



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

EXECUTIVE REPORTS

Name: Maija Duncan

Position: Chairperson

Date of submission: October 25th, 2020

Report Period: Sept 26th - Oct 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:

- Wrapped up logistic coordinator duties as a new Equity Officer (EO) was hired; met with new EO
- Worked on local's anti-racism initiatives, including working on upcoming survey and coordinating a facilitated conversation/anti-o workshop for exec that will focus on concrete problem solving
- Assisted staff with grievances and member cases as requested
- Meeting planning/coordination/chairing was particularly challenging this month

Plans for next month: Getting the new EO settled will be a priority. With bargaining starting next Friday, there's a lot to do to facilitate the drafting and approval of bargaining proposals. I will continue to support the BT, staff, and other exec members in whatever projects need an extra hand. We're also looking to have a survey to gather data specific to members' experiences of racism out next month to both supplement bargaining and potentially mount a systemic racism case.

Meeting and event attendance:

Exec Meetings: Oct 8 (joint w BT), Oct 16

(S)GMMs: Sept 29, Oct 9 (bargaining SGMM), Oct 23

Other Meetings/Events: TFAC (Oct 15), anti-racism survey meeting (Oct 20)



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Name: Emilie Hurst

Position: Recording Secretary/Research Officer

Date of submission: **Report Period:**

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:

- Creating agendas, editing minutes for executive committee and (s)GMM
- Sat on hiring committee where we conducted interviews and recommended a candidate
- Exec reports on the website were over a year out of date. Re-organized page with most recent annual reports and the ongoing monthly reports
- Continuing item inventory in Google Drive

Difficulties and recommendations:

- So many minutes! October had several extra meetings (SGMM, joint BT-exec, extra exec meeting), which made the amount of minutes much higher than usual. Keeping up with them all this month was a bit of a challenge especially with TA workload going up
- Zoom bombing incident highlighted the challenge of maintaining a safe space for members - we will have to think about how to improve security without making it too difficult for members to join

Plans for next month:

- Assist with onboarding our new Equity Officer
- Large amount of bylaws to be sent to National - bug them about bylaws that they have not yet approved after several months

Meeting and event attendance:

Exec Meetings: Oct 8th, Oct 16th

(S)GMMs: Bargaining SGMM (October 9t); GMM

Other Meetings/Events: Joint exec-BT meeting (October 8th), GMM (October 23rd)

Interviews: October 1st, October 2nd, October 5th, October 8th

Hiring Committee: October 14th



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Name: Michael Laurentius

Position: Secretary-Treasurer

Date of submission: 25 Oct 2020

Report Period: 26 Sept to 25 Oct 2020

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 e-transfers
- Maintained updated membership list based on monthly/bi-weekly dues lists; maintained a contact list for current and political members based on various (incomplete) Employer-provided lists
- Sat on EO Hiring Committee has 1281-3903 LMC rep
- Met with Credit Union representative re: Union credit card
- Met with Union Digital representative re: next steps and customizations should the Union select their Union Management Software
- Assisted Staff with policy grievance re: Unjust Enrichment and SunLife Benefits extension, including collecting cases of hardship
- Assisted Staff with general workload, particularly questions re: RCDRF, benefits, Unit 1 CA issues, etc.
- Spoke with external parties re: York's approach to international students, employment, and COVID
- Followed up with Faculty Relations re: 2020-21 CA Funds release, including for on-campus childcare facilities
- Secured access to Union Office to Exec members and Staff

Difficulties and recommendations:

Plans for next month:

- Assist with new EO onboarding
- Assist new EOs with SimplyVoting

Meeting and event attendance:

Exec Meetings: Oct 8, 16

(S)GMMs: Sept 29, Oct 9, 23

Other Meetings/Events: Oct 1, 2, 5, 8 (Hiring Ctte), 8 (Exec/BT), 15 (BT), 19 (LMC)



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Name: Parbattie Ramsarran

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:

Difficulties and recommendations:

Plans for next month:

Meeting and event attendance:

Exec Meetings:

(S)GMMs:

Other Meetings/Events:



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Name: Firoza Elavia

Position: Communications Officer

Date of submission:
October 25, 2020

Report Period: September 25–October 25, 2020

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:

Website daily maintenance and updates;
Weekly newsletters and special announcements -- compiled and edited;
Maintaining Mailchimp with new & returning members' email lists;
Special announcement email for bargaining surveys;
Maintained 3903 Calendar;
Maintained social media: Facebook and Twitter;
Organizing, planning & facilitating ARC meeting for transitioning to caucus status;
Organizing & planning anti-racism survey;
Organizing & planning for crafting bylaws for ARC caucus;
Organizing, planning and meeting with Communications Committee re: media strategies and campaigns; installed Slack for Comms. Ctte;
Coordinating with CS for Comms. Media strategies;
Coordinating with BT for website and newsletter updates;
Email correspondence (daily): Executive, BT and responding to member's queries.

Difficulties and recommendations:

Plans for next month:

Final edit of anti-racism survey; work on anti-racism bylaws; work with CS & Comms. Ctte. for media and communications strategies for bargaining; prepare for EEC meeting.

Meeting and event attendance:

Exec Meetings: (Oct. 8, Oct. 16)

(S)GMMs: (Oct. 9, Oct. 23)

Other Meetings/Events:

BT (Sept. 25);
ARC (Oct. 5);
Grievance (Oct. 6);
Joint BT–Exec. (Oct. 8);
Communications Committee (Oct. 2, Oct. 14);
ARC bylaws committee (Oct. 19);
Subcommittee on anti-racism survey (Oct. 20).



Name: Alie Hermanutz

Position: Chief Steward Unit 1

Date of submission: October 22

Report Period: September 23-October 22

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:

- Organized a digital October stewards' training on the 21st, revamped materials, co-created slides and content with other Chief Stewards
- Approved Bargaining Mobilization Committee budget, sampled masks, arranged design, and am now finalizing 500-mask order through printer along with mailing house send out to members

Difficulties and recommendations:

- My step grandmother died last week and I have been distracted and attending to family emotional processing recently
- Now that we have an Interim Chief Steward Unit 2, things have become easier (thanks, Elena!) but there is still a lot of work for Unit 1 to do
- Developing analysis of new stewards in departments that are typically under-represented will require more work but we are all on the way!
- Understanding the relationship between the Bargaining Mobilization Committee, the Bargaining Research and Preparation Committee and the Bargaining Team has been difficult. Who reports to who? Who organizes what? Who decides which thing?
- Generally it has felt like a productive month that hasn't been too difficult :)

Plans for next month:

- Developing plan for mask send out (making survey for members to fill out) and sending addresses to mailing house
- Organizing bargaining class talks as undergrad outreach strategy
- Developing better plans and ideas for BMC meetings including scenario and workshops



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Meeting and event attendance:

Exec Meetings: October 8; October 16; Bargaining Team-Exec joint meeting (October 8)

(S)GMMs: September 29; October 9; October 23

Other Meetings/Events: Grievance Committee (October 6); Stewards Training (October 21);
on-going meetings with other CS's (October 16, October 20)

Stewards Council: September 30; upcoming on October 29



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Name: Elena Chou

Position: Chief Steward Unit 2

Date of submission: October 25

Report Period: October 8 to October 25

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:

- Assisted with the Stewards Training on October 21 with the other Chief Stewards (and Mariful Alam), and helped to update and revise stewards training material (slides, documents, etc.)
- Answered email inquiries from Unit 2 members

Difficulties and recommendations:

- Current and former Executive members have been very helpful and supportive in helping me to get oriented into the Interim Chief Steward Unit 2 position, though I'm still figuring a lot of things out

Plans for next month:

- Continuing the ongoing member organizing and outreach work with the other Chief Stewards on Stewards Council/Bargaining Mobilizing Committee
- Updating our SC/BMC contact list for member outreach, especially for underrepresented departments, along with the other Chief Stewards and with the assistance of the Communications Officer and the Treasurer
- Strategizing ways to increase outreach to and organizing of Unit 2 members, in consultation with the other Chief Stewards, the Vice President Unit 2, and the membership
- Continuing with ongoing projects the Chief Steward Unit 2 has been involved in, such as attending the monthly School of Nursing working group meetings and providing support to the nursing stewards

Meeting and event attendance:

Exec meetings: October 16, October 27 (upcoming)

Stewards' Council: October 29 (upcoming)

(S)GMMs: October 9, October 23



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Grievance Committee:

Other Meetings/Events: Meetings with the other Chief Stewards on October 16 and October 20, Stewards Training on October 21, Joint BT-Exec meeting on October 26 (upcoming), School of Nursing monthly working group meeting with 3903 Staffperson Baolinh Dang on October 29 (upcoming)



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Name: Jessica Ireland

Position: Chief Steward Unit 3

Date of submission: October 25

Report Period: September 26 - October 25

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:

- Finding a date for a meeting with the employer regarding the policy grievance for misclassified GAs/RAs and devising strategies to organize around this issue
- Strategizing around individual grievances and liaising with members
- Approving BMC budget
- Brainstorming ways to do outreach to undergrads and also to members
- Completed Jane McAlevey strike school training

Difficulties and recommendations:

- Outreach to members continues to be a challenge while the university is closed and everyone is social distancing. This is drastically affecting our ability to organize our members and I'm not sure if this can be overcome or how to overcome this. I don't think online outreach efforts are having the same impact as face-to-face interactions.
- We have only 1 Unit 3 member on the bargaining team. We are trying to find ways to reach Unit 3 members to see if they might want to run for BT.

Plans for next month:

- Organizing more departmental stewards training if/when needed
- Finding ways to reach out to members and undergrads
- Organizing an educational campaign about the differences between RAs and GAs or a 'tip line' campaign to identify more misclassified RAs

Meeting and event attendance:

Exec meetings: Will be attending on Oct 27

Stewards' Council: Sept 30,

(S)GMMs: Sept 29,

Other Meetings/Events: Grievance committee Oct 6, Comms committee Oct 14, RA/GA brainstorming Oct 14



Name: Stephanie Power

Position: Chief Steward, Unit 4

Date of submission: October 25, 2020

Report Period: September 25, 2020 - October 25, 2020

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

- 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 Exec 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:

- U4 held its second LMC of the semester on October 19. Agenda items included: MOU with YUFA regarding maximum hours of appointment, and posting of U4 positions for Winter 2021. As we had provided the employer the MOU well in advance, we anticipated this meeting of the LMC would finalize the agreement. Unfortunately, the employer was unprepared to sign at the time, possibly due to a sudden change in the assignment of the employer Co-Chair. After the employer's side submits their final suggested revisions, we hope to be able to sign at the November 2020 LMC.
- Approved SC/BMC budget with Stewards at September 30 meeting.
- Collaborated with Chief Stewards (and guest speaker/former CSU3, Mariful Alam) to plan, create/revise materials, and conduct training for departmental stewards on October 21.
- Met with Anti-Racism Survey Subcommittee (ARSSC) to discuss logistics, deadlines, and possible questions for forthcoming membership survey on anti/racism at York.
- Welcomed a returning member back to U4 after a position was posted late in the semester.
- Answered emails and provided updates on hiring for U4.

Difficulties and recommendations:

- The employer has not provided information on if/when/how many U4 jobs will be made available for Winter 2021.
- The employer was not prepared to sign the MOU at the October LMC, causing further delays.
- A new Co-Chair was assigned to the LMC without the union's knowledge. Current employer Co-Chair Jordan Simon will be leaving York shortly and Mikaila Greene has been assigned to work with the library. Simon was assigned Co-Chair just this summer. Changing the composition of the committee does not allow us adequate institutional memory in our Unit and can cause delay if new members are brought in frequently. We recommend that the employer assign our portfolio to a permanent member of staff to ensure consistency.

Plans for next month:

- Work with Chief Stewards to organize the next meeting of the Stewards' Council, potential second day of Stewards Training, and strategies for bargaining mobilization and support.
- Track any issues or queries that could be relevant for future rounds of bargaining or LMC and



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provide support for members via email, phone, and virtual conference.

- Review survey questions and conduct revisions with ARSSC to approve the final survey for dissemination in early November.
- Provide regular updates to the membership on any changes in protocol or procedures due to COVID-19.

Meeting and event attendance:

Executive Committee: October 8, October 16

S/GMM: September 29, October 23

Stewards' Council: September 30

U4 LMC: October 19

Other: October 16, 20 (planning for training); October 21 (stewards' training); October 20 (Anti-racism subcommittee)



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Name: Stacey Berquist

Position: Vice President Unit 1

Date of submission: October 24th

Report Period: Sept 25th-Oct 25th

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: Together with other VPs, organised anti-oppression and anti-sexual violence trainings for all committee members, liaised with training provider and kept track of registrations, attended to cover confidentiality training, followed up to get signed confidentiality agreements from all members, and recorded their participation in the training; managed nominations for committee byelections; helped organise GMM, run polling for elections, and ensured that various committee motions were moved; followed up with committee members re: prorated honoraria from additional work, results of ad hoc honoraria increases, and bylaw updates; registered newly elected committee members with relevant parties and connected them with existing committee members; forwarded website updates to Comms Officer on results of byelections and bylaw amendment votes; attended a Community Safety Council in lieu of Equity Officer; assisted members via email.

Difficulties and recommendations:

Plans for next month: Help orient newly elected committee members; organise a final anti-oppression training session and attend to cover confidentiality training; record and store all committee member confidentiality forms and follow up where needed; help plan next GMM including heightened security measures; assist with Ways and Means adjudications to help with overwork; continue organising VPU1 files and docs and drafting guidelines for incoming officer.

Meeting and event attendance:

Exec Meetings: October 8th, October 16th

GMMs: September 29th, October 23rd

Other Meetings/Events: BT-Exec meeting October 8th, Community Safety Council October 15th, Anti-oppression trainings October 17th, 19th, 22nd



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Name: Vanessa Lehan-Streisel

Position: Vice President Unit 2

Date of submission: Oct 23, 2020

Report Period: Sept 25, 2020-Oct 25, 2020

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:

Helped organize the GMM and SGMM, Helped plan anti-oppression training for committee members, Organized a career info session,

Difficulties and recommendations:

Mobilizing members during the pandemic has been really difficult. Many of our long standing members seem exhausted and burned out and I can't knock on doors and introduce myself to newer Unit 2 folks as I normally would.

Plans for next month:

Planning a unit 2 townhall (possibly with the new CSU2), helping to organize the GMM and possibly another SGMM.

Meeting and event attendance:

Exec meetings: Oct 8

(S)GMMs: GMM Sept 29, SGMM Oct 9, GMM Oct 23

Other Meetings/Events: LAPS council Oct 8, Anti-racism survey meeting Oct 20, Career Advisor Info Session Oct 20, Senate Oct 22



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Name: Rawan Abdelbaki

Position: Vice President Unit 3

Date of submission: Oct 22, 2020

Report Period: October 2020

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:

- Working with CSU3 and rank-and-file members to build a campaign around GA misclassification as RAs
- Building the ARC
- Working with VPs to organize anti-oppression training for committees

Difficulties and recommendations:

- Ongoing challenging in mapping the number of RAships that ought to be GAships including member outreach and employer intransigence

Plans for Next month:

- Working with CSU3 and rank-and-file members to build a campaign around GA misclassification as RAs
- Bargaining support

Meeting and event attendance:

Exec meetings:

(S)GMMs: Oct 9; Oct 23

Other Meetings/Events: ARWG meeting (Oct 5); Unit 3 organizing meeting with rank-and-file members at EUC (Oct 14)



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Name: Navi Dhanota and Bridget Liang

Position: TFAC Co-Chairs

Date of submission: October 20 2020

Report Period: October 1- 31

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:

Trans Fund Election--EO was chosen and 3 positions acclaimed

TFAC Monthly Meeting -- October 15

Trans Day of Remembrance Sub committee Formed

SVRO meeting

Used TFAC recruitment honorarium to request help from rank and file to bring in new members

Difficulties and recommendations:

TFAC Recruitment/membership attendance (projected issue)

Plans for Next month:

Meeting

TDOR event with Sex Gen

Meeting and event attendance:

Exec meetings: Bridget (2)

(S)GMMs:

Other Meetings/Events: TFAC (Navi and Bridget)