JUNE 2019 EXECUTIVE REPORTS

Name: Maija Duncan **Position:** Chairperson

Date of submission: June 30, 2019 **Report Period:** May 17-June 30

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:

- Reviewed the CAs for Units 1, 2, and 3. They're not ready to print yet as the employer insists on trying to introduce language that was neither bargained not even presented in arbitration. I am continuing to push for the employer to drop this completely unreasonable position.
- Attended CUPE Ontario Convention (May 28-June 1), including a university-sector meetup to discuss the Student Choice Initiative.
- Attended the Judicial Review of the application of the Code of Student Rights and Responsibilities (May 31). We won! All sanctions quashed!
- Attended (and helped organize) a mandatory training on sexual violence and sexual harassment with the executive committee.
- Coordinated with third party expert to advance the Local's internal sexual violence policy. We're hoping to have something ready for approval at the latest September.
- Coordinated with legal counsel on ongoing cases.
- Consultation with the Office of Student Community Relations (OSCR) to review the Student Code.
- Worked on the hiring protocol for the term staff rep position, as one of our staff is taking a leave.

Plans for next month:

I expect the hiring will take up a lot of my time. I will keep pushing until we have CAs ready to print, and will help where I can with preparing for August/September orientations. I'm also looking into coordinating with YUFA on Unit 4 issues. Preparation for CUPE National Convention (which will take place in October) will start in early July.

Meeting and event attendance:

Exec Meetings: May 24, June 12, June 21

(S)GMMs: N/A

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

Date of submission: June 27, 2019 **Report Period:** May 17 - June 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:

- Undertook my regular duties such as holding office hours, taking minutes, acting as signing authority, organizing the local's records, communicating with CUPE Ontario and CUPE National about the bylaws and additional matters deemed necessary by the Executive,
- With other members of the Executive Committee, reviewed the Unit 1, 2 and 3 collective agreements to make sure that they are in line with the proposals agreed by our Bargaining Team, as well as the provisions awarded by Arbitrator Hayes (surprise surprise, there are things that our Employer is trying to be sneaky about)
- Attended CUPE Ontario Convention (regular business on the floor, University Workers Caucus meeting, Pink Triangle Caucus meeting, and Racialized Workers meeting) as well as a meeting with allies from other university sector locals regarding how to fight Ford's Student Choice Initiative.
- Attended the Judicial Review hearing (May 31) on behalf of myself and the other members that are being reprised by the Employer for participating in legal strike actions (the review we were granted! unanimously! yay!)
- Attended the consultation session with OSCR (Office of Student Community Relations) on reviewing the code, since they wanted our union's input (it was interesting to hear that they still claim that they haven't violated our CA, despite the judicial review result)
- Attended the mandatory anti-sexual violence training,

Plans for next month: I will be away as of June 30, so I'll continue my duties via email, with the exception of taking minutes.

Meeting and event attendance:

Exec Meetings: May 24, June 12, June 21

(S)GMMs: N/A

Other Meetings/Events:

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

Date of submission: June 30th, 2019 **Report Period:** May 17th - June 30th

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
- Attended CUPE-O convention
- Finalized 2015-16 external audit; began preparation for 2016-17 external audit
- Rewrote Treasurer's Response to Trustees for the adjusted 2017-18 trustees' audit
- Provided documents for and assisted Trustees with 2018-19 trustees' audit
- Met with some committees and caucuses re: accounting procedures and budgeting
- Began process of implementing an e-transfer option for CA funds
- Began process of investigating options for a Local's credit card, including gathering language for a credit card policy from other Local's bylaws

Difficulties and recommendations:

Plans for next month:

- Meet with committees, caucuses, and working groups to help plan out budgets and familiarize them with proper accounting practices
- Continue to investigate digital grievance tracking options with GO and staff
- Continue preparing for 2016-17 external audit
- Meet with committees, VPs, and Trustees about electronic forms and payment
- Meet with credit unions re: options for a Local's credit card
- Write language for finance-related CUPE National convention resolutions

Meeting and event attendance:

Exec Meetings: May 24th, June 12th, 21st
(S)GMMs: N/A
Other Meetings/Events: U1 CA Review (May 22nd), 1281 LMC (May 28th), Office Hours

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

Date of submission: **Report Period:**

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:

- Preparing files and cases with staff and legal for the remediation arbitration on 23 July
- Ongoing grievances, arbitrations, and unjust discipline cases
- Investigating and addressing unjustified LSTA non-renewals
- Working with CS 2 to clarify the process for implementation of the new SRCs

Difficulties and recommendations:

- Members are continually asking about remediation pay, but over a hundred have not submitted documentation to back up their claims, which makes their cases more difficult to bring to arbitration.

Plans for next month:

- Finalize remediation pay discrepancy arbitration for Units 1, 2, &3
- Work with the YUFA Career Advisor to develop guidelines to help members navigate the SRC application process
- Start testing and deploying grievance and data tracking software

Meeting and event attendance:

Exec Meetings: May 24th, June 12th, 21st

(S)GMMs: N/A

Other Meetings/Events:

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

Date of submission: June 30th, 2019 **Report Period:** May 17th - June 30th

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:

- Reviewed the Unit 2 Collective Agreement which is not yet ready to print due to issues on York's end.
- Worked with the Recording Secretary to address the scheduling of CUPE National Convention over Yom Kippur
- Attended training on sexual violence and harassment arranged for the executive.
- Publicised the outcome of the Judicial Review.
- Drafted a hiring protocol for the term staff representative hire.
- Consulted with York on the student code of rights and responsibilities.
- Consulted with legal representatives on ongoing issues.
- Attended the Canadian Association of Labour Media (CALM) conference which included workshops on accessibility in communications and events, and privacy legislation.
- Worked with the Chief Stewards and other executive members on communications plans.

Difficulties and recommendations:

Meeting and event attendance:

Exec Meetings: attended all exec meetings (May 24th, June 12th, and 21st)

(S)GMMs: none held

Other Meetings/Events: U2 CA Review (May 27th), 1281 LMC (May 28th and June 25th)

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

Date of submission: June 30, 2019 **Report Period:** June 1st-30th

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:

- responding to many member inquiries regarding Grant-in-Aid, remediation updates, other funding and general inquiries
- drafted text for a member communique regarding wage increases so as to ensure that members received their retroactive and current wage increases as per the Arbitrator's ruling in December 2018; shared with Chief Stewards, Comms Officer and Chair for feedback
- Attended Sexual Violence Training with fellow Exec members
- Attended CUPE National training on "Duty to Accommodate"
- active Executive participant in discussions involving 3903 sexual violence policy drafts
- Attended mediation session between 3903 and Employer with staff and member

Difficulties and recommendations:
I was ill several times this month and was not able to make my office hours as regularly as I would have liked.

Plans for next month: This month I would like to finalize and release the communique re: retroactive wage and vacation pay increases along with the jot surveys. I would also like to meet with other Chief Stewards about a fall plan for bargaining mobilization with our members as well as update the Members' Manual for the fall. We will also discuss having a summer Stewards Council social.

Meeting and event attendance:

Exec Meetings: May 24th, June 14th

(S)GMMs: **N/A**
Other Meetings/Events: May 31st and June 7th (office hours), June 1st (Sexual violence training), June 7th (CUPE National Duty to Accommodate training), June 20th (mediation with Employer)
Stewards Council: N/A

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

Date of submission: June 30, 2019 **Report Period:** May 17 to June 30, 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:
- Agenda and minutes preparation for May 23 Stewards' Council meeting.
- Weekly union office hours at Keele (May 23, May 30, June 6, June 13, June 20, June 27, and Glendon (May 20, May 22, May 27, May 29, June 3, June 5, June 10)
- 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
- Attended 12 meetings or events in the past six weeks.

Difficulties and recommendations:
- Wrapped up teaching and grading for a spring courses.
- 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
- Contribution to editing and revision of 2019-2020 Members' Manual
- Preparation of SRC material and remediation pay issues and communication with the Unit 2 membership on these issues
- Scheduling of a series of meetings with members and the employer

Meeting and event attendance:
Exec meetings: 3 (May 24; June 12; June 21)
Stewards' Council: 1 (May 23)
(S)GMMs: 0 (none scheduled)
Other Meetings/Events: Two meetings with members (May 17); Labour Management Committee Meeting (May 21); Meeting with member (May 28); Anti-Sexual Violence Training (June 1); Call with lawyer for member case (June 19); Marshal for Trans March (June 21); Meeting with member and employer (June 26)

Name: Mariful Alam **Position:** Chief Steward Unit 3

Date of submission: **Report Period:** May 17-June 30, 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:

-Reviewed new Unit 3 CA - I am still figuring out some confusing elements of it before it's finalized
-Attended manditory sexual violence training
-Discussed and advised the chair on what steps to take and whether further legal actions are required to address the reprised CUPE members
-Continuing to respond to member emails and directing them accordingly

Difficulties and recommendations:

Plans for next month:
-Verify and finalize Unit 3 CA details, including updating the members manual
-Continue discussing how to expand Unit 3 - planning to hold a meeting regarding this with the appropriate stakeholders

Meeting and event attendance:

Exec meetings:
Stewards' Council:
(S)GMMs:
Other Meetings/Events:

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

Date of submission: June 28, 2019 **Report Period:** May 17, 2019 - June 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: Attended Anti-Sexual Violence Training with Gitanjali Lena. Responded to queries from membership regarding PDF applications and benefits. Communicated with the employer's LMC Co-Chair to reschedule the next meeting of the LMC as summer plans postponed the scheduled June 18th meeting. Held weekly office hours Friday mornings to address member issues and assist with day-to-day operations.

Difficulties and recommendations:

- LMC Meeting that was to be held June 18th was cancelled as the employer side was on vacation, clearly there needs to be better communication on this front
- Collective Agreement has still not been printed in hard copy for distribution or given to the membership to review
- Outstanding issue of emergency pay related to the university closures in February; to be discussed at next meeting of the LMC

Plans for next month: Continue to communicate with the other members of the 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 LMC members to draft onboarding materials for unit 4 members coming back in September as part of the annual "Welcome Back" sessions that are generally held by YUL.

Meeting and event attendance:
Exec meetings: June 21
Other Meetings/Events: Anti-Sexual Violence Training, May 17

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

Date of submission: June 24th **Report Period:** May 16th - June 30th

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 via email; helped adjudicate latest round of EHB in the absence of third committee member; volunteered as one of the exec member reps on 1281 hiring committee.

Difficulties and recommendations:

Plans for next month: Continue working with new VPU2 and VPU3 to discuss accountability in committees and potential bylaw amendments; participate in 1281 hiring committee work; continue working on bylaw amendments re: confidentiality and fund committee online applications

Meeting and event attendance:

Exec Meetings: June 21st
GMMs: n/a
Other Meetings/Events: Anti-sexual harassment training May 17; EHB adjudication June 19th

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

Date of submission: June 28, 2019 **Report Period:** May 17-June 30

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:

Had meetings for the Common First Year committee, Transportation committee, and Cross Campus Alliance.

- Reviewed the contracts for Units 1, 2 and 3.
- Attended sexual violence training with the rest of the exec.
- Planned event for September with the CCA.
- At the Transportation committee I tried to convey how serious the possible York train station closure (and the removal of GO buses etc. from campus) would be/is for our members who teach at multiple universities.
- Worked on the hiring protocol for the term staff rep position.

Plans for Next month:

I am on the hiring committee for our new staff hire so that will be my main focus. I will also continue to discuss Unit 2 outreach plans with other members of the exec, and continue discussions about committee accountability with the other VPs.

Meeting and event attendance:

Exec meetings: May 24, June 12, June 21
(S)GMMs: None held.
Other Meetings/Events: May 28 Common First Year Committee; June 1 Sexual Violence Training; June 17 Cross Campus Alliance; June 24 Transportation Committee

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

Date of submission: June 29, 2019 **Report Period:** May 17-June 30, 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 organizations, 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 via email.
Reviewed the contracts for Units 1, 2 and 3.
Attended sexual violence training with the rest of the exec.

Difficulties and recommendations:
N/A

Plans for Next month:
Continue working with new VPU1 and VPU2 to discuss accountability in committees and potential bylaw amendments; Continue to hold summer office hours and assist members via email

Meeting and event attendance:

Exec meetings: May 24, June 12
(S)GMMs: N/A
Other Meetings/Events: Anti-sexual harassment training June 1, 2019

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

Date of submission: June 26th, 2019 **Report Period:** May 17th - April 30th

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:

We elected the Trans Fund Adjudication Committee (consisting of Jordana Greenblatt, Thania Vega, and AJ Withers) and the SASSF Adjudication committee (consisting of Sehrish Malik, Yulia Neleptchenko, and Joanna Pearce). We decided at both the April and May meeting to adjourn until August for the summer.

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:

Continue to answer members emails and be available. We will also work on planning for recruitment in the new school year and a return meeting in August.

Meeting and event attendance:

Exec meetings: May 24th, June 12th, June 21st
(S)GMMs: 1 - no quorum
Other Meetings/Events: May 21st TFAC meeting ; May 17th Anti Sexual Violence Training (Susannah); June 1st Anti Sexual Violence Training (Kelsey)