



**UFV**  
**Faculty and Staff Association**

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**ANNUAL GENERAL  
MEETING**

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**Wednesday, May 2, 2012**  
**10:00am – 12:00pm**  
**Abbotsford Campus Theatre**

**Social to follow**



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**University of the Fraser Valley  
FACULTY & STAFF ASSOCIATION  
ANNUAL GENERAL MEETING  
Wednesday, May 2, 2012  
10:00am – 12:00pm  
Abbotsford Campus Theatre**

**AGENDA**

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|---|----------|
| 1. Call to order                                    | 10:00 am |
| 2. Approval of the Agenda                           | 10:05 am |
| 3. Approval of Minutes: AGM, May 4, 2011            | 10:10 am |
| 4. Proposed Constitutional Changes                  | 10:15 am |
| 5. Annual Reports<br>– Questions and issues arising | 10:30 am |
| 6. Proposed Budget 2012-2013                        | 10:45 am |
| 7. FPSE AGM   | 11:00 am |
| 8. Nominations for FSA Executive 2012- 2013         | 11:10 am |
| 9. Presentations by those nominated for election    | 11:15 am |
| 10. General Discussion - Member Issues              | 11:30 am |
| Adjournment   |          |

***NOTE: Voting on the Executive positions (if required)  
will take place May 4, 7 & 8, 2012.***

Refreshments to follow in the cafeteria.  
Management, excluded employees, and retired members  
are cordially invited to join members of the FSA.

# ADVANCE NOMINATIONS

## FOR FSA EXECUTIVE POSITIONS 2012/2013

At the time of publication, nomination forms have been received from:

Faculty Vice-President	-	
Staff Contract Administrator	-	
Chief Negotiator	-	
Communications Chair	-	<i>Sylvie Murray</i>
Agreements Chair	-	
JPDC Co-Chair	-	
OH&S Co-Chair	-	
Social Committee Chair	-	

### **FPSE Committee Representatives**

Status of Women	-	
Human Rights & International Solidarity	-	<i>Adrienne Chan</i>
Non-Regular Employees	-	

Additional nominations received before the AGM will be posted on the FSA website at:  
[http://www.ufv-fsa.ca/index.php?page=fsa\\_agm](http://www.ufv-fsa.ca/index.php?page=fsa_agm).

**UNIVERSITY OF THE FRASER VALLEY  
FACULTY & STAFF ASSOCIATION  
ANNUAL GENERAL MEETING**

**Wednesday, May 4, 2011  
10:00 am – 12:00 pm  
Chilliwack Campus - Theatre**

*Draft MINUTES*

**Present:** Anastasia Anderson, Gregory Anderson, Robin Anderson, Rilla Apostolakis, Glen Baier, Michael Bayrock, Colleen Bell, Astrid Beugeling, Gloria Borrows, Dennis Brackett, Margaret Brackett, Paula Brennan, Gillian Bubb, Shelley Canning, Trevor Carolan, John Carroll, Karen Chadsey, Josephine Charlie, Jeff Chizma, Laura Chomiak, Peter Clayton, Natasha Collins, Dianne Common, Virginia Cooke, Hilary Cooper, Tim Cooper, Laurie Coreau, Diane Cruickshank, Rita Dhamoon, Bernadette Dickie, Cecelia Dirksen, Shelley Drysdale, Debbie Dyck, Shawna Dyck, Ian Fenwick, Whitney Fordham, Michael Gaetz, Kulwant Gill, Beth Gillespie, Darlene Glum, Kathleen Gowdridge, Sukhjit Grewal, Amanda Grimson, Larry Gritzmaker, Jerry Haak, Pauline Hadfield, Janet Hamilton, Madeleine Hardin, Jill Harrison, Isabel Hay, Carmen Herman, James Hill, Myra Mughes, Ian Hunt, Corry Jensen, Valentina Jovanovic, Martin Kelly, Lynn Kirkland Harvey, Richard Kirkley, Mandy Klepic, Moira Kloster, Eva Korelus, Dana Landry, Margaret Lima, Xiao Lin Long, Elaine Malloway, Camilo Martinez, Heather McAlpine, Allan McNeill, Shawn Millar, Don Miskiman, Lisa Morry, Andrea Muehichen, Marlene Murray, Sylvie Murray, Janice Nagtegaal, Kimberley Norman, Pauleen Nuite, Natalia Oliveira, Sean Parkinson, Betty Peters, Darryl Plecas, Wayne Podrouzek, Lesley Poh, John Potts, Gayle Ramsden, Sheila Reimer, Anne Russell, Barbara Salingre, Sandra Sasaki, Greg Schlitt, Scott Sheffield, Rhonda Snow, Geoffrey Spurling, Barbara Stirskey, Rupe Sunner, Sandra Tait, Marie Tary, Norman Taylor, Shelaugh Thomson, Deborah Tielmann, Linda Toews, Brandon Tournier, Elicia Tournier, Susan Travassos, Nadeane Trowse, Laura Tryhuk, Hilary Turner, Heidi Tvete, Ruth Vandenbor, Melissa Walter, Michelle Ward, Jane Webb, Stacy Wedel, Joan Welsh, Robin White, Glen Whitfield, Bradley Whittaker, Brian Wiebe, Lyle Yolkowski, Yvonne Yong, Tanja Rourke (*Minute Taker*).

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**1. CALL TO ORDER at 10:11am – Rhonda Snow**

Rhonda Snow, President of the FSA, chaired the meeting and introduced the FSA Executive. Rhonda confirmed that the minimum number for quorum was in attendance and the fourteen-day notice requirement for the AGM was complied with.

**2. APPROVAL OF THE AGENDA – Rhonda Snow**

**Motion:** to approve the agenda as presented.

***M. Kelly / L.Poh – Carried***

**3. APPROVAL OF THE MINUTES – Rhonda Snow**

**Motion:** to approve the May 6, 2010 AGM minutes as presented.

***N. Taylor / V. Cooke – Carried***

4. **ANNUAL REPORTS – Rhonda Snow**

The Annual Reports were distributed in the AGM Package.

**Motion:** to accept the Annual Reports as presented. **R. White / D. Plecas – 5 opposed: Carried**

5. **CONSTITUTIONAL REVISIONS – Rhonda Snow**

The Constitution Review Committee met several times over the course of the year to discuss changes and additions. The proposed changes to the FSA Constitution were distributed in the AGM Package (page 24) and the 14 day notice requirement was met.

The following changes were presented for discussion.

Article	Current Wording	Proposed Wording
New 1.1 (d)?	No language	<p>Honourary Lifetime Membership status for FSA Executive members who are retired. Although this status is honorary, it does carry with it some privileges. <del>We are proposing that this be given out to one member in a given year.</del></p> <p>Criteria:</p> <ul style="list-style-type: none"> <li>• Has served on the FSA Executive for at least 3 years.</li> <li>• Has made a significant contribution to the membership through union activities.</li> <li>• Is nominated by 3 members of the FSA and accepts.</li> <li>• <del>Is selected by the FSA Executive by majority vote at the FSA Retreat or year end meeting</del> <b>recommended by the FSA Executive by majority vote and brought to the next Annual General Meeting for ratification by the membership.</b></li> </ul> <p>This status permits the person to attend FSA Executive meetings, Annual General Meetings, and other functions of the FSA by invitation from the FSA Executive. While in attendance at meetings, the person with Honourary Lifetime Membership status has a voice in all debate, but shall be without a vote.</p>

**Rationale:** It would be beneficial to the FSA to be able to consult with some of our influential, but retired Executive members. Giving them Honourary Lifetime Membership status allows us to demonstrate our gratitude and respect for their work on the union. There are other Faculty Associations, for example, Kwantlen Polytechnic University, who provide this for union executives who have made a substantial contribution to the union. The proposed language is based on the FPSE Policy and Procedures Manual. **We are proposing that this be given out to one member in a given year.**

**Motion:** to approve above proposed change with the amendments.

**M. Hardin / T. Carolan – 4 opposed: Carried**



Article	Current Wording	Proposed Wording
n/a	Name change	Change of name from Contract Chair to Chief Negotiator

**Rationale:** This term is confusing at UFV given closeness in name to the Contract Administrators. The name Chief Negotiator is commonly used across Canada.

**Motion:** to approve above proposed change. **D. Plecas / N. Taylor – Carried**

5.1	<p><u>Duties of the Past President:</u> The Past President shall provide background information to the Executive Committee on matters previously discussed, and shall provide any necessary assistance as requested by the current President.</p>	<p>The immediate Past President shall be a fully participating member of the FSA Executive Committee with a voice in all debate, including the right to move and second motions, but without a vote. In the event that the Past President should be elected as a member of the FSA Executive, the duties and responsibilities of the Past President shall be combined and one vote permitted in the Executive Committee during that year.</p> <p>The Past President may serve on any standing or ad hoc committee or represent the Association by mutual agreement between the Past President and the President or the Executive Committee. All designated or agreed duties and responsibilities of the Past President will cease at the next Annual General Meeting.</p>
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**Rationale:** The position of Past President is used to provide continuity during a year of transition to a new incoming President. It has been FSA practice to have immediate Past Presidents remain on the Executive for one year, unless the current President has requested that the Past President remain for an additional year. Although this is our practice, we have not indicated this in our Constitution. Nor have we indicated whether this position has a voice and is with or without vote. We propose that we take the language used by the Federation of Post-Secondary Educators in their Policy and Procedures Manual – Article 2.4

It was recommended that the Constitution Committee revisit the language on the Past-President and the impact that the changes will have on other language.

**Motion:** to withdraw the above proposed change. **H. Turner / S. Sheffield – Carried**

New 4.2 (v)?	No language	To allow a transition period after the elections in May, newly elected officers of the FSA will normally take office on June 1 <sup>st</sup> (except in the event of replacement).
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**Rationale:** Permits a period of mentoring and acclimatization at a relatively quiet time of the academic year.

**Motion:** to approve above proposed change.

**L. Kirkland Harvey / B. Gillespie – Carried**

Article	Current Wording	Proposed Wording
4.2 (a)(iv)	All officers <u>except</u> the position of Past President and the Chairperson of the Job Classification Audit Committee shall be elected by the members in good standing of the Association. The position of Past President, if declined by the outgoing President, shall be filled by appointment by the incoming Executive Committee. The Chairperson of the Job Classification Audit committee shall be elected by that committee.	All officers <u>except</u> the non-voting positions of Past President and the Chairperson of the Job Classification Audit Committee shall be elected by the members in good standing of the Association. The Chairperson of the Job Classification Audit committee shall be elected by that committee.

**Rationale:** To be consistent with proposed article 5.1. To have consistent language for positions on the FSA Executive that are not elected by the membership.

**Motion:** to withdraw the above proposed change.

**H. Turner / S. Sheffield – Carried**

New 5.9	No language	<p>A conflict of interest arises when an Executive member of the Association engages in any activities which interfere with his or her efficient and independent performance of Association duties, or may be so perceived by a reasonable person. If any member acting on behalf of the Association is faced with a situation involving a conflict of interest, or is in any doubt that a conflict of interest exists, he or she is advised to discuss the circumstances with the Executive Committee.</p> <p>An Executive member who finds him or herself in a perceived or material conflict of interest regarding his or her union duties should report this to the FSA Executive and make any arrangements that are deemed necessary.</p>
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**Rationale:** New language for conflict of interest.

**Motion:** to approve above proposed change.

**D. Plecas / M. Hardin – Carried**

## 6. PROPOSED BUDGET FOR 2011-2012 – Sean Parkinson

### a. Review Engagement

Sean Parkinson expressed thanks to both Vlad Dvoracek and Harman Dhaliwal for their work this past year. He then provided an overview of the financial statements for 2009-2010, which were reviewed by Hanna Barton & Company Ltd in June 2010.

**Motion:** to receive as presented the 2009-2010 Review Engagement Report, which has been

independently reviewed by Hanna Barton & Company Ltd.

***B. Gillespie / D. Plecas – Carried***

**b. Secretary Treasurer's Report**

Sean presented his report to the membership and spoke to variances noted in the 2010-2011 Year End Budget to Actual Table.

Key points included:

- Revenues were 4.7% higher and expenditures were 0.7% higher compared to last year.
- Membership Recognition actual expenditure was higher than approved.

Questions / Comments / Discussion:

- A question about the FPSE fees and Executive Releases was addressed.
- All FSA Finance policies can be viewed on the FSA website under the 'Member Login'.

***Motion:*** to accept the Secretary Treasurer's Report as presented.

***M. Kelly / R. White – Carried***

**c. 2010-2011 Year-End Review Engagement**

***Motion:*** to appoint the firm of Hanna Barton & Company Ltd for the 2010-2011 Review Engagement.

***B. Whittaker / G. Bubb – Carried***

**d. 2011-2012 Proposed Budget**

Sean presented the proposed budget for 2011-2012 and spoke to some of the changes.

Key points included:

- Charitable donations increased from 1.1% to 1.5%.
- Social Event contributions increased from 1% to 2%. He expressed thanks to Janice Nagtegaal and the social committee for a fantastic job on the Holiday Dinner and Dance.

Questions / Comments / Discussion:

- Sean expressed his concern on how the Executive releases are funded at the sessional rate. He would like the FSA to start paying for these positions in a different way.

***Motion:*** to accept the Proposed Budget for the 2011-2012 fiscal year.

***D. Plecas / I. Fenwick – Carried***

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At this point in the meeting, Rhonda Snow thanked a number of individuals who have worked hard over the past year including both Tanja Rourke and Harman Dhaliwal of the FSA Staff, along with those members who will no longer be on the Executive.

**Isabel Hay** – Staff Vice-President  
**Lynn Kirkland Harvey** – Communications Chair  
**Darryl Plecas** – JPDC Co-Chair  
**Mandy Klepic** – FPSE Rep. Status of Women  
**Martha Dow** – FPSE Rep. Human Rights & International Solidarity  
**Jeff Chizma** – FPSE Rep. Non-Regular Employees

## 7. NOMINATIONS FOR FSA EXECUTIVE 2011-2012

Rhonda Snow handed the meeting over to Isabel Hay. Isabel announced that a number of people had previously indicated that they were willing to stand for election. After calling for nominations from the floor three times, Isabel presented the following list of Executive members acclaimed:

Secretary-Treasurer	Sean Parkinson ( <i>acclaimed</i> )
OH&S Co-Chair	Kathy Gowdrige ( <i>acclaimed</i> )
Social Committee Chair	Janice Nagtegaal ( <i>acclaimed</i> )
FPSE Rep. - Status of Women	Anastasia Anderson ( <i>acclaimed</i> )
FPSE Rep. - Non-Regular Employees	Peter Clayton ( <i>acclaimed</i> )

Elections will be held May 10, 11 & 12, 2011, for the following positions:

President	Virginia Cooke, Hilary Turner
Staff Vice-President	Martin Kelly, Marlene Murray, Rupe Sunner
Faculty Contract Administrator	Colleen Bell, Shelley Drysdale, Madeleine Hardin
Communications Chair	Dianne Common, Sylvie Murray
JPDC Co-Chair	Vicki Bolan, Norm Taylor
FPSE Rep. - Human Rights	Adrienne Chan, Robin White

## 8. PRESENTATIONS BY THOSE NOMINATED FOR ELECTION

Candidates were given the opportunity to address the membership. The following nominees provided a short speech: Hilary Turner, Virginia Cooke, Martin Kelly, Marlene Murray, Colleen Bell, Madeleine Hardin, Shelley Drysdale, Dianne Common, and Sylvie Murray.

Candidate statements were also made available on the FSA website - [http://www.ufv-fsa.ca/index.php?page=fsa\\_agm](http://www.ufv-fsa.ca/index.php?page=fsa_agm).

**9. GENERAL DISCUSSION – Member Issues**

**a. On-line voting**

Members asked if the FSA Executive could look at other ways to conduct the on-line voting other than through the UFV email system.

Tanja Rourke indicated that the FSA has a web based tool called 'FluidSurveys' which has the capability for on-line voting. The Executive agreed to research this option for future elections.

**10. ADJOURNMENT**

The meeting was adjourned at 12:21pm and the membership joined the Executive for a social event in the cafeteria.

## PROPOSED CHANGES TO THE CONSTITUTION

The following table sets out some proposed changes to the Constitution for consideration and ratification by the membership. There is no major change proposed here. Some amendments are an attempt to clarify the intent behind our practices, and the processes they entail. Others are meant to reflect current practices (as in the use of electronic communication). Others yet are simply corrections of things that have slipped through in the past.

Please have a look at the proposed changes and give them your careful consideration.

ARTICLE	PROPOSED CHANGES	RATIONALE
2.5	The minutes of all meetings and general meetings shall be <b>made available to members</b> <del>located</del> in the main Faculty & Staff Association office <b>and on the FSA website</b> .	Reflects use of the FSA website to make documents available to the members.
4.2 b)	election of officers shall be conducted by a <del>mail</del> - <b>secure</b> ballot within one week after the Annual General Meeting; or, when only one nominee is put up, the Chair shall declare that the nominee is elected, thus effecting the election by unanimous consent or "acclamation";	Reflects the fact that elections are conducted electronically as well as by ballot box.
4.2 c)	<del>officers of the Executive shall be elected for a term of one</del> <b>two</b> years, except for the <b>FPSE Status of Women Rep, FPSE Human Rights &amp; International Solidarity Rep, and the FPSE Non-Regular Employees Rep</b> . <del>President, Faculty and Staff Vice Presidents, Agreements Chair, Faculty and Staff Contract Administrators, Secretary-Treasurer, and Chief Negotiator who shall be elected for a term of two years.</del> The President, VP Staff, Faculty Contract Administrator, <del>and Secretary-Treasurer,</del> <b>and the Communications Chair</b> will be elected in years alternate to the election of the VP Faculty, Agreements Chair, Staff Contract Administrator, and Chief Negotiator ( <i>see Appendix "C"</i> for Phase-In Procedures). <del>The Job Classification Audit Committee Co-Chairperson shall be elected for a term of three years.</del>	The Executive recommends that the terms for both the Communications and the Social Committee chairs be increased to two years. This will allow for a better use of our human resources since both positions entail a learning curve. It will also provide for more continuity on the Executive.
4.2 d)	<del>all officers except the position of Past President and the Co-Chairperson of the Job Classification Audit Committee</del> <b>The Job Classification Audit Committee Co-Chairperson</b> shall be elected by the <b>FSA representatives on that respective committee for a term of three years</b> . <del>members in good standing of the Association. The position of Past President, if declined by the outgoing President, shall be filled by appointment by the incoming Executive Committee. The Co-Chairperson of the Job Classification Audit Committee shall be elected by that committee. All officers except the non-voting positions of Past President and the Co-Chairperson of the Job Classification Audit Committee shall be elected by the members in good standing of the Association.</del>	This change reflects new terms of reference for the JCAC committee including length of term for the Co-Chairperson. It also clarifies who shall elect the Co-Chairperson.

4.2 e)	The position of Past President, if declined by the outgoing President, <del>shall</del> <b>may be filled by appointment of a previous President by the incoming Executive Committee.</b>	For clarity, this language is moved from the previous clause; in addition, it specifies that the position of Past President, if appointment is necessary, will be from previous past presidents.
4.6	The membership may remove any elected officer by a special resolution <b>in accordance with the BC Society Act.</b>	Not a change, but a clarification of where “special resolution” is defined.
5.1	<u>Duties of the Past President:</u> The Past President shall <b>serve in a non-voting, ex-officio capacity and shall</b> provide background information to the Executive Committee on matters previously discussed, and shall provide any necessary assistance as requested by the current President.	For clarification. The “non-voting” status of the past-president is noted elsewhere in the constitution, but should be clearly stated in the “duties.”
5.2	<u>Duties of the President:</u> The President shall preside over meetings of the Executive Committee and over all general meetings of the Association. The President is empowered to <b>ensure compliance with</b> <del>enforce obedience to</del> the Constitution and to uphold rules of order. He/she shall, in collaboration with Executive Committee members, exercise a general care over and supervision of all matters of the Association. The President <del>or his/her nominee</del> may be an ex-officio member of all Faculty & Staff Association committees. The President is expected to attend all UFV Board of Governors meetings, Labour and Management committee meetings, Federation of Post-Secondary Educators (FPSE) Presidents’ Council meetings and will allocate other FPSE duties and responsibilities as required.	“Enforcing obedience” (the previous wording) seems heavy-handed, if not overly ambitious; “ensuring compliance” is more palatable.  While there may be reason for the President to join various FSA committees, this wording is unnecessary because the situation has never occurred.
5.3	<u>Duties of Vice-Presidents:</u> The Vice-Presidents shall assume all the responsibilities and duties of the President in his/her absence, including chairing meetings, setting agendas, attending meetings, etc. The Vice-Presidents shall be active participants in the committee work of the Association, in particular, shall be members of the Finance Administration Committee, <b>the Contract Committee, and the Communications Committee</b> , and shall actively assist and support the respective Contract Administration Chair as required.	Change to reflect practice, and for consistency with committee membership designated elsewhere.
5.4	<u>The Agreements Chair,</u> on the recommendation of the Executive Committee, and where necessary when ratified by the membership, will discharge Letters of Understanding and Letters of Agreement related to the Collective Agreement. In consultation with other members of the Executive Committee, he/she shall review ongoing policy initiatives for compliance with the Collective Agreement. The Agreements Chair must communicate all decisions of the Agreements Committee to the Contract Administration Chairs and the Chief Negotiator. <b>The Executive shall annually appoint a second FSA representative to the Agreements Committee. (See article titled ‘Agreements Committee’ in the Collective Agreement for duties of this committee)</b>	Gives the Executive authority to appoint expertise needed to the Agreements Committee; also relieves the Chief Negotiator of that responsibility when negotiations are occurring.

5.6 c)	<p>The <u>Communications Committee Chairperson</u> will maintain and work to improve <b>regular and</b> effective communications <b>between officers and members, and</b> among members. <b>He/she will assist the President in maintaining good communication</b> <del>of the Association and</del> between the Association and the surrounding communities <b>as need be</b>. He/she will <b>review and edit printed and electronic communications issued by the FSA Executive to members and the surrounding communities. He/she will consult with the Communications Committee as needed.</b> <del>publications available to all members on a regular basis, in hardcopy and online. The Chair will be responsible for disseminating information as required by the Executive members and for soliciting contributions from other members.</del></p> <p><b>The Communications Committee shall include the Communications Chair (chair), President, Faculty VP and Staff VP.</b></p>	Revised to reflect changes in the Communications Policy; also leaves possibility that the newsletter may be published primarily online in the future.
5.6 d)	<p>The <u>Contract Administration Chairs</u>, one representing faculty, one representing staff, are responsible <b>in consultation with the President and other members of the Executive</b> for handling individual membership matters related to contract and workplace administration. The Contract Administration Chairpersons must be familiar with the terms of the Collective Agreement, and with the decisions of the Agreements Committee, and <del>must be able to</del><b>will</b> provide <b>relevant information</b> <del>advice and advice and counsel</del> to any Association <del>member who</del> <b>member who has concerns about workplace issues</b> <del>feels him/herself aggrieved</del>. The Contract Administration Chairs may engage the participation and assistance of the Vice Presidents in any contract administration work.</p>	Transfers some of the responsibility of dealing with issues of members to the Executive rather than solely to the Contract Administrators, and ensures consultation.
5.6 f)	<p>The <u>Occupational Health and Safety Officer</u> <b>Co-Chairperson</b> shall co-chair the Joint Occupational Health and Safety Committee(s) to ensure that unsafe, hazardous, or dangerous conditions within the work environment are reported to the University and to respond to and investigate members' complaints about such conditions. The OH&amp;S <del>Officer</del> <b>Co-Chairperson</b> shall <del>supervise the collection of relevant literature and legislation, such as Worker Compensation Board standards, and shall assist the University in convening education and training programs for members in order to reduce the risks of unhealthy and unsafe working conditions, and shall make regular reports to the Executive Committee.</del></p>	Recognizes that this is a joint committee and reflects changes to the committee's mandate.
5.6 g)	<p>The <u>Job Classification Audit Committee Co-Chairperson</u> shall <b>serve in a non-voting capacity and shall</b> co-chair the Job Classification Audit Committee to ensure that the Faculty &amp; Staff Association commitment to the job evaluation system is carried out. The JCAC Co-Chairperson shall make regular reports to the Executive Committee on the proceedings of the JCAC, and from time to time establish suitable forums for providing informational workshops on the classification system to member staff.</p>	Clarifies current practice.



5.6 i)	<u>Human Rights Committee Chairperson</u> shall promote human rights protection and education among the faculty, staff, students and administrators and, when feasible, chair a committee <del>of</del> <b>including</b> faculty and staff and shall make regular reports to the Executive Committee.	Leaves room for non-FSA members to participate on this committee.
5.6 j)	<u>Status of Women Committee Chairperson</u> shall promote activities which contribute to an improvement in the status of women. Such activities should address both the current and future needs and interests of women. The Chairperson shall, when feasible, chair a committee <del>of</del> <b>including</b> faculty and staff and shall make regular reports to the Executive Committee.	Leaves room for non-FSA members to participate on this committee.
5.8	Any member of the Executive Committee not attending meetings on a regular basis and/or not <b>responsibly</b> carrying out assigned duties <b>will be given advice and assistance from the President. If the neglect of duties continues, a majority of the Executive may vote to replace the officer for the remainder of his/her term.</b> <del>in accord with Executive decision may at first be given advice and assistance from the President and then may be replaced by a majority vote of the Executive Committee.</del>	Clarification of wording.
Appendix A	<p><b>VOTERS LIST</b></p> <p>A voters list will be maintained of all eligible voters on any matter brought to a vote. <del>It is the member's responsibility to ensure his/her eligibility to vote.</del></p> <p><b>BALLOTS</b></p> <p><b>Association voting for annual elections, contract ratification, or possible job action</b> will be administered both by paper ballot and electronically. Members will have the choice to vote electronically or with a paper ballot, but not both. <b>All other votes including by-elections may be administered electronically.</b></p> <p><b>POLLING STATIONS</b></p> <p>For regular day-time voting, polling stations will be established in Abbotsford, <del>and Chilliwack</del> <b>and Mission.</b> <del>After hours polling may be established. A convenient additional polling station shall be established at the Mission campus. Special arrangements will be made to get the vote from the Hope location. Online polling is also available.</del></p>	Leaves room for less cumbersome voting processes except in the most significant and formal votes.

Appendix C	<p><del>2009</del><b>2012:</b></p> <p>All executive positions come up for election. The positions of President, Vice-President–Staff, Faculty Contract Administrator and Secretary–Treasurer shall be elected for a two year term. The positions of Vice-President–Faculty, Agreements Chair, Staff Contract Administrator and Chief Negotiator shall be elected for a one year term.</p> <p>The following executive positions come up for election for a <b><u>two</u></b> year term:</p> <ul style="list-style-type: none"> <li>● Vice-President-Faculty</li> <li>● Staff Contract Administrator</li> <li>● Chief Negotiator</li> <li>● Agreements Chair</li> </ul> <p>The following executive positions come up for election for a <b><u>one</u></b> year term:</p> <ul style="list-style-type: none"> <li>● Communications Chair</li> <li>● JPDC Co-Chairperson</li> <li>● OH&amp;S Co-Chairperson</li> <li>● Social Committee Chair</li> <li>● FPSE Status of Women Rep</li> <li>● FPSE Human Rights &amp; International Solidarity Rep</li> <li>● FPSE Non-Regular Employees Rep</li> </ul> <p><del>2010</del><b>2013:</b></p> <p>All executive positions elected in 2009 for a one year term shall come up for election. The positions of Vice-President–Faculty, Agreements Chair, Staff Contract Administrator and Chief Negotiator shall be elected for a two year term.</p> <p>The following executive positions come up for election for a <b><u>two</u></b> year term:</p> <ul style="list-style-type: none"> <li>● President</li> <li>● Vice-President – Staff</li> <li>● Faculty Contract Administrator</li> <li>● Secretary-Treasurer</li> <li>● Communications Chair</li> <li>● JPDC Co-Chairperson</li> <li>● OH&amp;S Co-Chairperson</li> <li>● Social Committee Chair</li> </ul> <p>The following executive positions come up for election for a <b><u>one</u></b> year term:</p> <ul style="list-style-type: none"> <li>● FPSE Status of Women Rep</li> <li>● FPSE Human Rights &amp; Solidarity Rep</li> <li>● FPSE Non-Regular Employees Rep</li> </ul>	Brings election of positions in line with changes in length of terms; phases in the changes.
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**~~2011~~2014:**

All executive positions elected for a one-year term shall come up for election. Executive positions elected for a two-year term in 2009 shall come up for election and shall be elected for a two-year term.

The following executive positions come up for election for a two year term:

- Vice-President Faculty
- Staff Contract Administrator
- Chief Negotiator
- Agreements Chair

The following executive positions come up for election for a one year term:

- FPSE Status of Women Rep
- FPSE Human Rights & Solidarity Rep
- FPSE Non-Regular Employees Rep

# ANNUAL REPORTS

## President – Virginia Cooke

Last June, the “new” FSA executive met for a planning session. In addition to a few immediate issues to report on and deal with, we identified some tasks that had to be accomplished—or at least worked on—during this 2011/12 year. The priorities we listed were these:

- Implementing the newly ratified contract, including forming Joint Committees which were established during bargaining, and monitoring the introduction of the year-long faculty sabbaticals and the 8/7 replacement contracts that they triggered;
- Preparing for the next round of bargaining;
- Revising the FSA policies on Communication, and establishing new and better ways of communicating with FSA members, including a re-design of the FSA website;
- Taking forward the concepts of Rank and Tenure, as faculty had signaled their disappointment in the FSA’s progress on this issue during the previous two years;
- Introducing a proper evaluation instrument for the staff in the FSA office;
- Reviving LAM (Labour and Management joint committee) and clarifying the function and composition of that group;
- Electing new area stewards;
- Planning and serving as hosts for the FPSE Annual General meeting and conference in the spring of 2012 (these duties are rotated among the FPSE locals, and our turn had come around);
- Sponsoring two proposed Retirement workshops, if feasible.

Looking back at the minutes from that planning meeting, I am gratified that our time that day was well spent, and that we have either accomplished or made progress on all the tasks we laid out that day. Other members of the executive are reporting on several of these initiatives, so I will touch only briefly on some of them in my report. Having just attended a highly informative workshop on retirement, which was co-sponsored by the FSA, I wonder if I should be reporting at all—or simply wandering off into the sunshine and listening to others recognize me for my achievements rather than delivering one of those speeches for others employees.

*Communications.* Our Communications Chair, Sylvie Murray, has toiled endlessly this year (which is one of the reasons the Executive is recommending a second course release for the individual serving in this role) to improve communications with our members. Both she and Tanja Rourke of our office staff have worked with the web designer to re-imagine the FSA website as an interactive venue to inform and to invite discussion. We all hoped this would be up and running by January, but design and production wheels turn more slowly than we anticipated, so we are now looking at May as a probable completion date. The Communications Committee has a new policy in place as well, and we hope for clean and clear processes in the future.

*LAM.* The joint Labour/Management Committee has been operating regularly this year. The FSA component of the committee includes the President, the two Contract Administrators and the Agreements Chair. It has re-established itself as an important venue for discussion of ongoing and emerging issues. We have spent considerable time discussing the concern our members have raised over an increasing feeling, especially amongst staff, of inflexibility and officiousness in our workplace, and as we have brought up examples, there has been a genuine attempt to deal with such cases and to make general improvements. We have discussed problems with the transition to the new sabbatical dates, SAC procedures, confusion over “emeritus” status, “excluded” appointments, concerns over flexibility in both teaching schedules and access to professional development for trades faculty, and protests over office moves. We have been able to dispel rumours (of contracting out work, for example). We have formed a working group to consider “hostile work environment” issues and what policies might be either developed or clarified to address these issues. By no means has every issue been resolved to our satisfaction, but the function of LAM is not so much to resolve issues as to get them out into the open and then refer them to the appropriate bodies for resolution. Still, it is vital that both we and the administration have an “official” spot to voice concerns as they arise.

For example, in the April LAM meeting, we discussed some problems with the new Article 19 (developed in the Joint Committee on the work of “non-teaching” faculty), and referred it back to the Agreements Committee with a plan of action. We discussed problems with the process of dealing with instructional complaints, and are to hear back from the Deans on this issue. We raised faculty objections to office moves. The administration reported to us on “department section counts” which

relate to compliance with our Collective Agreement's provision that no more than 25% of teaching be assigned to sessional faculty. For the first time in several years, the news here is good. The figures show that 76.4% of the sections are taught either by permanent faculty or those with an 8/7 contract (replacements for faculty on sabbatical leaves). When new hires are firmly in place, these numbers should be even better.

*Rank and Tenure.* Since the publication in *Words and Vision* of the committee's FSA position, and the resulting faculty forums, the bargaining survey included several questions on this issue. Our Chief Negotiator has reported on these results, and the FSA is preparing to represent faculty in bargaining. The Rank and Tenure committee sees its next job as grappling with the concept of tenure—its working definition and all the processes that surround a system of tenure. We are currently meeting to draft some possible positions, and this will trigger another faculty forum for discussion of this significant issue. Stay tuned. This will be important; we must know faculty's position on these things before we face it in bargaining.

*The FPSE AGM and conference.* I was a bit stunned to discover last spring that the FSA was to be responsible for some of the planning (and some of the expense) of the FPSE meetings in Whistler this May. This responsibility rotates among the locals, and after fourteen years, it is our turn. As a result of the stink I raised at Presidents' Council, FPSE now has in place a clear process on letting locals know well in advance both when their turn is and what they are responsible for. (I'm not fond of surprises when it comes to time and money.) Janice Nagtegaal, our Social Committee Chair, has headed the committee to do the planning, and managed to nab two work study students from the Hospitality and Event Planning program to help (they have been amazing so far). So we are well underway to fulfill our duties.

*Evaluations for FSA office staff.* We have the materials for "performance appraisals" ready, but are still working out the details with CUPE (these unions!). It was certainly slower than I intended, but should be proceeding smoothly and soon.

#### **Taking care of business**

1) *The office.* There is, of course, the ongoing business of the FSA to attend to. I reluctantly left my faculty office last summer to move into the FSA office. I don't need to tell you how disrupting that is and what delays are involved in moves and painting. In fact, with some of you, I shouldn't even mention offices, as my move was voluntary. But the end result is that the Staff Contract Administrator finally has a tolerable space, and operation of the FSA office is much smoother now that I am onsite. Small group meetings can be conducted in the office. Drop-in business is also good; I have had numerous conversations with both faculty and staff who needed to talk. Unless there is something else urgent, you always are my priority. Once the current flurry of activity subsides, Tanja and I will once again turn our attention to improving the various records systems.

2) *Meetings.* Executive meetings have been highly productive, but so full of agenda items that we have had to schedule additional meetings (one a month is not adequate to get through all the business). And then there are the committees. The Finance Committee has revised and created several policies this year so that our structure and systems are clearer. Besides LAM, I have represented the FSA on the budget advisory committee and other university-wide groups. I regularly attend UFV board meetings, and the FSA president is allotted a "guest" spot to report. I think I'm pretty boring there, as I always make the point that our members are effectively doing the work of this institution, that they need board support, and that the board needs to lobby the government ceaselessly. I do try to vary the wording.

3) *Meetings and politics.* I attend FPSE Presidents' Council meetings regularly. This year they have been dominated by 1) lobbying efforts, both with the government in power and with the NDP; 2) tracking the position and progress of other public sector unions; and 3) preparing for bargaining. You all know what the political climate has been like this year, and no one expects it to improve before the next election. We are all trying to figure out what the new government buzz phrase "cooperative gains" means. The "factsheet" from the Ministry of Finance includes this sentence: "The key feature of the Cooperative Gains Mandate is that it provides public sector employers with the ability to negotiate modest wage increases through productivity gains or through savings within existing budgets, resulting in actual increases in compensation." Any saving proposed must undergo a "savings review process performed by the Ministry of Finance."

4) *The constitution.* You will see in the package some proposed revisions to the FSA constitution. Many of these are for clarity; some signal a slight shift in focus or accountability.

5) *Other.* "Other" takes up much of the Executive's time. Various questions and grievances cannot be anticipated, and it is our job to safeguard the rights of our members. Most of this work is undertaken by the Contract Administrators, with the help of area Stewards, but little proceeds without some involvement of the president. Our members are not the only ones to raise

issues, of course. I meet regularly with deans or the provost, UFV's president, and people in Employee Services because something has "come up" needing the FSA's attention.

### **Surprises**

The FSA faced three big surprises this year (well, four counting the FPSE hosting). In the early fall, we learned that Madeleine Hardin, our Faculty Contract Administrator, had been selected as Associate Dean in the College of Arts. We all scrambled to cover for that position and seconded Linda Toews very part-time until the position could be filled through election. When she ran and was elected, Linda took the difficult task on in mid-term and ascended that steep learning curve with acumen and grace.

In February, we learned that Janice Nagtegaal had been selected to assist in the office of the Provost and VP, Academic—another excluded position! Now we scrambled again to assume the responsibilities of the FPSE event (Jill Harrison and Vicki Bolan have graciously volunteered). I have complained to both the administration and the board that they are using the FSA executive as the "farm team" from which to recruit our very good people as management players.

The biggest surprise came from our financial assistant, Harmandeep Dhaliwal, who announced her pregnancy. Harman is so incredibly efficient that I'm not surprised she had her baby two weeks early—she just doesn't take as long as most people to get things accomplished! So in essence, the pregnancy and the baby's timing count as two surprises, and we have been dealing with the fall-out. Tanja is "being" Harman on Fridays (and when needed).

### **The public face**

I have tried to be present at all the public functions where I thought you would want your association represented. It has been a pleasure (if not always easy) to attend nearly every event either sponsored by the FSA (Status of Women and Human Rights events, the Retirement Workshops, the Christmas dinner/dance, etc.) or in honour of our members. Some of the "good-byes" to retirees are hosted by their departments; others are university-wide events. My remarks are always in terms of thanking and wishing well to colleagues. As I said at one event, they have "paid their dues" both literally and figuratively. The Recognition events for long-term employees were especially gratifying. I think it is important that the FSA participate and pay tribute to people not just from the institution's perspective, but from the perspective of their fellow workers.

### **Tributes and accolades**

I want to thank all the FSA Executive for their dedicated work over the year. I can assure you that these are no slackers! They have laboured hard on your behalf to make this a decent and fair place to work. Much of that effort has been voluntary, as not all these positions come with time attached.

To those Executive members who have definitely decided not to run for another term in office, I want to extend particular thanks for their service. Jill Harrison has put in two dedicated years as Staff Contract Chair, and has dealt with such a variety of questions and issues that she may never recover! Glen Baier has done yeoman's service as Faculty Vice President, serving on too many committees, and giving thoughtful insight in every case. Hilary Turner has performed the often thankless task of negotiating and preparing for further negotiations, despite the fact that she had been approved for a sabbatical this past year and had to postpone it. Anastasia Anderson has set a new high bar for her position as Status of Women representative, helping to organize events to bring women's issues to all our members. Janice Nagtegaal was so conscientious in her role as Social Committee Chair that she was careful to book *next year's* Christmas dinner and dance before she took on her new position. All the best to both her and Madeleine Hardin in their new roles.

And finally, I want to recognize and thank Tanja Rourke and Harmandeep Dhaliwal for their superlative work in the FSA office. They are both extremely talented and dedicated, and I believe they convey to all of you that you are valued members of the association. They have also put up with my attention deficit disorder that comes with this job—there's rarely more than fifteen minutes available for any task before turning to the next one.

I had thought to include a section on what we might focus on for next year, but I'm very tired of writing and I'm guessing you are equally tired of reading, so I'll save those musings for the next issue of *Words and Vision*. I'll see you all shortly at the Annual General Meeting.

*Virginia Cooke*

## Chief Negotiator – Hilary Turner

From a bargaining point of view, the 2011/12 academic year has been a transitional period. A number of items from the last round of negotiations needed to be tidied away; and a number of preparations needed to be made for the coming round. At about the halfway point in the year, the first of these processes blurred into the second—and so, there has been a prevailing sense of “two steps forward and one back.”

### Remnants from 2010

One of the more welcome changes to the *Collective Agreement* in the last round of bargaining was the gain of full-year sabbaticals on the part of semester-based teaching faculty. The thing seemed simple enough “on paper,” but the execution of this change proved fraught with complexities and odd exceptions that neither of the parties to the agreement had foreseen. Despite the best efforts of Employee Services to implement the new procedure as fairly as possible, a few members felt they had been arbitrarily short-changed. I spent some time in the fall discussing individual cases (both with members and with management) and I must agree that the transition to the new system was not seamless. I am satisfied; however, that it was as even-handed as it could be under the circumstances. Yet it was also a learning experience: when bargaining a new policy or procedure, scrutinize *all* its implications and agree on a policy to handle them before signing off.

On the staff side as well, a couple of unexpected boomerangs came at us as new language was implemented. First, in looking for a straightforward revision to Articles 17.4 and 17.5 (Meal Periods and Rest Periods) our intention had been simply to clarify the difference between the two: a meal period is “unpaid” (i.e., it is the employee’s own time), whereas rest periods are “paid” (i.e., they can’t be banked and used later as discretionary free time). Much to our surprise, the minor change in language that we achieved produced an announcement in some departments that from now on, meal and lunch periods cannot be combined. This abrupt change in past practice is annoying to those who had been accustomed to tacking a break onto a lunch hour in order to attend exercise classes in the gym. Moreover, it seems to contradict the Employer’s stated wish of having a fit and healthy work force. Skipping a meal in order to get a workout isn’t especially healthy, and it betrays an unpleasantly literalist approach to the new language.

The same might be said of the fall-out from a small addition that we made to Article 24.4. This was the proviso that up to ten of the employee’s thirty sick days might be used for the “care of a dependent child under the age of 12 who is ill.” But what looks like a small gain seems to have been cancelled out by an increased level of scrutiny over Article 23.7 (“Special Leave”). Some of the more elastic categories in this article (e.g., “Household Emergency” and “Family Illness”) are now being interpreted by a standard that only life-and-death situations seem to have a chance of satisfying. Giving with one hand while taking away with the other, while it does observe *the letter of the law* in both these cases, diminishes the good will that collective bargaining can produce in the workplace.

By far the biggest chunk of leftover work from the 2010 round concerned the five “Letter-of-Agreement” committees that were struck during bargaining to explore workload issues in various faculty groups. Moira Kloster has recently reported on the purpose, process, and pitfalls inherent in this method of problem-solving (*Words & Vision*, March/April 2012), and there is no need to repeat all the details of her assessment. As a member of four of these committees, however, I can say with assurance that a great many people spent a great deal of time on these matters.

One committee (working on the concerns of Academic Support Faculty) produced a thoroughly re-written and much improved Article 19—a piece of work which now merely needs the approval of the Agreements Committee in order to be implemented.

Other committees were not so fortunate. The Lab Faculty have yet to sense that their workload and pay equity concerns have been satisfactorily addressed, let alone ameliorated. Two conflicting reports that were issued by that committee are making their way to “the parties,” but the next steps in the process are unclear. The Health Sciences Faculty have made good progress with an analysis of their tangled workload situation; however, the actual times devoted to different faculty tasks were so difficult to track that a survey was required. A survey of one of the programs was done, with clear and concrete results; surveys for the other programs are in preparation—yet this very time-consuming process is still to be wound up.

The committee that was to look into the workload of ESL faculty, after surveying an almost equally complex system of allocating work, came up with a small but cogent resolution which should, eventually, make its way to the Agreements

Committee. Last, but not least, the committee charged with looking for some measures to relieve the heavy workload of Library and Information Technology faculty never really got off the ground at all. A small number of frustrating meetings left things much the same as they had been before.

### **Looking Forward**

I spent some time in the late fall preparing and issuing a bargaining survey that would identify issues important to members in the next set of negotiations. When reviewing and interpreting the results in January, I was not surprised to find that the greatest of these was a salary increase, followed closely by provisions for phased retirement, and language on rank and tenure. (For more details on the results of the survey, please see my *Words & Vision* report, January/February 2012.) Since compiling the data, I have been working my way slowly towards a set of bargaining proposals. Some of these have been crafted with input from the FSA Rank and Tenure committee, others with reference to existing agreements within our sector. This is, unfortunately, a rather painstaking process, and I expect it will fill the time that remains in my term as Chief Negotiator. However, I am determined to leave things in good shape for my successor in this office.

In addition to the above activities, I have attended the regular meetings of the Bargaining Coordination Committee at FPSE headquarters. I was flattered to be asked to nominate Bob Davis of Kwantlen Polytechnic as a candidate for the chair of that committee, and very pleased to see him win the election. Bob will do a terrific job of corralling what is sometimes a committee of vocally competing interests. I have also been active on a couple of FSA subcommittees, and (by request) attended one meeting of Labour and Management. Together with Jill Harrison and Martin Kelly, I attended a number of coffee sessions with staff members, and picked up some valuable ideas for bargaining. I served for a few weeks, as well, on the selection committee for the Assistant to the Provost and Academic Vice-President, which was an interesting and rewarding experience.

So... it has been a full year, and it has gone by with the speed of an express train. I am grateful to Tanja Rourke for her help with the technicalities of this work—especially with the surveys! Thanks, Tanja, for your patience and clear-headedness in demystifying some tricky data, and in the efficiency and unfailing good will that you bring to the FSA office. It has also been a great pleasure to work with the members of the current executive. I thank them all wholeheartedly for their friendship, support, jokes, skills, and insights.

*In solidarity,  
Hilary Turner*

### **Faculty Vice-President – Glen Baier**

My term on the FSA as Faculty Vice President concludes at the end of May. I have served in this capacity for two years, and found it to be a challenging yet rewarding experience. In particular, I have enjoyed working with the other members of the FSA executive. It may sound cliché, but I want it to be known that the individuals with whom I served on the executive over the last two years were all committed and dedicated to making the FSA work. Their primary interest was in improving the circumstances for faculty and staff at UFV, and they should be commended for their efforts.

I am not the first to recognize that our institution has undergone some significant changes in the last couple of years, especially since we received university status. We still seem to be in a transitional mode as we continue to adapt to our new legislative mandate. Furthermore, the budget restrictions placed on us by the provincial government seem to entail that we have to do more with less. Such a situation can lead to genuine unease and anxiety, and increase tensions in the workplace. However, as we move forward, we need to recognize the importance of solidarity and cooperation as a means for bettering our circumstances. As a joint faculty and staff association, we have a tradition of working together to ensure that UFV is a success. My hope is that people willing to serve the interests of the faculty and staff continue to volunteer for the FSA executive and they find it as worthwhile as I have.

*Glen Baier*



## Faculty Contract Administrator – Linda Toews

I began writing this on the day when UFV recognized and honored its long serving employees. For me it's been more than 20 years. Deciding to come to Fraser Valley College in 1986 as a mature student, and subsequently finding employment here, still stands as one of the best life choices I have ever made. This is a very good place to figure out what you value and find a way to do what you love, and I am struck by how many employees were recognized for years of service from 10 years all the way up to over 35 years. As someone commented, obviously some of us started working here when we were 14 years old!

It's been an honor to represent you as Faculty Contract Administrator since January. The contract administrators work closely with other members of the FSA executive and the stewards, members of the UFV Employee Services Department and other included and excluded members of the UFV community. We try to solve members' problems through informal resolution, but when we are unable to, and the Collective Agreement has been contravened, we file grievances. Filing a grievance gives us a structured process for discussion and a timeline for attempts at resolution with the employer.

### Faculty Contract Administration work this year has included:

- a grievance resolved at Step 1 for a member regarding PLAR students;
- IPEC irregularities resulting in an individual grievance on behalf of a member which was resolved at Step 1, together with a policy grievance against the IPEC process for faculty teaching in programs with blocks of instruction rather than semester-based weekly classes. The IPEC Policy Grievance has been placed in abeyance until May 7, 2012 as the process set up by the employer to review and revise the procedure is set to conclude on that date.
- preparing for arbitration (with FPSE support) for two members who were suspended from department service duties;
- the transition into one-year Faculty Sabbatical leaves and the sessional 8/7 replacement contracts;
- sessional issues—contract dates and payment; applications for positions; work allocation; evaluations; probationary period;
- allocation/assignment of courses and overloads;
- faculty evaluations;
- observation of Selection Advisory Committees;
- process for student instructional concerns or complaints;
- emerging issues in the Faculty of Trades as they move CTC programs into TTC;
- emerging issues as the moves to the Canada Education Park start.

### Other work:

The Letters of Agreement which came out of the last round of bargaining resulted in a number of joint committees tasked to find solutions to issues left unresolved in bargaining. I was involved in drafting the new Article 19 for our Non-Teaching/Academic Support Faculty groups. The report from the joint committee is now with the Agreements Committee.

The University Act creating UFV left these groups out of the Governance structure with no representation at Senate, but more importantly with no opportunity for the knowledge and expertise of non-teaching faculty members to be shared in the Senate sub-committee structure, unless they were elected to Senate as staff representatives. Senate has agreed to investigate this issue.

I attended my first Contract Administrators Review Committee (CARC) meeting at FPSE on March 2 & 3. It was interesting to hear that many of our post-secondary institutions face similar issues. Five locals have still not concluded bargaining from the last round. Control of bargaining by the Post-Secondary Employers' Association (PSEA) is an issue for some locals (for instance, some agreements ratified by members and employers were sent back to the institutions by PSEA).

FPSE plays a very important role by providing support and legal expertise around issues and grievances. They facilitate our work by offering steward training, including a workshop on member-to-member conflict. They also provided a workshop on the disciplinary process as part of the CARC meeting. We need the clout that FPSE provides as a collective voice within the post-secondary system in BC.

**The importance of maintaining a good working relationship with our employer:**

A good example of this can be found in how we responded to questions which arose around the FSA role in ensuring a respectful work environment at UFV. Members came to us pointing out shortcomings in the harassment language in the collective agreement. We have the opportunity to bring issues like this to management at Labour and Management meetings. This is an important place to discuss large and small issues which affect our members, and which may or may not be covered by the collective agreement. As a result of these questions we discussed the need for expanded language in the institutional policy on harassment to cover member-to-member conflict, bullying in the workplace and the prevention of, as well as processes to deal with, toxic and hostile work environments. We are hopeful that these efforts will result in resources and procedures to work towards guaranteeing a respectful work environment for all our members.

I expect that this year will be particularly challenging and frustrating as we attempt to bargain in a provincial environment in which our employers have been informed that there is no money for anything unless savings can be found through "Co-operative Gains"—essentially a shell game in which there may or may not be someone else's money under one of the shells and we may or may not be allowed to poach it. To say that the BC Liberals, with the support of the Federal Conservatives, have set back Labour Relations in BC a long way, is an understatement. If the strategy is to divide and conquer, then what better way than to set the non-unionized public on the unions and then pit the union members against each other in a scramble for tightly controlled resources.

Thanks to all the other members of the FSA Executive, our stewards, and the FSA Office Administration staff for a productive and pleasant work environment, and to you, our members, for your support and your diligence in bringing issues to our attention. I appreciate the opportunity to serve as your Faculty Contract Administrator.

*In Solidarity*  
*Linda Toews*

**Staff Contract Administrator – Jill Harrison**

As I come to the end of my term as staff contract administrator I am continually reminded that the more things change the more things stay the same. Last year I created a top ten list and at least seven of the top ten continue to be ongoing issues for staff.

With regard to staff evaluations there is a continuing struggle with employees being evaluated by exempt staff that are too far removed from the work environment in order to provide effective and timely feedback.

Retaliation and intimidation continue to play a role in creating an atmosphere where staff are afraid to step forward and voice concerns. This is an extremely difficult position for the staff contract administrator because names and context are required in order for the issue to be dealt with effectively. This also creates the bulk of the contract administrator's work because people feel more at ease speaking with their FSA rep who can usually work towards a resolution. This has also been the most rewarding part of my job as I have had the opportunity to meet and hopefully help many wonderful people.

Not all staff, but enough to warrant a certain level of concern, believe their supervisors use the evaluative process to control them.

Effective communication, respect for diverse points of view, transparency, accountability, and civility—all of these important qualities still struggle to become institutional values that we take pride in and practice on a daily basis. And of course, workload issue continues to affect most of us. Just remember that it is okay to talk to your supervisor and express concern for the volume of work. Let your supervisor know that you are unable to meet all deadlines and ask for help in prioritizing the tasks. Sounds easy—but based on my conversations with many members, I don't think this is something that most people can do because they believe it will reflect on their abilities as an employee. This unwarranted fear and continual overproducing will never allow us to address the workload issue—The work is getting done, so what is the problem?

Additionally I have worked on a number of grievances, two of which have progressed to arbitration. These are always difficult situations for the member and I hope that labour & management can continue to communicate in such a way that we minimize

the adversarial approach to grievances. That being said, the grievance process is invaluable because it produces timelines that keep issues up front and in focus as we attempt to resolve member concerns.

And finally I would recommend that you all take time to understand and read the collective agreement—if not the whole thing, at least the table of contents so you have an understanding of what the agreement covers and where to look for answers to your questions. Remember, when you ask me a question, I go to the collective agreement to find the answer 😊.

It has been an honour to serve as your staff contract administrator for the past two years. Thank you for your support and encouragement.

*Jill Harrison*

### **Secretary-Treasurer – Sean Parkinson**

The Secretary-Treasurer's report will be posted on the website under "[FSA News](#)" along with the following documents:

- FSA 2011-2012 Year-end Budget to Actual
- FSA Proposed 2012-2013 Budget
- Federation of Post-Secondary Educators' Proposed 2012-2013 Budget

These documents will also be printed and distributed at the AGM.

### **Communications Chair – Sylvie Murray**

It's hard to believe that almost a year has gone by since I started as communications chair.

I've enjoyed working with a dedicated and conscientious group of officers who take their responsibility to the membership seriously. They made my job easier by meeting publication deadlines (plus or minus a few days), and submitting regular reports that were informative, engaging, and candid about the challenges that we face as a union. *Words & Vision* may not have had the creative flair that it featured under some of my predecessors, and we did not publish as many contributions from the members as I would have liked, but we've tried to keep you abreast of our responses to the main issues of the day.

My job as communications chair has extended beyond editing the newsletter and the weekly email bulletins. More substantially, we have undertaken a major refreshing of our website. I wish I could say that this project is now completed; rather I must admit that the process has been time consuming and protracted, frustratingly so at times.

The work of updating the FSA website has ranged from articulating the objectives that it is meant to achieve; to imagining how we can best achieve our goals, visually and technologically; and inventorying five years of accumulated material, with the goal of weeding out and re-organizing our content for greater usability. The advice of Web design expert Carol Sykes has been much appreciated, and Tanja Rourke's creative and skilled assistance has been absolutely invaluable. The other members of our communications committee (Virginia Cooke, Glen Baier and Martin Kelly) have wisely advised on every step of the process. We're now working with our vendor, StudioThink, on what we hope is close to the final version of the website and electronic newsletter. If the stars align in the next few weeks, we might be in a position to showcase our new look at the AGM. Failing that, we will complete the work in the summer, after the FSA year-end rush is over.

Once the web update is done, we will switch to an electronic newsletter format. We will continue to print some copies, but many fewer. We've all been quite anxious to see the FSA become more environmentally responsible—we haven't lost sight of that important concern.

The other behind-the-scene project that we undertook this past year was to write a "Communications Policy and Procedures" which was approved by the executive in March. I quote here from the opening sections of the policy to give you the flavour of this new set of parameters:

**Goals**—The communications goals of the FSA are to:

1. inform members about the services their union offers; and
2. promote engagement in union affairs by the members.

**Guiding Principles**—The FSA Executive Committee recognizes the importance of clear, timely and respectful communication between officers and members, and among members. The following principles should inform our practices and policies:

1. Officers are responsible for keeping the members informed of:
  - a. their activities on behalf of the FSA;
  - b. the general issues which face the membership;
  - c. the relevant activities of the organizations with which the UFV-FSA is affiliated (especially FPSE, CAUT, and FVLC).
2. Members' input in the consideration and resolution of issues which face the membership should be encouraged whenever possible.
3. Due care should be given not to publicly disseminate information that may jeopardize negotiations with management, or the settlement of disputes.
4. The privacy of members must be respected.
5. Members' differences of opinions and views, and their personal and professional integrity, must be respected.
6. All material published or issued by the FSA will be authored and/or explicitly attached to a "contact" person, normally an FSA officer. Anonymous submissions will not be accepted or acted on.

The policy also governs use of the FSA email group list; it spells out a process for the resolution of disputes about communication issues; and it regulates the dissemination of information related to elections for Executive positions, among other things. The document will be posted on the new website this summer, but please contact me or Tanja if you're interested in obtaining a copy of this policy before then.

In addition to maintaining and working to improve our communication systems, I've participated in the ongoing discussions on rank and tenure. This file is still open—indeed much work remains to be done before we know the exact shape and form that this system will take.

All in all, the year has been productive and constructive, even though not all is finished. I hope that some of you are considering joining the executive—it's important and rewarding work.

*Sylvie Murray*

### **Agreements Chair – Moira Kloster**

The Agreements Chair is responsible for working on issues related to interpretation of the collective agreement. This year, the Agreements Committee dealt with the following issues:

- Lab Faculty work allocation (under Article 18.14)
- Probationary period for faculty hired on Type B contracts who had already worked here as sessionals (under Article 12.8)
- Both the early and late stages of the SAC process for hiring department heads (under Article 11.7)—when the posted position and call for candidates should go out, and what happens if there are no candidates, or no successful candidates.
- Emeritus status—how the process is actually begun (under Article 34.6).

The Agreements Committee also helps in the process of working out the Letters of Agreement attached to the Collective

Agreement from the last round of bargaining. Five of these concerned faculty areas where the workload was not well described by the previous agreement. Two of the committees have made recommendations, one committee is still in process and should finish by June, and two committees have ended their work without agreement.

And, after missing last year's chance to get a constitutional change, this year's package of constitutional amendments finally contains a piece that will spell out at long last how the second member of the FSA is chosen for the Agreements Committee.

*Moira Kloster*

#### **Job Classification Audit Committee Co-Chair – Shane Schlosser**

The JCAC rated and finalized a total of 7 positions in the 2011/2012 year with a number of additional positions in progress. Numerous in-term bench ratings were also completed.

I stepped into the position of in-term Co-Chair in August when Shannon Draney started her educational leave. Since then I've had a fairly steep learning curve and the role has kept me quite busy. Due to the depleted FSA membership on the committee we held elections last summer and we were happy to welcome Christine Carter, Cecelia Dirksen and Gayle Noel to the committee. Since then Cecelia has moved into an excluded position and has left the committee. Christine and Gayle have been shadowing the other committee members and are now ready to start taking on positions as raters.

Brittany Hickmott has been doing a wonderful job keeping the committee organized and moving forward. Brittany has spent a lot of time working on new forms to help make the process easier and more efficient for everyone.

I've learned a lot and enjoyed my time as Co-Chair. We will be welcoming Shannon back into the role when she returns.

Please visit <http://www.ufv.ca/es/Staff/JCAC.htm> to get further information on the committee or to find out more about the process.

Just a reminder: if you would like assistance with revising your job description you can contact Brittany Hickmott, Coordinator, Classification & Evaluation, at extension 4439 or email her at [brittany.hickmott@ufv.ca](mailto:brittany.hickmott@ufv.ca).

*Shane Schlosser*

#### **Joint Professional Development Committee Co-Chair – Vicki Bolan**

The Joint Professional Development Committee is composed of representatives from the FSA and the Employer who work together to oversee the distribution of professional development funds. These cover not only Faculty Sabbaticals but a wide range of professional development activities for both faculty and staff.

The committee has lost a few members this past year through resignations and leaves. If you are interested in serving on JPDC, please contact me at [vicki.bolan@ufv.ca](mailto:vicki.bolan@ufv.ca) or Tanja Rourke, FSA Administrative Assistant, at [tanja.rourke@ufv.ca](mailto:tanja.rourke@ufv.ca).

The need for an injection of 'new blood', so to speak, has prompted us to look at the committee's Terms of Reference which, we have discovered, have not been updated since the late 1990s. A *Terms of Reference* sub-committee has been meeting on a regular basis to refresh the structure of the committee and we hope to present the new Terms at the AGM.

As I wrote in the March/April edition of *Words and Vision*, most of the sabbatical applications have been completed and approved with some still needing more information from the applicants. This coming academic year will see the first year-long sabbaticals. (Due to the late ratification of the Collective Agreement last year, faculty members who had been granted a one-semester sabbatical in 2011-12 were given the option to extend their leave to a full-year, with an expected increase in their

plans for this leave.) Those faculty members who are eligible for sabbaticals in the 2013-14 year can find the application forms on the UFV Employee Services website at:

[http://www.ufv.ca/es/Professional\\_Development/Faculty\\_Sabbatical\\_Leave/Sabbatical\\_Leave\\_Procedures.htm](http://www.ufv.ca/es/Professional_Development/Faculty_Sabbatical_Leave/Sabbatical_Leave_Procedures.htm).

Again, I must mention that the funding formula for staff education leave only allows for limited release time as the total funding for this envelope is fixed at \$100,000 annually.

I would like to thank Moira Kloster and the rest of the committee for their help in guiding me through the steep learning curve of the past year.

*Vicki Bolan*

#### **Social Committee Chair – Janice Nagtegaal**

The main event again this year was the Holiday Dinner and Dance that was held at the Rancho in Abbotsford on November 19. There were around 100 people at the party and the night was a huge success. The food was delicious, the band was entertaining and everyone seemed to have a great time.

In addition, we were able to support a few other events throughout the year; these included the Welcome Back BBQ, the Fitness Challenge, and the Golf Tournament. As a result of the positive response this past year the FSA is hoping to increase the amount of social events for the upcoming year.

I also wanted to take a moment to thank you for the opportunity to act as your Social Convener for the past two years. I have enjoyed my time in this role and want to thank everyone that helped make every events a success.

*Thank you  
Janice Nagtegaal*

#### **FPSE Status of Women Rep – Anastasia Anderson**

During the past year, I have chaired the FSA Status of Women Committee. (I would like to thank committee members Lisa Morry, Melissa Walter, Wendy Burton, Mandy Klepic, and Martin Kelly for their enthusiasm and input over the past year.) The committee organized the following events:

- hosted a visit from Dr. Cheryl Suzack of the University of Toronto;
- ran a poster contest and poster campaign to raise awareness about *Canada's National Day of Remembrance and Action on Violence Against Women*;
- staffed an information table and organized a candlelight vigil on December 6;
- staffed an information table about Women's Centres for *International Women's Day*, supported the celebration of the day and the launching of the Fraser Valley Coalition for Women; and
- began discussions about the re-establishment of the UFV Women's Centre.

On November 18-19, I attended the FPSE Status of Women Committee Meeting. On February 24-25, I attended the FPSE Status of Women Committee Meeting and FPSE Spring Conference. I have greatly enjoyed my year as FSA Representative to the FPSE Status of Women Committee and look forward to supporting next year's Representative.

*Anastasia Anderson*

## FPSE Human Rights & International Solidarity Rep – Adrienne Chan

Over the past year, I have been involved in organizing events to highlight human rights issues. Initially I was working on my own, because there were no volunteers to work on a Human Right Committee. In order to proceed with the work, I have worked with other committees and offices in the university. I now have a committee of two or three people, and I acknowledge that people are very busy and our time is often stretched to capacity.

The main organized event of the year was the FSA-sponsored talk: Human Rights & the ‘War on Terror’. The speakers were Sunera Thobani (UBC) and Ron Dart (UFV). This event was held in January and we had an excellent attendance of approximately 70 people. Other committees and networks were also interested in and supportive of this event. The event was streamed and can be viewed at:

[http://stream.ufv.ca/OnDemand/RAN/HumanRights&TheWarOnTerror\\_RAN\\_30-Jan-2012.wmv](http://stream.ufv.ca/OnDemand/RAN/HumanRights&TheWarOnTerror_RAN_30-Jan-2012.wmv).

HRIS also supported the following events:

- “Race and September 11 – Ten Years Later”. September 2011.
- Safe Harbour Training. October 2011. This workshop was very well received and there is discussion about having more of these workshops in the coming year.
- International Day on the Elimination of Racial Discrimination: Panel discussion on “Equity & Discrimination”. March 2012.

The FPSE Human Rights and International Solidarity Committee (HRISC) met in December 2011 and February 2012. Representatives from all over the province attended. This provincial committee, which advocates on behalf of rights issues broadly defined, is very interesting to me. There are discussions about water rights, land rights, local and global issues, as well as ‘traditional’ human rights issues of discrimination, racism, and oppression towards some specific Aboriginal groups. As a committee, HRISC sees itself as advocating for rights that extend beyond labour issues; it is about rights in the sense of respect, fairness, equity, and safety.

At the February 24 meeting of the FPSE Human Rights and International Solidarity Committee (HRISC), there were a series of interesting motions that were carried. I noted these in my last report in *Words and Vision*. However it is worth noting that we have had quite a bit of discussion about the Enbridge pipeline and what that means to us as activists—and why we need to speak out about the pipeline. There were also two motions passed about the consumption of Coca-Cola products—the committee urges us to think conscientiously about the products that are purchased and consumed for our meetings and use.

In closing, I would like to thank the FSA for supporting me in my role, and also supporting the work of the FPSE HRISC. Thanks also goes to other committees that I have worked with, in supporting events related to human rights issues.

*Respectfully submitted,*  
*Adrienne Chan*

## FPSE Non-Regular Employees Rep – Peter Clayton

Since being elected to this position last May I’ve been hired to work elsewhere and, therefore, I haven’t been on campus as much as I’d anticipated. Consequently, I’ve had limited opportunity over the academic year for face-to-face communication with other sessionals. This is unfortunate because my original plan had included arranging social events where we could get together and discuss issues of mutual interest.

I’ve relied instead on emails and phone calls and would like to think I’ve responded to all enquiries in a timely and, hopefully, effective manner. These enquiries have increased as the semester winds down and have been about the usual concerns, including evaluations, hiring practices, accessing EI benefits during the summer months, and matters of discipline—or potential discipline.

I've also been asked to explain why sessionals at other institutions often fare better than we do at UFV in areas such as benefits and permanent (regularized) part-time positions. Presently the FPSE Non-Regular Faculty Committee, which is comprised of members from the other colleges, university-colleges and new universities around the province, is completing a comparison chart of the situation of sessionals according to different criteria. I was hoping it would be available in time for this report. Given this isn't the case, I'm now hoping it'll be available in time for the AGM at which time I'll make sure copies are on-hand.

My other duties have included attending meetings of the FSA Executive, along with two weekend meetings in Vancouver of the FPSE Non-Regular Faculty Committee. One of the FPSE initiatives was visible around campus during Fair Employment Week (FEW), October 24-28. You might have picked up one of the flyers I was handing out from the display table near the main entrance of the Abbotsford campus. I appreciate the objectives of FEW but feel the campaign needs more teeth. My suggestions at a FPSE meeting included one where I pointed out that "Hands Up for Fair Employment", which you likely saw on the posters and flyers, was a bit lame and should be replaced with something slightly less subtle such as "IT'S A RIP!" What else would you call 35% of the faculty being paid around half of what other faculty make for doing essentially the same job? We'll have to wait until next October to see if this recommendation is adopted.

I've also submitted a couple of short articles to the FSA *Words and Vision* newsletter in which I raise similar pointed questions about equity, secondary pay scales, and fair play in how sessionals are treated. This is generating some feedback.

I'll be on campus over the summer, but not very much over the next academic year. Presently, therefore, I only plan to run again as the Non-Regular representative if there's no other candidate. I encourage you to consider the position. There's a lot of work that needs to be done.

On behalf of the FSA, thanks to all sessionals for your great work over the past year. I know your students appreciate you, and I hope your work becomes more fully recognized and rewarded in the near future.

*Peter Clayton*



# FINANCIAL STATEMENTS

**UFV FACULTY & STAFF ASSOCIATION**  
Index to Financial Statements  
Year Ended March 31, 2011  
*(Unaudited)*

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**UFV FACULTY &  
STAFF ASSOCIATION**  
Financial Statements  
Year Ended March 31, 2011  
*(Unaudited)*

Hanna Barton & Company Ltd.  
CERTIFIED GENERAL ACCOUNTANT

Hanna Barton & Company Ltd.  
CERTIFIED GENERAL ACCOUNTANT

**UFV FACULTY & STAFF ASSOCIATION**  
**Statement of Financial Position**  
**March 31, 2011**  
*(Unaudited)*

	2011	2010
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 108,756	\$ 27,895
Term deposits (Note 3)	30,000	115,950
Accounts receivable	23	67,457
Interest receivable	-	36
Prepaid expenses	264	65
	<b>139,043</b>	<b>211,403</b>
<b>LONG TERM INVESTMENTS (Note 5)</b>	<b>315,831</b>	<b>231,254</b>
<b>CAPITAL ASSETS (Note 4)</b>	<b>12,424</b>	<b>14,980</b>
	<b>\$ 467,298</b>	<b>\$ 457,637</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 34,273	\$ 54,989
<b>NET ASSETS</b>		
Invested in capital assets	12,424	14,980
Unrestricted fund	420,601	387,668
	<b>433,025</b>	<b>402,648</b>
	<b>\$ 467,298</b>	<b>\$ 457,637</b>

ON BEHALF OF THE EXECUTIVE COMMITTEE

Secretary-Treasurer

See notes to financial statements

**REVIEW ENGAGEMENT REPORT**

To the Members of UFV Faculty & Staff Association

I have reviewed the statement of financial position of UFV Faculty & Staff Association as at March 31, 2011 and the statements of income and changes in net assets for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to me by the association.

A review does not constitute an audit and, consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

Abbotsford, British Columbia  
 June 23, 2011

CERTIFIED GENERAL ACCOUNTANT

UFV FACULTY & STAFF ASSOCIATION  
**Statement of Income**  
 Year Ended March 31, 2011  
*(Unaudited)*

	2011	2010
<b>RECEIPTS</b>		
Dues	\$ 786,375	\$ 730,431
Social events contributions	5,301	3,750
Reserve revenues	10,997	9,877
	<b>802,673</b>	<b>744,058</b>
<b>EXPENDITURES</b>		
Amortization	3,106	3,745
Annual general meeting	2,953	2,204
Charitable donations	12,505	3,570
Committee expenses	1,819	1,211
Communications/website	6,924	3,049
Delegate fees, training and seminars	4,275	5,451
Executive releases	246,009	230,073
Executive transition meeting	5,996	5,741
FSA Office staff (CUPE)	94,816	95,037
Federation of Post-Secondary Educators fees	343,231	330,324
Fraser Valley Labour Council	3,006	2,694
Membership recognition	11,499	4,861
Office supplies, phone and fax	10,388	10,715
Professional fees	8,758	8,554
Social events contributions	12,307	12,247
Travel	4,704	4,163
	<b>772,296</b>	<b>723,639</b>
<b>EXCESS OF RECEIPTS OVER EXPENDITURES FROM OPERATIONS</b>	<b>30,377</b>	<b>20,419</b>
<b>OTHER INCOME</b>	-	34,007
<b>EXCESS OF RECEIPTS OVER EXPENDITURES</b>	<b>\$ 30,377</b>	<b>\$ 54,426</b>

See notes to financial statements

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Hanna Barron & Company Ltd  
 CERTIFIED GENERAL ACCOUNTANT

UFV FACULTY & STAFF ASSOCIATION  
**Statement of Changes in Net Assets**  
 Year Ended March 31, 2011  
*(Unaudited)*

	Invested in Capital Assets	Unrestricted Fund	2011	2010
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 14,980	\$ 387,668	\$ 402,648	\$ 348,222
Excess of receipts over expenditures	(2,556)	32,933	30,377	54,426
<b>NET ASSETS - END OF YEAR</b>	\$ 12,424	\$ 420,601	\$ 433,025	\$ 402,648

See notes to financial statements

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Hanna Barron & Company Ltd  
 CERTIFIED GENERAL ACCOUNTANT

**UFV FACULTY & STAFF ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended March 31, 2011**  
*(Unaudited)*

**1. PURPOSE OF ORGANIZATION**

The Association is incorporated in British Columbia. Its primary purpose is to promote and protect the welfare and professional interests of its membership in the university.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Use of estimates

When preparing financial statements according to Canadian generally accepted accounting principles, we make estimates and assumptions relating to:

- Reported amounts of receipts over expenditures
- Reported amounts of assets and liabilities
- Disclosure of contingent assets and liabilities

We base our assumptions on a number of factors including historical experience, current events and actions that the organization may undertake in the future, and other assumptions that we believe are reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions. We use estimates when accounting for certain items such as useful lives of capital assets and impairment of long-lived assets.

Investments

Long-term investments are recorded at the lower of cost or fair market value.

Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Equipment and furniture      20%      declining balance method

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates include providing for amortization of capital assets. Actual results could differ from these estimates. These estimates are reviewed periodically.

*(continues)*

**UFV FACULTY & STAFF ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended March 31, 2011**  
*(Unaudited)*

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Financial instruments

Financial instruments are required to be classified into one of five categories: held for trading, held to maturity, loans and receivables, available for sale or other financial liabilities.

Cash and short-term investments have been designated as held for trading which are measured at fair value. Accounts receivable are classified as loans and receivables which are measured at amortized cost. Accounts payable and accrued liabilities, and long-term debt are classified as other financial liabilities which are measured at amortized cost, which is determined using the effective interest method.

Held for trading financial instruments are initially recorded at their fair value, without any deduction for transactions costs incurred on sale or other disposal. Transactions to purchase or sell these items are recorded on the settlement date. Gains and losses arising from changes in fair value are recognized immediately in revenue.

Fees incurred on an exchange of financial liabilities or a modification of the terms of financial liabilities that is accounted for as an extinguishment are included as part of the gain or loss on extinguishment, while any related other costs incurred are recognized in current income. Any fees incurred on the exchange or modification of a financial liability not accounted for as an extinguishment are included in the carrying amount of modified financial liability and amortized over its remaining expected life. Any related other costs incurred are recognized in current year income.

Income taxes

The Association is exempt from income taxes under the Income Tax Act ("the Act").

**3. TERM DEPOSITS**

	2011	2010
Maturing March 22, 2011, earning interest at 1.25%	\$ -	\$ 115,950
Maturing September 22, 2012, earning interest at 1.25%	30,000	-
	\$ 30,000	\$ 115,950

**4. CAPITAL ASSETS**

Cost	Accumulated amortization	2011 Net book value	2010 Net book value
Equipment and furniture	\$ 70,617	\$ 58,193	\$ 12,424
		\$ 14,980	\$ 14,980

**UFV FACULTY & STAFF ASSOCIATION**  
**Notes to Financial Statements**  
**Year Ended March 31, 2011**  
*(Unaudited)*

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**5. INVESTMENTS**

	2011	2010
BMO Nesbitt Burns, fixed income accounts, (market value 2011 - \$NIL; 2010 - \$237,766)	\$ -	\$ 231,254
McQuarie Private Wealth, equities, trust units and preferred shares (market value 2011 - \$333,154; 2010 - \$NIL)	315,831	-
	<b>\$ 315,831</b>	<b>\$ 231,254</b>

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**6. FINANCIAL INSTRUMENTS**

The Association's financial instruments consist of cash, accounts receivable, investment, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the Association is not exposed to significant currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.

The organization is exposed to financial risk that arises from the fluctuation of interest rates with respect to long-term investments.

There are no derivative financial instruments to mitigate these risks.

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**7. STATEMENT OF CASH FLOWS**

A statement of cash flows has been omitted as it would not provide additional meaningful information not readily determinable from other financial information provided.

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University of the Fraser Valley  
**Faculty & Staff Association**

**NOMINATION FORM  
ELECTION OF OFFICERS  
2012**

**Positions to be filled:**

- ◆ Faculty Vice-President (2 year term)
- ◆ Staff Contract Administrator (2 year term)
- ◆ Chief Negotiator (2 year term)
- ◆ Communications Chair (1 year term)
- ◆ Agreements Chair (2 year term)
- ◆ JPDC Co-Chair (1 year term)
- ◆ Occupational Health & Safety Co-Chair (1 year term)
- ◆ Social Committee Chair (1 year term)
- ◆ FPSE Rep - Status of Women (1 year term)
- ◆ FPSE Rep - Human Rights (1 year term)
- ◆ FPSE Rep - Non-Regular Employees (1 year term)

'Duties and Responsibilities' and the '2012 Proposed Release Structure' for Executive officers can be viewed at ['2012 FSA AGM'](#).

**Nominations:**

Please complete this form and forward it to the FSA Office (B377) Abbotsford Campus by April 10, 2012 for inclusion in the AGM package. Nomination forms will also be accepted at the AGM. Nominations will close at the AGM on Wednesday, May 2, 2012.

**Candidate Statements:**

All nominees will have the opportunity to present a three-minute statement at the AGM. Written candidate statements shall be forwarded to [Tanja.rourke@ufv.ca](mailto:Tanja.rourke@ufv.ca) no later than 12 pm on Thursday, May 3, 2012. All statements will be posted on the FSA website at 4 pm, Thursday, May 3, 2012.

If necessary, an election for the contested positions will take place on May 4, 7 & 8, 2012.

I nominate \_\_\_\_\_  
*(please print clearly)*

for the position of \_\_\_\_\_  
*(please print clearly)*

\_\_\_\_\_  
*(name and signature of NOMINATOR...please print clearly)*

\_\_\_\_\_  
*(date)*

I accept the nomination \_\_\_\_\_  
*(signature of NOMINEE)*

