

**DRAFT ONLY**

**Work Plans 2016-17**

Contents:

1. President.....	2
2. Vice-President Internal.....	3
3. Vice-President External.....	3
4. Chief Stewards.....	3
5. Equity Officers.....	4
6. Communications.....	5
7. Treasurer.....	6
8. Recording Secretary.....	7

## **President**

### **President's Work Plan for 2016-17 Richard Wellen**

For 2016 - 17 I will continue to fulfill my responsibility to coordinate the work of our Association. This involves working closely with Executive Officers and staff (and our VP Internal especially) to make sure YUFA's operations are conducted smoothly and in a way that is responsive and accountable to members. One important dimension of this is to assist the Treasurer in managing the finances of YUFA. In addition, I will continue to play a role – along with our Communications Officer and others – in communicating with members and I will continue to work with committees such as JCOAA, FISC and LRP in representing the association in its dealings with our employer. Finally, I will continue to work with our VP External in representing the interests of YUFA within the Ontario Confederation of University Faculty Associations (OCUFA) and the Canadian Association of University Teachers (CAUT).

Over the next year YUFA faces numerous challenges which will also require much of my attention and direct involvement. The following five are worth mentioning:

**1. Collective Bargaining Preparation:** I have brought to the Executive a number of possible models for bargaining preparation that draw from new ideas, approaches that have been adopted by other faculty associations and past approaches in YUFA such as the formation of a bargaining priorities subcommittee (BPS). Executive and Stewards' Council will decide on how to organize our approach to contract review, formulating proposals, surveying members, and so on. One suggested path is to use a committee such as the BPS to broaden participation in the bargaining process.

**2. Implementation of Article 18.15.** There is a widespread concern that the employer is trying to narrow the scope and applicability of the research release program. I will continue to work with Chairs and Directors of the affected programs as well as members of JCOAA, members of the last bargaining team and staff to ensure that the program is developed in a broad and inclusive way as intended.

**3. Markham campus, SHARP implementation, etc..** We will continue to monitor these new initiatives to ensure that they do not undermine the working conditions of our members or their rights to participate in academic planning and collegial decision-making.

**4. Faculty – Grad Club.** Members have approved funding, and a temporary levy to initiate a new joint venture between YUFA, the Graduate Student's Association and the Green Campus Co-op. We have secured significant employer support as well. I will continue to work with our Faculty club committee and other partners to see this project come to fruition for an anticipated opening date of September 2017.

### **Vice-President Internal**

Maura Matesic  
Vice President Internal  
Work Plan 2016-2017

I will perform the duties of the Vice-President Internal as outlined in the YUFA By-laws, including:

- Assist the President in ensuring YUFA's internal operations are running smoothly and in accordance with YUFA's Constitution and By-laws
- Recruit members to participate in Association activities and serve on YUFA committees
- Chair YUFA's staff relations committee
- Attend meetings of the YUFA Executive and Stewards' Council
- Welcome and reach out to new members

In addition, for the 2016-2017 year, I will focus on the following priorities:

- Draft and implement a Workplace Harassment Policy and a Workplace Violence Policy and Program in accordance with Health and Safety legislation.
- Develop policies and programs to ensure that YUFA is in compliance with the Accessibility for Ontarians with Disabilities Act, 2015
- Serve as a member of the Joint Health and Safety Committee (YUFA/Employer)
- Implement time management software, and any additional executive policies which facilitate YUFA office processes and transparency.

### **Vice-President External**

Forthcoming

### **Chief Stewards**

#### **Chief Stewards – Sheila Embleton & Art Redding**

As the two Chief Stewards for YUFA, we work closely with all the YUFA staff, especially with Kristin Skinner and Sonja Killoran-McKibbin 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. Assisting members in navigating matters related to accommodations and leaves.
4. Alerting the YUFA Executive to potential policy grievances and carrying any such grievances forward.

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 support and mobilization of members as we start to move into the next round of collective bargaining.
10. Working with Stewards on issues of interest to stewards and to provide stewards' education and training.
11. Where appropriate, in conjunction with staff members, provided education and training to subgroups of members, e.g. for those coming up for tenure and promotion.
12. Participating in the OCUFA Grievance Committee and in OCUFA and CAUT events involving grievance and collective agreements.

### **Equity Officers**

#### **Equity Officers' Work Plan 2016-17**

**Submitted by YUFA Equity Officers Nick Mulé and Wilburn Hayden Jr.**

In the 2016-2017 academic year the Equity Officers (EOs) will pursue the ongoing work of strengthening equity-related YUFA committees and equity-related joint YUFA-Employer committees to enhance organizational democracy, transparency and accountability to reinforce and enhance equity at York and within YUFA. A major focus for this year will be implementation of the equity-based gains achieved in the last round of bargaining and included in the new YUFA Collective Agreement.

### **Regular Work and Meetings**

The EOs will attend the regular meetings of YUFA's Executive Committee, Stewards' Council and General Membership meetings and any special YUFA meetings to monitor ongoing and emerging issues related to equity and the Collective Agreement, as well as those that are already in play. The EOs will 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 (e.g., Chief Stewards and YUFA Staff) and externally with CAUT and OCUFA.

### **Equity Sub-Committee (ESC)**

The EOs will work in cooperation with ESC members and 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 2016-2017 in the following ways:

- 1) The ESC has 4 regular meetings a year. Here, the EOs and ESC members will develop equity initiatives and identify YUFA members' equity related concerns which will be acted upon by the EOs, for instance, via and/or in conjunction with the appropriate committees on which they sit (e.g., ESC, Executive, the JCOAA, Stewards Council, etc). Depending on the business to be addressed by the Committee during 2016/17, special ESC meetings may be scheduled.
- 2) The EOs' involvement with the Equity Caucuses will be appropriate to that desired by each Caucus; where Caucuses have no, or next to no, current members, the EOs will actively work to engage and draw new caucus members.
- 3) A major focus of the ESC is to assist in strengthening the Caucuses and getting the YUFA Member at Large positions on ESC filled. We have begun discussing and organizing a fall term "all equity caucus social" to encourage participation and new membership within the caucuses and networking across them, an event the ESC has successfully hosted in the past. Currently, the Race Equity Caucus is planning to host a major event co-sponsored by ESC, that will feature a speaker and reception in November. Other equity events may also be scheduled.

### **Communicating Equity**

The EOs will continue to engage in outreach to the membership either through the sorts of events described above or through periodic reporting on equity news, issues and events via the YUFA newsletter and/or the YUFA Equity Bulletin listserv.

### **Equity within Joint Committees**

Nick Mulé will sit as the EO appointed to JCOAA in order to monitor ongoing issues related to equity, such as reports released by administration or the new campus, and to raise equity concerns with the Employer on the part of YUFA.

Finally, to advance and promote equity at York, the EOs will liaise, as necessary with: the Caucuses, various equity-seeking constituencies, groups and/or organizations, and/or members with expertise in equity-related fields on campus as well as with organizations off-campus, such as CAUT and OCUFA.

Work Plan prepared by Nick Mulé and Wilburn Hayden Jr. September 24, 2016

### **Communications**

Didi Khayatt  
Communications  
Work Plan 2016-2017

Continuing in the footsteps of my predecessor, I will perform the duties of the Communications Officer as outlined by the YUFA By-laws but also prioritize the following:

- Continue in the re-design of the YUFA website which will serve as a platform for communication with the membership as well as provide information as needed.
- Make accessible information and news in a blog to be sent to the membership at least once a month (news from and pertinent to the Executive, its subcommittees, Stewards' Council, JCOAA, Senate, and various Faculty Councils if relevant).
- Cooperate with fellow interested members of the YUFA Executive to revive the newsletter in print and online, the objective of which is to provide information from the Executive as a whole. This might be a means for members to follow discussions of issues specific to YUFA and/or more generally at York University. Where relevant, news will be made available from other universities and from pan Canada associations.
- Provide a forum (to be determined) for members to raise and discuss areas of concern that are work-related

The plan as outlined will rely on the development of a secure and dependable website that will be monitored and updated by YUFA Executive and Staff.

### **Treasurer**

#### **Work Plan: Treasurer By Ricardo Grinspun**

Fall 2016

As Treasurer of YUFA, I will continue to perform the regular responsibilities of the Treasurer, which include working with the President in preparing YUFA's annual budget and financial reports on the state of Association's finances; monitoring YUFA's financial position; providing financial advice on spending and investment matters; and participating in the work of the Executive Committee.

I will work under the guidance of the auditor's recommendations arising from the YUFA Financial Statements of the previous year; consult with the auditor as necessary; and, most importantly, report on the state of YUFA's finances to the membership.

I shall also ensure that our members' money is invested appropriately.

### **Recording Secretary**

#### **Work Plan: Recording Secretary By Merle Jacobs**

Fall 2016

As Recording Secretary and part of YUFA Executive, I am fulfilling my role by taking and submitting the minutes for YUFA's Executive meetings, Stewards' Council, General Membership Meetings, and Annual General Meeting. The Minutes record motions and major points in the discussion as well as summaries of reports of the officers and committees including the action taken on them.