



Representing Contract Faculty, Teaching Assistants, Graduate Assistants,
and Part-Time Librarians and Archivists @York University, Toronto

Canadian Union of Public Employees/Syndicat canadien de la fonction publique local/section locale 3903

AUGUST 2019 EXECUTIVE REPORTS

Name: Maija Duncan

Position: Chairperson

Date of submission: August 25th

Report Period: July 26th - August 25th

Duties of the position: Organizing the day-to-day operations of the local, including supervising staff, ensuring the smooth running of the executive committee, chairing meetings, acting as a signing authority, liaising with CUPE National, and acting as main contact with legal counsel.

Projects, priorities, and tasks for this period:

- Working on organizing remediation files for future arbitration dates.
- Coordinating with CUPE National to see if we could get a tax lawyer to verify the employer's information on the GIA (for Units 1 and 3) potentially being taxable. This is still ongoing.
- Sat on the hiring committee for the term staff rep position.
- Coordinated with the expert hired to review the draft local sexual violence policy. We should be able to have a completed draft policy for discussion at the September GMM.

Plans for next month:

- Help with orienting the new staff rep
- Help SC with orientations, BBQ, etc.
- Resolve whether GIA is taxable and move to either grieve if not or negotiate a solution if it is
- Finish up all remediation files to present the five "test" cases to the arbitrator
- Meet with FGS and hopefully get the GA assignment protocol (to incentivize the hiring of GAs) rolled out

Meeting and event attendance:

Exec Meetings: Aug 7th, Aug 23rd

(S)GMMs: Aug 20th

Other Meetings/Events: Meeting with the employer about GIA (Aug 9th), Stewards' Council (Aug 20th), TFAC (Aug 23rd)



Representing Contract Faculty, Teaching Assistants, Graduate Assistants,
and Part-Time Librarians and Archivists @York University, Toronto

Canadian Union of Public Employees/Syndicat canadien de la fonction publique local/section locale 3903

Name: Gizem Çakmak

Position: Recording Secretary/Research Officer

Date of submission: August 25, 2019

Report Period: July 25, 2019 - August 25, 2019

Duties of the position: Taking minutes at all meetings of the local and keeping their records. Compiling and maintaining a policy book of the various policies passed by both GMMs and the Executive. Ensuring that the local's funds are used only as authorized or directed by the National Constitution, Local Union bylaws, or vote of the membership. Performing or arranging specific research tasks required by the Executive and/or the membership. Fulfilling other administrative duties as directed by the Executive Committee. Keeping a record of all correspondence received and sent out.

Projects, priorities, and tasks for this period: August was slower than the earlier months of summer. For the most part of August, I was home in Europe, so I participated in meetings via skype and carried out my duties (except minute taking) via email. In addition, I have:

- Responded to member inquiries via email,
- Prepared for the August GMM,
- Worked on bylaw languages to keep bylaws up to date and coherent,

Plans for next month:

- Review the draft Sexual Violence Policy with other members of the Executive sub-committee in order to get it ready for presentation to the general membership,
- Help the Stewards Council for incoming student orientations as well as the Welcome Back BBQ,
- Orient myself to Plooto as a signing authority to initiate the local's system for fund e-transfers,
- Help transition the new staff representative during the grievance season,
- Get ready for the September GMM and hopefully clear the backlog of unfinished business created due to May and August GMMs not having quorum.
- Help the local's delegates get ready for the CUPE National Convention,
- Take part in resolving any outstanding issues related to arbitration and remediation, in order to speed up the process of our new CAs being printed,
- Complete any tasks directed by the Executive Committee.

Meeting and event attendance:

Exec Meetings: August 7, August 23

(S)GMMs: August 20

Other Meetings/Events: August 23 TFAC meeting



Representing Contract Faculty, Teaching Assistants, Graduate Assistants,
and Part-Time Librarians and Archivists @York University, Toronto

Canadian Union of Public Employees/Syndicat canadien de la fonction publique local/section locale 3903

Name: Michael Laurentius

Position: Secretary-Treasurer

Date of submission: August 22nd, 2019

Report Period: August 1st - August 31st, 2019

Duties of the position: The Treasurer shall be responsible for keeping all financial accounts of the Local and shall be responsible for maintaining correct and proper accounts of all its members. Maintenance of the financial accounts of the Local shall require that the Treasurer, throughout her term, and on behalf of the Local's membership, be responsible for maintaining, organizing, safeguarding, and keeping on file all supporting documents, authorizations, invoices and/or vouchers for every disbursement made, receipts for all monies sent to CUPE National and any other organization to which the local is affiliated, as well as records and supporting documents for all income received by the Local Union.

Projects, priorities, and tasks for this period:

- Assisted Financial Coordinator with processing invoices, bills, and funds cheques
- Followed up with National Staff Rep re: strike reconciliation
- Maintained updated membership list based on monthly/bi-weekly dues lists
- Continued preparation for 2016-17 external audit
- Setup and verified necessary information with plooto to allow for fund e-transfers
- Investigated options for a Local's credit card, including gathering language for a credit card policy from other Local's bylaws
- Sat on Hiring Committee for term SR position; produced appointment letter
- Drafted new language for W&M, EHB, and PDF Bylaw appendices
- Met with FR, AVP Finance, and E&Y rep re: GIA/GFA; FR re: library and email access
- Liaised with 3902's ED re: sectoral database costs and features
- Contacted UIT about York's identity management system and redundant email accounts for graduate student members

Difficulties and recommendations:

Plans for next month:

- Prepare for 2016-17 external audit
- Prepare for CRA on-site audit
- Rollout plooto for fund accounts; assist with online form development
- Participate in new member orientations
- Finalize updated Bylaw language for funds
- Prepare for September GMM

Meeting and event attendance:

Exec Meetings: Aug 7, 23

(S)GMMs: Aug 20

Other Meetings/Events: Aug 2, 7 (Hiring); Aug 9 (FR & AVPF); Aug 20 (SC); Office Hours



Representing Contract Faculty, Teaching Assistants, Graduate Assistants,
and Part-Time Librarians and Archivists @York University, Toronto

Canadian Union of Public Employees/Syndicat canadien de la fonction publique local/section locale 3903

Name: Tanya Da Sylva

Position: Communications Officer

Date of submission: August 25, 2019

Report Period: July 26 - August 25

Duties of the position: Manage the local's communications, including maintaining and updating the website, sending the weekly newsletter, maintaining a social media presence, and other projects pertaining to communications and media relations.

Projects, priorities, and tasks for this period:

- Worked with Chief Steward Unit 1 to complete draft of an “understanding your pay” website and infographics
- Created draft of a GA misclassification campaign, will continue working with SC and GO on rolling out material
- Continued to maintain and update website; compose newsletter
- Worked on transition documents and plan for new Staff Rep (term) hire for 1281-3903 LMC
- Finished edits to members manual and had copies printed in time for orientations (online copy as well)

Difficulties and recommendations:

Plans for next month:

- Help SC with September BBQ advertising
- Help orient the new Staff Representative (term)
- Organize and archive communications material
- Finalize GA misclassification campaign material
- Continue to work on website and generating material to keep members informed
- Meet with Communications Committee to work on plans for the year
- Work with other exec to create a communication strategy for keeping members who filed strike associated pay discrepancy informed on progress

Meeting and event attendance:

Exec Meetings: August 7 & 23

(S)GMMs: August 20

Other Meetings/Events: Stewards Council August 20



Name: Mike Palamarek

Position: Chief Steward Unit 2

Date of submission: Aug. 25, 2019

Report Period: Aug. 1-25, 2019

Duties of the position (from CUPE 3903 Bylaws, June 2015):

- (a) The Chief Stewards shall be responsible for the mobilisation/coordination of all departmental/divisional stewards from all units, and for the calling and chairing of all stewards' council meetings.
- (b) The Chief Stewards shall report to the executive on all business conducted at the stewards' council meetings, including all recommendations for executive decision or action.
- (c) The Chief Stewards shall render assistance to any member of the Executive as directed by the Executive Committee.

Projects, priorities and tasks for this period:

- ❖ Weekly union office hours at Keele (Aug. 15, Aug. 22).
- ❖ Handled a very high volume of member inquiries.
- ❖ Contribution to final revisions and edits of 2019-2020 Members' Manual.
- ❖ Organization and scheduling, with the Chief Steward Unit 1, of fall 2019 CUPE 3903 departmental and Unit orientations (approximately 30 orientations scheduled so far).
- ❖ Collection, editing, and preparation of distribution material for fall orientations.
- ❖ Organization of Pay Discrepancy Survey submissions; follow-up meetings and contact with members.
- ❖ Support for members with grievances and other situations.
- ❖ Preparation of minutes and agenda for Aug. 20 Stewards' Council meeting.

Difficulties and recommendations:

- ❖ Pay Discrepancy Survey work remains substantial.
- ❖ There are a number of complex member cases which I am handling in conjunction with staff.
- ❖ I was out of the province for the first two weeks in August.

Plans for next month:

- ❖ Continuing to organize fall 2019 departmental orientations.
- ❖ Organization of material and delivery of departmental orientations.
- ❖ Continued work on Pay Discrepancy Survey in preparation for meetings with employer.
- ❖ Preparation of the three courses I will be teaching in fall 2019 term.
- ❖ Planning for Welcome Back BBQ!, last week of September.

Meeting and event attendance:

Exec meetings: 1 (Aug. 23)

Stewards' Council: 1 (Aug. 20)

GMMs: 1 (Aug. 20); Other: 0



Representing Contract Faculty, Teaching Assistants, Graduate Assistants,
and Part-Time Librarians and Archivists @York University, Toronto

Canadian Union of Public Employees/Syndicat canadien de la fonction publique local/section locale 3903

Name: Stacey Berquist

Position: Vice President Unit 1

Date of submission: August 25

Report Period: July 25-August 25

Duties of the position: The Vice Presidents shall be responsible for reporting to the executive on all matters of concern or interest within and outside the university. The Vice Presidents shall liaise with other university, union, student and other organisations, both within and outside the university, and help facilitate the activity of all union committees, including the Labour Management Committee. The Vice Presidents shall render assistance to any member of the Executive as directed by the Executive Committee.

Projects, priorities, and tasks for this period: Worked with rest of hiring committee to interview and adjudicate applicants for term Staff Rep position; continued working with other VPs to brainstorm ideas around committee accountability; helped prepare for August GMM; held office hours and assisted members via email

Difficulties and recommendations: Unexpected family emergency has led me to miss GMM and second August exec meeting; will need to catch up on some proposed bylaw amendment work.

Plans for next month: Finalize committee accountability recommendations to bring to exec for possible bylaw amendments; work with fund committees to finalize online applications and update bylaws; prepare for September GMM and associated committee elections; help with orientations and back-to-school activities.

Meeting and event attendance:

Exec Meetings: August 7

GMMs:

Other Meetings/Events: Hiring committee follow-up interviews August 7



Representing Contract Faculty, Teaching Assistants, Graduate Assistants,
and Part-Time Librarians and Archivists @York University, Toronto

Canadian Union of Public Employees/Syndicat canadien de la fonction publique local/section locale 3903

Name: Vanessa Lehan-Streisel

Position: Vice President Unit 2

Date of submission: August 25

Report Period: July 25-August 25

Duties of the position:

The Vice Presidents shall be responsible for reporting to the executive on all matters of concern or interest within and outside the university. The Vice Presidents shall liaise with other university, union, student and other organisations, both within and outside the university, and help facilitate the activity of all union committees, including the Labour Management Committee. The Vice Presidents shall render assistance to any member of the Executive as directed by the Executive Committee.

Projects, priorities, and tasks for this period:

- Planned SRC info sessions
- Worked with the hiring committee for the new staff rep hire
- Helped set up for GMM

Plans for Next month:

- Participate in new member orientations
- Prepare for September GMM
- Hold the SRC info sessions

Meeting and event attendance:

Exec Meetings: Aug 23

(S)GMMs: Aug 20

Other Meetings/Events: Hiring committee Aug 2



Representing Contract Faculty, Teaching Assistants, Graduate Assistants,
and Part-Time Librarians and Archivists @York University, Toronto

Canadian Union of Public Employees/Syndicat canadien de la fonction publique local/section locale 3903

Name: Tai Vo
President Unit 3

Position: Vice

Date of submission: August 24, 2019

Report Period: July 25, 2019 - August 25, 2019

Duties of the position: The Vice Presidents shall be responsible for reporting to the executive on all matters of concern or interest within and outside the university. The Vice Presidents shall liaise with other university, union, student and other organisations, both within and outside the university, and help facilitate the activity of all union committees, including the Labour Management Committee. The Vice Presidents shall render assistance to any member of the Executive as directed by the Executive Committee.

Projects, priorities, and tasks for this period:

Continued to hold summer office hours and assist members both in person and via email. Help set up for GMM. Continue working with new VPU1 and VPU2 to discuss accountability in committees and potential bylaw amendments.

Difficulties and recommendations:

N/A

Plans for next month:

Support orientations by holding office hours on September 3rd. Support CUPE 3903 Welcome BBQ and maintain VP, Unit 3 duties.

Meeting and event attendance:

Exec Meetings: Aug 23

(S)GMMs: Aug 20

Other Meetings/Events: Office Hours



Representing Contract Faculty, Teaching Assistants, Graduate Assistants,
and Part-Time Librarians and Archivists @York University, Toronto

Canadian Union of Public Employees/Syndicat canadien de la fonction publique local/section locale 3903

Name: Kelsey Ioannoni and Susannah Mulvale

Position: TFAC Co-Chairs

Date of submission:

Report Period:

Duties of the position:

(a) The Chairs of the Trans Feminist Action Caucus are responsible for the coordination of that caucus' activities. (b) The Chair(s) organise(s) regular caucus meetings during the academic year, represent(s) the Caucus at CUPE National and CUPE Ontario Division Women's Committee sponsored events and liaise with other feminist organisations in an effort to improve the position of all women, trans, gender queer and gender variant people at York University and within the labour movement. In the event that two TFAC caucus co-chairs are elected, both shall have a vote and both shall receive full honoraria. (c) The Chairs shall, upon termination of office, surrender all books, seals and other properties of the Local Union to their successor, upon termination of their terms of office, provide a copy of all documents pertaining to their work to the CUPE 3903 Archive.

Projects, priorities, and tasks for this period:

Figure out TFAC contributions to orientation sessions; hold august TFAC meeting (August 23rd)
Susannah sat on Hiring Committee

Difficulties and recommendations:

Low attendance due to summer

Plans for Next month:

Recruit! A goal of TFAC for september is to recruit new members and to let incoming graduate students know what TFAC is and how they can participate

Sort out what projects / commitments TFAC will take on for the upcoming academic year.

Meeting and event attendance:

Exec meetings: August 7th, August 23rd

(S)GMMs: August 20th

Other Meetings/Events: TFAC meeting: August 23rd