support YUFA can offer them in their first years here. In addition, I shall be developing a strategy for encouraging the participation of mid-career members who have not previously been involved with YUFA.

I shall work to recruit members for the various standing and *ad hoc* committees through which YUFA's work on behalf of its membership is carried out.

In conjunction with the President I shall participate in a series of visits to individual units to heighten awareness of YUFA's activities and role in supporting the academic life of the university.

Along with other members of Executive, I shall work towards creation of a clear set of bargaining priorities and support the bargaining team in all ways.

As called on by Stewards' Council in the spring, I shall work to develop a clear definition of the expectations, responsibilities of the Returning Officer, so that elections may proceed smoothly and without procedural confusion or misunderstanding.

I anticipate that the new newsletter and website will assist me in developing active and ongoing communication with members.

## YUFA COMMUNICATIONS OFFICER WORK PLAN 2014-15

My workplan for the coming year is, as ever, predicated on the goals which structured my candidacy for (now, re-) election to this position, *inter alia*: providing accessible information on how YUFA functions in practice, demystifying its work for members unfamiliar with its specific procedures; providing greater access to information on matters of concern to members in a clearer, issue-based format; providing a means for members to follow discussions of these issues in YUFA and at York more broadly; and creating a space for members to communicate interactively with each other and with the elected leadership of the Association.

In the coming year, work will continue on the YUFA website. Staff and I are working with web developers to establish a stronger basic page template for better accessibility, navigability, and mobility functions, and to create new pages structured around a blog interface for staff and Executive members to post easily to pages dedicated to their remits. We will also work to closure on the outstanding tasks of:

- refining the Members' forum interface to be more intuitive and user-friendly,
- developing a logical archive structure and finalizing the migration of the old site to the new site,
- finalizing existing pages that need to be updated in consultation with the appropriate staff and Executive members (e.g., materials pertaining to grievances, equity),

I will continue to work as well on the newly developed e-newsletter. As noted in the new communications policies:

YUFA e-News is the primary vehicle for YUFA representatives to communicate with the Membership, though it may also include content generated or submitted by Members and sources other than the YUFA Executive. YUFA e-News is compiled under the editorial direction of the Communication's Officer. YUFA e - News is an electronic newsletter: normally the content it provides generated by the Executive for the membership will also be posted on the website. YUFA e - News represents a 'portmanteau' tool to bring time - sensitive information to the attention to Members, such as calls for involvement or advisories, developments regarding issues of concern -- including, e.g., flagging issues of active discussion on the Members' Forum -- as well as up - coming meetings or events associated with the work of the Association, etc.

YUFA e - News is published on an ad hoc basis, making every effort to strike a balance between the principles that too much correspondence could represent a difficulty, while the reiteration of certain timely information may be helpful to Members and the Association. Proposals for items to include in YUFA e - News can be directed to the Communications Officer

Finally, the third broad area of my work in the coming year will be developing a communications strategy for YUFA associated with its move into a bargaining year.

In addition, I will continue to serve on the Financial Information Subcommittee of JCOAA, as chair for the coming months, as per the internal structure of the committee.