JULY 2019 EXECUTIVE REPORTS

Name: Maija Duncan **Position:** Chairperson

Date of submission: July 28 **Report Period:** July 1, 2019 - July 28, 2019

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:

- With the rest of the hiring committee, prepared the job posting, relevant documents, and reviewed applications for the term staff rep position. We'll have a successful candidate to announce within the next couple weeks.
- Continued to push the employer on their insistence that they can unilaterally create a new Article 11 in the Unit 1 and 3 CAs. Most recently we've requested a face-to-face meeting but have not heard anything back.
- Attended arbitration in the afternoon on July 23rd. Unfortunately there was no willingness from York's side to settle even some of the cases, and the most we got out of the day was a timeline and format for the arbitration of all the cases.
- Represented the local as intervenor (with CUPE National legal) at two cases at the Human Rights Tribunal of Ontario.
- Provided edits to the member's manual

Difficulties and recommendations:

It's July; things are quiet. That also means it's been hard getting a hold of people who are on vacation (for example in Faculty Relations). Things are moving slowly, which is frustrating, but they are moving!

Plans for next month:

Help prepare for orientations, review the suggestions of the external specialist hired to review the Local's sexual violence policy (first round of edits due early August), continue pushing the employer on Article 11 (or else send it to arbitration).

Meeting and event attendance:

Exec Meetings: July 3 & 19

Other Meetings/Events: Meeting with legal (July 22), Hiring Committee (July 24)

Name: Gizem Çakmak **Position:** Recording Secretary/Research Officer

Date of submission: July 27, 2019 **Report Period:** July 1 - 30, 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: Since June 30, I've been away so I mostly carry out my duties online. This consists of my usual duties with the exception of taking minutes during Executive meetings (I'm grateful to VPU1, TFAC2, and GO who have taken minutes in my absence). While being away, I have:

- Participated in meetings via Skype,
- Responded to inquiries from members via email,
- Communicated with CUPE National in order to keep our bylaws up to date,
- Worked on bylaw amendment language to make our bylaws more consistent,
- Organized the online archive of the Executive Committee,
- Compiled the resolutions sent by our locals to CUPE Ontario and CUPE National Conventions,
- Together with TR, written the resolution languages for our local to submit to CUPE National Convention (with the exception of the resolutions submitted by members).

Difficulties and recommendations:

Plans for next month: I will continue my regular duties (most of which are ongoing projects) in August as well, in addition to undertaking any projects assigned by the Executive Committee. I will help the other members of the Executive as we work on presenting our data to the arbitrator for ongoing remediation grievances.

Meeting and event attendance:

Exec Meetings: July 3

(S)GMMs: N/A
Other Meetings/Events: N/A

Name: Michael Laurentius **Position**: Secretary Treasurer

Date of submission: July 25th, 2019 **Report Period:** July 1st - July 31st

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
- Met with some committees and caucuses re: accounting procedures and budgeting
- Began process of implementing an e-transfer option for CA funds and honoraria
- Began the process of investigating 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
- Phone call with Executive Director from 3902 re: UnionWare sectoral database
- Wrote language for finance-related CUPE National convention resolutions

Difficulties and recommendations:

Plans for next month:

- Liaise with 3902 and other post-secondary locals re: UnionWare sectoral database
- Continue preparing for 2016-17 external audit
- Finish verification process and test e-transfer service
- Meet with credit unions re: options for a Local's credit card
- Prepare Treasurer's report for first post-summer GMM
- Interview candidates for term SR position

Meeting and event attendance:

Exec Meetings: July 3rd & July 19th
(S)GMMs: N/A
Other Meetings/Events: Call with 3902 ED (July 9th), 1281 LMC Transition (July 16th), Hiring Committee (July 24th), Call with plooto (July 24th), Office Hours

Name: Julian Arend **Position**: Grievance Officer

Date of submission: July 31, 2019 **Report Period:** July 1, 2019 - July 31, 2019

Duties of the position: Handling and processing of all grievances and for the administration of the collective agreements, in concert with the grievance committee. Educating members about the collective agreements, how they work, and how they should be enforced. Chairing all Grievance Committee meetings.

Projects, priorities, and tasks for this period:

- Working with CS1 and CS2 to beginning the formal arbitration process for remediation
- Continuing with various grievance projects alongside staff
- Connected with Executive Director 3902 to coordinate the development of a sectoral database for application with Union software
- Answered member questions via email and occasionally in-office
- Attended all executive meetings, plus remediation arbitration preparatory meetings with counsel, and th first meeting with the arbitrator

Difficulties and recommendations:

- Non-York work commitments took up a significant amount of time, so my time in the office was limited; however, I made a point of being in as much as possible;
- Members involved in remediation grievances have been very slow to respond to request for documentation, which may exclude them and also makes the entire process difficult for everyone else

Plans for next month:

- Continue the formal remediation disputes arbitration process working with legal counsel and the mediator
- Follow through with testing and implementation of Union software and the sectoral database with partner Locals.
- Finish several existing non-remediation grievance arbitrations

Meeting and event attendance:

Exec Meetings: 3 July; 19 July

(S)GMMs: N/A

Other Meetings/Events: 9 July (arbitration prep w/legal); 9 July (union software); July 22 (remediation arbitration prep w/legal); July 23 (remediation arbitration)

Name: Tanya Da Sylva **Position:** Communications Officer

Date of submission: July 28, 2019 **Report Period:** July 1 - 31, 2019

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:

- Began edits of Members Manual for submission to printers on August 1st. Manual should be ready by September orientations.
- Held communications committee meeting and began work on campaigns for the Fall.
- Worked with other Executive members to craft funding explanations, call outs for information and other important updates for the membership.
- Attended remediation arbitration meeting and wrote a report for the membership.
- Started planning for transition of new term replacement hire.

Difficulties and recommendations:

Meeting and event attendance:

Exec Meetings: attended all exec meetings **(**July 3rd, and 19th, 2019).

(S)GMMs: none held.

Other Meetings/Events: communications committee meeting (July 3rd), 1281-3903 LMC transition planning meeting (July 16th), remediation arbitration (July 23rd).

Name: Alison Fisher **Position:** Chief Steward Unit 1

Date of submission: July 28 2019 **Report Period:** July 1st-31st, 2019

Duties of the position:
(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: I have been working with other Chief Stewards to organize departmental orientations for late August, and beginning of September. So far we have 15 orientations scheduled. Chief Stewards also edited the 2019 Members Manuel in preparation for the fall. The CS Unit 2 and I met to discuss fall events for the Stewards Council. We have tentatively discussed a small social gathering for stewards and interested members following the upcoming August GMM. We will also be in touch with Stewards to ask for assistance with orientations. I answered a number of member inquiries via email. I am also finalizing information to send to members about retroactive wage increases, vacation pay and Graduate Financial Assistance increases based on the arbitrator's ruling in December 2018. I also participated in two Executive meetings this month. Finally, I attended a legal preparation meeting with our lawyer Rick Blair on July 22nd to discuss strategy as we prepared to meet with a mediator and the arbitrator assigned to assist us in addressing outstanding remediation on July 23rd. I sent relevant information to our lawyer to assist our case.

Difficulties and recommendations: My parent was visiting from out of province at the beginning of July so I was not as available for meetings and email inquiries during this time.

Plans for next month: Arrange for support from stewards and members for upcoming orientations and begin to plan for our fall 'Welcome Back' BBQ.

Meeting and event attendance:

Exec Meetings: July 3rd and July 19, 2019

(S)GMMs:
Other Meetings/Events: Arbitration prep with lawyer, July 22nd, 2019
Stewards Council: N/a

Name: Mike Palamarek **Position:** Chief Steward Unit 2

Date of submission: July 30, 2019 **Report period:** July 1-31, 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 (July 11, July 17, July 18, July 24, July 25).
❖ Handled a high volume of member inquiries.
❖ Preparation for meeting with disputes arbitrator in July 23.
❖ Organization and scheduling of fall 2019 CUPE 3903 departmental and Unit orientations.
❖ Organization of Pay Discrepancy Survey submissions; follow-up meetings & contact with members.
❖ Contribution to revisions and edits of 2019-2020 Members' Manual.
❖ Support for members with grievances and other situations
❖ Sent and organized series of information requests from the employer (LSTA extension & non-renewed lists, latest membership list, Volume & Distribution reports, Conversion & LSTA equity breakdowns, successful CUPE 3903 members in YUFA teaching stream hires, Pension Plan list, etc.).
❖ Attended 11 meetings or events in the past month.

Difficulties and recommendations:

❖ Pay Discrepancy Survey work is substantial.
❖ There are a number of complex member cases which I am handling in conjunction with staff.

Plans for next month:

❖ Continuing to organize fall 2019 departmental orientations
❖ Continued work on Pay Discrepancy Survey in preparation for meetings with employer.
❖ I will be out of province from July 31st to approximately August 12th.

Meeting and event attendance: Exec meetings: 2 (July 3; July 19); Stewards' Council: 0 (none scheduled); GMMs: 0 (none scheduled); Other: Mtg. with lawyer & member (July 8); Arbitration preparation mtg. with lawyer (July 9); CUPE Ontario Leadership mtg. (July 10); Mtg. with member & employer (July 17); Nursing mediation session (July 18); Mtg. with member & employer (July 19); Arbitration prep mtg. with lawyer (July 22); Arbitration hearing (July 23); Mtg. with member & employer (July 24)

Name: Stephanie Power **Position:** Chief Steward, Unit 4

Date of submission: July 30, 2019 **Report Period:** June 30, 2019 - July 30, 2019

Duties of the position: The Chief Steward shall be responsible for:

- The mobilization and/or coordination of all departmental stewards from all units, and for the calling and chairing of all stewards' council meetings;
- Reporting to the executive on all business conducted at the stewards' council meetings, including all recommendations for executive decision or action;
- Rendering assistance to any member of the Executive as directed by the Executive Committee;
- Surrendering, upon termination of office, all books, seals and other properties of the Local Union to her successor, and upon termination of their terms of office, provide a copy of all documents pertaining to their work to the CUPE 3903 Archive.
- Advising unit 4 members on issues involving the Unit 4 Collective Agreement

Projects, priorities, and tasks for this period: Communicated with library HR to circulate job postings for 2019/2020 academic year to membership and update seniority list. Answered queries from membership regarding their membership status, PDF applications, childcare benefits, etc. Held weekly office hours Friday mornings to address member issues and assist with day-to-day operations.

Difficulties and recommendations:

- Collective Agreement has still not been printed in hard copy for distribution or given to the membership to review, to be discussed with faculty relations
- Outstanding issue of emergency pay related to the university closures in February, to be discussed at next meeting of the Unit 4 LMC

Plans for next month: Continue to communicate with the other members of the Unit 4 LMC to begin drafting discussion points for our next meeting with the employer. Strategize with Chairperson on options for collaborating with YUFA librarians to have the 17 hour cap currently placed on unit 4 work addressed. Work with members of the Exec to facilitate a "Welcome Back" union orientation session.

Meeting and event attendance:
Exec meetings: July 21

Name: Stacey Berquist **Position:** Vice President Unit 1

Date of submission: **Report Period:** April 1, 2019 - April 17, 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: Worked with other hiring committee members to adjudicate applications for SR position and prepared interview materials; began helping to organise August GMM; held office hours and helped members via email;

Difficulties and recommendations:

Plans for next month: Interview candidates for SR position; help get all fund-adjudicating committees moved to online forms; prepare for August GMM; continue helping to prepare for September and back to school

Meeting and event attendance:

Exec Meetings: July 3rd, July 19th
GMMs: n/a
Other Meetings/Events: Hiring committee July 24th

Name: Vanessa Lehan-Streisel **Position:** Vice President Unit 2

Date of submission: **Report Period:** April 1, 2019 - April 17, 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:
- Sat on Hiring committee for term SR position
- Research re SRC files
- Started planning SRC info sessions
- Sat on Common First Year committee

Plans for Next month:
Finish hiring for SR, Member outreach planning for Sept., Finish planning SRC info sessions in Sept.

Meeting and event attendance:

Exec meetings: July 19, July 3
(S)GMMs: None
Other Meetings/Events: Hiring committee July 24, Common First Year committee July 17

Name: Tai Vo **Position:** Vice President Unit 3

Date of submission: July 26, 2019 **Report Period:** July 1, 2019 - July 31, 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: Held office hours and helped members via email and during office hours.

Difficulties and recommendations:
N/A

Plans for next month: Prepare for meeting with YUFA over GA protocol which will take place in August; Discuss and outline accountability process for CUPE 3903 committees with VP Unit 1 and VP Unit 3 and discuss process with exec.

Meeting and event attendance:

Exec Meetings: July 3rd, July 19th
GMMs: n/a
Other Meetings/Events:

Name: Kelsey Ioannoni and Susannah Mulvale **Position:** TFAC Co-Chairs

Date of submission: July 25th 2019 **Report Period:** July 1, 2019 - July 31, 2019

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:

This month the TFAC co-chairs participated in executive meetings, and TFAC 2 is participating in the hiring committee for the new staff position.

Difficulties and recommendations:

Attendance at TFAC summer meetings is very low. As such, we will not hold an official June or July meeting. Should any TFAC members feel that there needs to be a meeting during this time for any emergency reasons, please get in contact with us

Plans for Next month:

We will have a TFAC meeting in August where we will plan for the upcoming Fall 2019 term, as well as sort out attending orientations in early September to inform new members about the role of TFAC and their membership in TFAC.

Meeting and event attendance:

Exec meetings: Kelsey: July 19th; Susannah: July 3rd
(S)GMMs: N/A
Other Meetings/Events::