

Ryerson Faculty Association
Executive Committee Meeting:

MINUTES

February 28, 2012 Oakham House, Thomas Lounge Room.

ATTENDANCE:

<i>Office</i>	<i>Officer</i>	<i>Yes/No/Regrets</i>
President	Anver Saloojee	Yes
Vice President Internal	Jason Lisi	Yes
Vice President External	Joanne DiNova	Apologies
Treasurer	Bozena Todorow	Yes
Secretary	David Naranjit	Yes
Chair, Grievance	Sophie Quigley	Yes
Chair, Negotiating	Peter Danziger	Yes
Chair, Professional Affairs	Kileen Tucker-Scott	Yes
Chair, Equity Issues	Jennifer Clarke	Yes
Health & Safety Officer	Fernando Pardo	Yes
Member at Large	Franklyn Prescod	Yes
Member at Large	Anthony Francescucci	Yes
Staff	André Foucault	Yes
Staff	Agnes Paje	Yes

1. Order/Establishment of Quorum

Meeting began with Quorum at 10:10 AM.

2. Approval of Agenda

Motion to adopt Agenda (Pardo/Francescucci)
Adopted

3. Approval of Minutes

Motion: BIRT the Minutes of February 7, 2012 be adopted (Tucker-Scott/Quigley). Adopted

4. Matters Arising/Old Business:

➤ HR Survey (Lisi)

After much deliberation and consideration, The RFA Executive has agreed that it will formally object to the gathering of the data in questions 11.1 to 12.2 inclusive unless administration provides the RFA Executive with a

clearly written guarantee that there will be no reprisals as a result of this data, and that the information will not be used for any evaluative purposes whatsoever as far as any RFA members are concerned, and that this data cannot be referred to or relied upon in any decisions relevant to the member, or placed in the member's file. In addition, administration must send out a memo to the Deans, clearly indicating that they cannot use the data in these questions to evaluate their Chairs as a group, and they cannot use the data collected in these questions as the basis of any future inquiries into the performance of their Chairs.

The Administration has agreed to provide us with the letter and the assurances we have requested.

The RFA has now formally withdrawn its objections and the survey will proceed. During the week of March 7, 2012 communication around the will begin.

- Appointment of Committee Members

14.5 Vacancies and By-elections

- 14.5(a) If any position on the Executive Committee or the Negotiating Committee remains vacant after the deadline contained in the second call for nominations, the Executive Committee shall recruit a Member to fill each vacant position, and shall seek, at the earliest possible opportunity, confirmation by the membership in the form of a "yes/no" mail-in ballot conducted according to the procedures prescribed in Article 14.1(a) of this Bylaw. A simple majority of "Yes" votes is required for the Member to be declared elected for the remainder of the term in question.
- 2 vacancies on the Professional Affairs Committee
- 2 vacancies on Equity Committee
- 3 vacancies on Services Committee

5. New Business

- COFAS meeting and request

BIRT the RFA donate \$1000.00 to the COFAS meeting to be held at Niagara on the Lake in Spring 2012 (the letter from COFAS requesting a donation is in Appendix 1) Quigley/Tucker-Scott) Adopted

6. Report on the Communication Sub-Committee (Francescucci/Prescod)

The new electronic platform that is being developed has built into it greater functionality with respect to two way communicating with members and will facilitate communication between members. Capacity is currently being built into the platform to permit electronic voting for elections for RFA positions – though as Faculty Associations and Unions have cautioned the RFA we need to be concerned with privacy & confidentiality issues and we must be vigilant with respect to access to and confidentiality of the electronic voting record.

- BIRT The Elections Committee investigate the implementation of electronic voting for the election of RFA positions and make recommendations to the Executive (Tucker-Scott/Quigley) Adopted

7. Report on the last update meeting (Quigley)

- No report as there has been no update meeting since the last Executive meeting

8. Reports

a) Finance **Todorow**

The Executive received, noted and discussed the most recent Financial Statement & Variance Report (to February 09, 2012), prepared by the Treasurer.

b) Grievance **Quigley**

- Grievance 2009.08 (Breach of Settlement) was settled on February 12, 2012
- Grievance 2010.08 (Unaddressed Complaint) was settled on February 12, 2012
- Grievance 2011.08 (Promotion Denial) was referred to arbitration on February 27, 2012

9. Adjournment

The meeting adjourned at 1:00PM

Appendix 1: Letter from COFAS

February 17, 2012

Dr. Anver Saloojee
President
Ryerson University Faculty Association

Dear Dr. Saloojee,

We are writing to you as the Site and Agenda Coordinators of the 2012 Conference of the Canadian Organization of Faculty Association Staff (COFAS) which will be held in Niagara-on-the-Lake, Ontario. As you are most likely aware, COFAS is a network of individuals who consult one another on a regular basis and gather annually at a conference that is arranged to provide customized professional development for post-secondary Faculty Association Staff that can be found nowhere else. Topics presented at past conferences have included: "Who's Reading Your Email? On-line Voting and Electronic Communication Considerations", "Newsletter Design Elements", "Newsletter Writing", "Dealing with Annual Executive Turnover", "Re-engineering the Small Office", "Privacy Legislation: How will it affect Faculty Associations", "Getting the Most out of your Lawyer", "Disability and Return to Work", "Duty of Fair Representation", and the list goes on.

The 2012 Conference also celebrates the 30th Anniversary year of COFAS as an organization. Recognizing that COFAS colleagues across the country range from lawyers, executive directors, and member services officers to administrative professionals, it has always been our aim to keep dues rates (\$40/year) and conference fees (normally less than \$250/conference) very reasonable so that all can afford to participate. We also organize our conferences so that they are held in three geographic regions of Canada and rotate among them to keep travel costs low and all organizers of the conferences are volunteers. Many of us being involved in bargaining for our faculty associations; we are also very skilled at booking venues and negotiating for very competitive accommodation rates for our conferences.

To help offset costs COFAS has also customarily requested donations from Faculty Associations either in the region that the conference is being held (East, West, or Central Canada) or from across the country when a special occasion arises such as the 30th Anniversary of COFAS. A contribution from your Faculty Association would assist in making this year's conference a rousing success and we hope to hear from you about such an investment in the professional development of your staff and that of staff across the country which in turn benefits members at all Faculty Associations.

Our own local Faculty and Provincial Associations, in fact, have made donations in the amount of \$1,000.00, from CUASA and \$1,000.00, from the Confederation of Alberta

Faculty Associations, and challenge other local, provincial and national Faculty Associations to also make similar contributions to ensure the success of this conference and future conferences.

Financial contributions should be made payable to COFAS and may be sent directly to: *Deborah A. Jackson, Treasurer, c/o Carleton University Academic Staff Association, 408 Dunton Tower, 1125 Colonel By Drive, Ottawa, ON K1S 5B6.* Donations to COFAS will be recognized during the conference in printed programs and during our presentations.

If you would like any further information please contact the Site Coordinator, Kimberly Benoit or the Agenda Coordinator, Roxanne Rowe via the information below. Thank you in advance for your contribution.

Your sincerely,

Kimberly A. Benoit, B.A.
COFAS Membership Director
Conference Agenda Coordinator
COFAS 2012 Conference Site Coordinator
Executive Director

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