



UWOFA Annual Meeting of Members Agenda

(Exhibit VI will be updated on an ongoing basis up to the date of the meeting.)

Wednesday, March 21, 2018

11:30 a.m. to 1:30 p.m.

room 36, Law Building

(pizza will be available)

Call to order and land acknowledgement statement.

1. Approval of the Agenda
2. Approval of Minutes of the Meeting of Members of October 18, 2017 – **EXHIBIT I**
3. Business Arising
4. Audited Financial Statements: *M. Loveland*
Motion: That the membership approve the audited financial statements for the fiscal year ended October 31, 2017 as presented in **EXHIBIT II**.
5. Appointment of the Public Accountant: *M. Loveland*
Motion: That the membership approve appointing MNP LLP (London) as the Public Accountant.
6. Nominations of Directors and Speakers – **EXHIBIT III**: *A. Bigelow* and *D. Belliveau*
7. Presentation of the Tom Murphy Memorial Award for Outstanding Service to UWOFA: *S. Pitel*
The recipient for 2018 is Jamie Johnston – biography in **EXHIBIT IV**
8. Presentation of the CAUT Dedicated Service Award: *S. Pitel*
Recipients for 2018 are Ann Bigelow, Kathleen Fraser, Elizabeth Mantz and Jeff Tennant – biographies in **EXHIBIT V**.
9. Update on Faculty Negotiations: *J. Tennant*
10. Annual Committee and Representative Reports
Questions are welcome on any of the annual reports presented in **EXHIBIT VI**.
11. President's Report: *S. Pitel*
12. New Business
13. Adjournment

Minutes
Meeting of the Members of UWOFA
October 18, 2017

Speaker: Kim Clark

President: Stephen Pitel

The meeting was held at 12:00 noon in Room 207, Law Building. Attendance was according to the Nominal Roll. The Speaker reminded attendees that only members of the Faculty Association were permitted to vote on motions.

D. Belliveau read the Land Acknowledgement statement.

1. Approval of the Agenda

MOVED: D. Belliveau/J. Tennant
THAT the Agenda be approved. **The motion carried.**

2. Approval of minutes of the May 2, 2017 Annual Meeting

MOVED: J. Ciriello/K. Hoffmann
THAT the minutes of the May 2, 2017 annual meeting as shown in Exhibit I be approved.

The Speaker noted a typo in the second last paragraph of the Allan Heinicke Memorial Service Award presentation. The word “wiyh” was corrected to “with”.

The minutes were approved as corrected.

3. Business Arising

Item 6 from the minutes of May 2, 2017: ninety-seven percent of those voting voted in favour of the motion that UWOFA, through one or more of its officers, take the steps necessary to continue UWOFA under the *Canada Not-for-profit Corporations Act* under the name “The University of Western Ontario Faculty Association” and with a financial year-end of October 31.

4. President’s Report: S. Pitel

Preparations for Negotiations: The faculty collective agreement expires June 30, 2018 and UWOFA is preparing to negotiate the next collective agreement. An initial online survey of members is open and all faculty members are urged to respond.

Corporate Reorganization: UWOFA is now a federal non-profit corporation as of September 7, 2017 with the proper legal name, The University of Western Ontario Faculty Association. New by-laws adopted by the board of directors are in effect.

Western Libraries Organizational Renewal Initiative (ORI): Western Libraries is engaged in a significant reorganization. At its heart is to organize by function rather than by physical location. This reorganization has many dimensions. Since the spring of 2017, UWOFA representatives on the Joint Committee, assisted by Shawn Hendriks, have been negotiating aspects of the ORI that impact the librarians and archivists and their collective agreement. UWOFA was very engaged during the summer, pressing Western Libraries for details about the ORI and surveying members to determine their concerns. UWOFA has agreed to a Letter of Understanding to address these issues. The Letter of Understanding was explained to librarian and archivist members on September 8, 2017. UWOFA will continue to monitor the ORI as it unfolds.

Bill 148 (Fair Workplaces, Better Jobs Act, 2017): Ann Bigelow, Kristin Hoffmann and John Ciriello met with Deb Matthews MPP on June 30, 2017 to discuss the need to implement Bill 148 and also the need to make some improvements to it. Subsequently, Shawn Hendriks and Stephen Pitel appeared before the Standing Committee on Finance and Economic Affairs on July 17, 2017 and UWOFA followed up with written submissions, copied to local MPPs. Vanessa Brown and John Ciriello then co-wrote an editorial about Bill 148 which appeared in the *London Free Press*.

Event for Fair Employment Week: Fair Employment Week is October 23-27, 2017. UWOFA will organize and participate in two events. On Monday, the members of the Committee for Contract Faculty will staff an information table in the Social Science Centre. This will draw attention to contract faculty issues. On Wednesday, UWOFA will hold a public forum centered on the “\$15 and Fairness” campaign from. The event is expected to run from 11 am to 1 pm in room 44 of the Law Building. Four other campus unions will participate with UWOFA. There will be food, drinks, music and visual displays. Members are encouraged to attend.

Intellectual Property Policy: On September 21, 2017, the university’s lawyer circulated at Campus Council a proposed Board of Governors policy on intellectual property, to apply to all involved with Western including UWOFA members. The plan is for this proposal to be adopted in November 2017. Comments on the proposed policy can be provided until October 24, 2017. UWOFA has notified its members and advised them they can provide comments to the Association or directly to the university. UWOFA has received several comments from members and is writing a draft response letter. On September 22, 2017, this issue was discussed at Senate. The university administration had decided that this policy does not need Senate input or review. At least some Senators disagree. At the next Senate meeting on October 20, 2017, Senate might decide that it should review the proposed policy and provide its views to the Board of Governors.

Changes to Student Questionnaires: UWOFA learned that the core of 16 questions has been changed to 10 reworded questions and that the wording corresponding to the numbers 1-7 has been changed. UWOFA considers these to be important changes and has expressed its concern about the lack of proper consultation.

UWOFA’s ad hoc committee on student questionnaires continues to grapple with several issues raised by the move to online and these subsequent changes. UWOFA has made several suggestions to the administration and awaits responses or modifications.

Career Trajectory Fund: The Committee has provided its report to the Provost. It is confidential until the increases are communicated to members, at which time it becomes a public document.

Advocacy and Support: UWOFA wrote letters of support for UWOSA and PSAC Local 610 in their collective bargaining with the University. Both have ratified new collective agreements. UWOFA participated in the London Pride Parade on July 30, 2017 and the London and District Labour Day picnic on September 4, 2017.

UWOFA pushed back against the School of Graduate and Postdoctoral Studies’ decision to stop covering the costs of a printed version of a dissertation for examiners. This decision was subsequently reversed.

UWOFA pressed the Provost on changes to OWL limiting student access to materials from completed courses and UWOFA has received a public apology for how the administration handled the issue.

Employee Update: To better serve members UWOFA has increased the size of its staff. Conan Masterson is UWOFA’s new Administrative Assistant (part time) and Lina Rodriguez is now UWOFA’s Member Services Officer.

New Website: This has been a major project over the past year. We anticipate the reveal of UWOFA’s new website to occur by mid-November.

Support for Strike at Fanshawe College: Faculty members at all Ontario colleges went on strike October 16, 2017. UWOFA has donated \$1000 to support strike activities by OPSEU Local 110 and written letters urging a fair settlement to the College Employer Council, copied to many others involved with the dispute. UWOFA will coordinate with OPSEU Local 110 to see how it can best assist. Members willing to assist by picketing at Fanshawe are encouraged to do so and will be welcomed there. Report on arrival to the picket captain for assignment to a location.

5. Treasurer's Report: M. Loveland

a) Presentation of UWOFA's audited financial statements for the 2016-17 fiscal year.

M. Loveland reviewed the audited financial statements for the 2016-17 fiscal year presented in Exhibit II. She highlighted the following:

- There was a substantial increase in legal fees when compared to previous years. A review of the legal fees indicated that the increase was due to a few unique cases that likely will not be repeated in the 2017-18 fiscal year.
- The marketable securities shown on the statement of financial position under Current Assets are short term securities (GICs) that are due within one year of the year end date. The amount of these marketable securities is higher than the previous year. UWOFA will be entering negotiations in 2018, and therefore it is important to have cash on hand in the event of a strike or lockout. The marketable securities under Other Assets are long term GICs that are due beyond one year of the year end date.

b) Presentation of UWOFA's budget for the new fiscal year, November 1, 2017 to October 31, 2018.

M. Loveland reviewed the budget and explained that most items remained the same as the budget that was approved for the old fiscal year of May 1, 2017 to April 30, 2018.

6. Committee Report: 2016-17

The report in Exhibit IV was submitted after the previous meeting of members.

In response to the question about the relationship between Western's Joint Employment Equity Committee and UWOFA's Equity Committee, the President suggested contacting UWOFA's representatives on the Joint Employment Equity Committee for clarification.

7. Corporate Reorganization: S. Pitel

MOVED: B. Rubin/K. Hoffmann

That the following motion be decided by mail ballot (online vote):

That the membership confirm by-laws 1 through 8 (presented in Exhibit V) which were adopted by the board of directors on September 5, 2017.

The motion to confirm UWOFA's new by-laws is the final step of its corporate reform process that began August 2016.

In the spring of 2017 both the directors and the membership voted overwhelmingly in support of UWOFA transferring its corporate form from the Ontario statute to the Canada statute. The transfer is done through a corporate process called Articles of Continuance. UWOFA's Articles of Continuance were granted on September 7, 2017 by Corporations Canada. UWOFA is now a federal not-for-profit corporation with new by-laws that conform to the federal statute.

UWOFA's governance documents were its constitution and a single by-law. Those governance documents have now been replaced by the new by-laws presented in Exhibit V. The new by-laws modernize and clarify various aspects of UWOFA's corporate governance but they retained UWOFA's fundamental structure.

S. Pitel explained under the Canada statute changes to the by-laws become effective on being adopted by the board of directors. The Canada statute requires those changes to be confirmed by the members at the next meeting of members. In light of the nature of this particular change, confirming eight new by-laws, S. Pitel proposed that the membership as a whole have the

opportunity to confirm the new by-laws through an online vote. Confirmation of the new by-laws will require approval from two-thirds of the members who vote. Going forward S. Pitel anticipates that most confirmation by members will occur at a meeting of members.

The motion carried unanimously.

8. Update on Preparations for Negotiations: *J. Tennant & J. Weststar*

J. Tennant reported that on September 6, 2017 members of the board and Collective Bargaining Committee (CBC) attended a bargaining retreat where negotiation strategies and processes were discussed. CAUT and OCUFA representatives facilitated sessions on bargaining and member mobilization.

An initial online survey of members is open. The CBC is working on subsequent surveys that will assist with developing bargaining goals. In addition to the surveys face to face meetings with members will be held to help with the development of bargaining goals.

April 2, 2018 is the earliest UWOFA could provide notice to the employer of its intent to bargain.

9. New Business: There was no new business.

10. Adjournment:

MOVED: M. Loveland/V. Nolte

That the meeting adjourn. In the absence of any objection, motion carried (1:04 p.m.).

**The University of Western Ontario
Faculty Association**

Financial Statements

Year ended October 31, 2017

The University of Western Ontario Faculty Association

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Draft

Independent Auditor's Report

To the Members of The University of Western Ontario Faculty Association

We have audited the accompanying financial statements of The University of Western Ontario Faculty Association, which comprise the statement of financial position as at October 31, 2017, and the statement of operations, statement of changes in net assets and statement of cash flows for the period then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the company's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

Independent Auditor's Report , continued

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The University of Western Ontario Faculty Association as at October 31, 2017, and the results of its operations and its cash flows for the period then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the Corporations Act of Canada, we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding period.

Other Matter

The financial statements of The University of Western Ontario Faculty Association for the period ended April 30, 2017, were audited by another accountant who expressed an unmodified opinion on those statements on October 4, 2017.

Chartered Professional Accountants
Licensed Public Accountants

London, Canada
February 5, 2018

The University of Western Ontario Faculty Association
Statement of Financial Position
As at October 31, 2017

	Operating Fund	Grievances & Collective Bargaining Fund	October, 2017 (6 months)	April, 2017 (12 months)
ASSETS				
Current assets				
Cash	\$ 317,491	\$ 69,292	\$ 386,783	\$ 379,704
Marketable securities	-	2,093,904	2,093,904	1,959,165
Accounts receivable	-	-	-	6,732
Interest receivable	-	80,765	80,765	37,473
Prepaid expenses	16,245	-	16,245	7,230
	333,736	2,243,961	2,577,697	2,390,304
Marketable securities	-	2,794,947	2,794,947	2,919,947
Capital assets	60,346	-	60,346	43,515
	\$ 394,082	\$ 5,038,908	\$ 5,432,990	\$ 5,353,766
LIABILITIES				
Current liabilities				
Accounts payable and accrued liabilities	\$ 212,915	\$ -	\$ 212,915	\$ 279,836
Post retirement benefit obligation	201,300	-	201,300	201,300
	414,215	-	414,215	481,136
FUND BALANCES				
Fund Balances (Page 5)	(20,133)	5,038,908	5,018,775	4,872,630
	\$ 394,082	\$ 5,038,908	\$ 5,432,990	\$ 5,353,766

See accompanying Notes

Approved on behalf of the Board of Directors:

Director, _____

Director, _____

The University of Western Ontario Faculty Association
Statement of Operations
Year ended October 31, 2017

	Operating Fund	Grievance & Collective Bargaining Fund	October, 2017 (6 months)	April, 2017 (12 months)
Revenue				
Membership dues	\$ 917,492	\$ -	\$ 917,492	\$ 1,809,161
Membership dues - scholarships	-	-	-	34,000
Dues for Canadian and Ontario Associations	(281,886)	-	(281,886)	(563,569)
Net membership dues	635,606	-	635,606	1,279,592
Interest income	237	53,387	53,624	105,536
	635,843	53,387	689,230	1,385,128
Expenses				
Employee wages	214,744	-	214,744	417,238
Legal fees	196,785	-	196,785	441,922
Administration and general	23,549	-	23,549	41,648
Travel	17,259	-	17,259	18,072
Academic Freedom Fund CAUT	15,000	-	15,000	15,000
Consulting fees - pay equity	11,397	-	11,397	6,987
SAR Program Donation	10,000	-	10,000	10,000
Audit fees	7,373	-	7,373	6,243
Occupancy costs	6,607	-	6,607	12,716
Release time	6,486	-	6,486	49,899
Grad club membership dues	5,929	-	5,929	18,182
Donations	4,173	-	4,173	4,250
Negotiations	2,773	-	2,773	-
Research and professional fund	2,453	-	2,453	-
Reception	-	-	-	5,081
Scholarships paid	-	-	-	34,000
Tom Murphy award	-	-	-	10,000
Post retirement benefit expense (Note 5)	-	-	-	46,500
Amortization	18,557	-	18,557	10,321
	543,085	-	543,085	1,148,059
Excess of revenues over expenditures for the year	\$ 92,758	\$ 53,387	\$ 146,145	\$ 237,069

See accompanying Notes

The University of Western Ontario Faculty Association
Statement of Changes in Net Assets
Year ended October 31, 2017

	Operating Fund	Grievances & Collective Bargaining Fund	October, 2017 (6 months)	April, 2017 (12 months)
Fund Balances, beginning of year	\$ (86,011)	\$ 4,958,641	\$ 4,872,630	\$ 4,635,561
Excess of revenues over expenditures	92,758	53,387	146,145	237,069
Interfund transfers (Note 8)	(26,880)	26,880	-	-
Fund Balances, end of year	\$ (20,133)	\$ 5,038,908	\$ 5,018,775	\$ 4,872,630

See accompanying Notes

Draft

The University of Western Ontario Faculty Association
Statement of Cash Flows
Year ended October 31, 2017

	October, 2017 (6 months)	April, 2017 (12 months)
Operating activities		
Excess of revenues over expenditures for the year	\$ 146,145	\$ 237,069
Adjustments for		
Amortization	18,557	10,321
	<u>164,702</u>	<u>247,390</u>
Change in non-cash working capital items		
Accounts receivable	6,732	(6,732)
Prepaid expenses	(9,015)	(2,974)
Interest receivable	(43,292)	263
Accounts payable and accrued liabilities	(66,921)	82,277
Increase (decrease) in post retirement benefit obligation	-	(148,700)
	<u>52,206</u>	<u>171,524</u>
Investing activities		
Purchase of property, plant and equipment	(35,388)	(38,143)
Purchase of marketable securities	(9,739)	(104,392)
	<u></u>	<u></u>
Increase in cash	7,079	28,989
Cash, beginning of year	379,704	350,715
Cash, end of year	<u>\$ 386,783</u>	<u>\$ 379,704</u>
Cash consists of:		
Operating Fund	\$ 317,491	\$ 337,648
Collective Bargaining and Grievance Fund	69,292	42,056
	<u>\$ 386,783</u>	<u>\$ 379,704</u>

See accompanying Notes

The University of Western Ontario Faculty Association

Notes to the Financial Statements

October 31, 2017

1. Nature of operations

The University of Western Ontario Faculty Association ("the Association") is the certified bargaining agent for faculty teaching at least a half University degree credit course in each of two of the last three fiscal years and for librarians and archivists at The University of Western Ontario ("the University"). As a non-profit organization, the Association is not subject to income taxes on any earned income.

2. Significant accounting policies

The company follows accounting principles generally accepted in Canada in preparing its financial statements. The significant accounting policies used are as follows:

(a) Revenue recognition

The Association follows the deferral method of accounting for contributions and operating revenues. All membership fee revenue is recorded as revenue in the period to which it relates. Where a portion of revenue is related to a future period, it is deferred and recognized in the subsequent period.

Interest income is recognized as revenue when earned.

(b) Property plant and equipment

Property plant and equipment are recorded at cost. The company provides for amortization using the following methods at rates designed to amortize the cost of the property plant and equipment over their estimated useful lives. The annual amortization rates and methods are as follows:

Furniture and fixtures	Declining balance	20%
Computer equipment	Straight-line	3 years
Computer software	Straight-line	3 years
Website development costs	Straight-line	3 years

(c) Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the amounts reported in the financial statements and the accompanying notes. By their nature, these estimates are subject to measurement uncertainty. These estimates are reviewed periodically and adjustments are made to income in the year in which they become known. The accounts specifically affected by estimates in these financial statements are the useful life of property, plant and equipment and employee future benefits. Actual results may differ from these estimates.

The University of Western Ontario Faculty Association
Notes to the Financial Statements
October 31, 2017

2. Significant accounting policies, continued

(d) Employee future benefits

The Association provides medical, dental and life insurance benefits to eligible employees. This plan is managed by The University of Western Ontario. The Association accrues post retirement benefits for the eligible administrative staff, with the cost of these benefits being actuarially determined using the projected benefit method. Differences arising from plan amendments, changes in assumptions and actuarial gains and losses are recognized in income as they are incurred.

The Association sponsors pension plans for its administrative staff. The benefits provided under the plans are defined contribution.

(e) Financial instruments

(i) Measurement of financial instruments

The Association initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Association subsequently measures its financial assets and financial liabilities at amortized cost, except for equity securities quoted in an active market, which are subsequently measured at fair value.

Financial assets measured at amortized cost include cash, accounts receivable and interest receivable. Financial assets measured at fair value include marketable securities.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The University of Western Ontario Faculty Association
Notes to the Financial Statements
October 31, 2017

2. Significant accounting policies, continued

(e) Financial instruments, continued

(ii) Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in the statement of operations. The write down reflects the difference between the carrying amount and the higher of:

- a. the present value of the cash flows expected to be generated by the asset or group of assets;
- b. the amount that could be realized by selling the assets or group of assets;
- c. the net realizable value of any collateral held to secure repayment of the assets or group of assets.

When the event occurring after the impairment confirm that a reversal is necessary, the reversal is recognized in the statement of operations up to the amount of the previously recognized impairment.

3. Property, plant and equipment

	October, 2017		
	Cost	Accumulated Amortization	Net
Furniture and fixtures	\$ 40,168	\$ 29,708	\$ 10,460
Computer equipment	41,311	37,788	3,523
Computer software	26,812	11,074	15,738
Website development costs	67,590	36,965	30,625
	<u>\$ 175,881</u>	<u>\$ 115,535</u>	<u>\$ 60,346</u>

	April, 2017		
	Cost	Accumulated Amortization	Net
Furniture and fixtures	\$ 39,455	\$ 27,182	\$ 12,273
Computer equipment	38,978	36,627	2,351
Computer software	15,512	6,105	9,407
Website development costs	46,547	27,063	19,484
	<u>\$ 140,492</u>	<u>\$ 96,977</u>	<u>\$ 43,515</u>

The University of Western Ontario Faculty Association
Notes to the Financial Statements
October 31, 2017

4. Marketable securities

The grievance and collective bargaining fund held the following investment portfolios at year end:

	October, 2017	April, 2017
BMO Nesbitt Burns - GICs of multiple institutions	1,595,624	1,463,274
Libro GICs	498,280	495,891
Total short term investments	2,093,904	1,959,165
BMO Nesbitt Burns - GICs of multiple institutions	2,794,947	2,919,947
Total short and long term investments	4,888,851	4,879,112

Short-term marketable securities represent amounts with maturity dates due within a year of the year-end date. Long-term marketable securities represent amounts with maturity dates beyond one year of the year-end date.

5. Employee future benefits

The Association has a defined contribution pension plan for the administrative staff. During the year the Association's contributions to the pension plan were \$27,760 (April 2017 - \$27,760).

The accrued benefit liability relating to the post retirement benefits is \$201,300 (April 2017 - \$201,300). This liability has been recorded in the financial statements.

The most recent actuarial valuation was completed as of April 30, 2017.

	October, 2017 (6 months)	April, 2017 (12 months)
Current service costs	\$ -	\$ 27,600
Interest costs	-	14,000
Actuarial (gain) loss	-	(190,300)
Net benefit plan expense/loss	\$ -	\$ (148,700)

The significant actuarial assumptions adopted in measuring the Association's accrued benefit obligation expense are as follows:

	October, 2017 (6 months)	April, 2017 (12 months)
Discount rate - post-retirement	3.7%	3.7%
Discount rate - post-employment	2.7%	2.7%
Medical trend rate	6.0%	6.0%
Dental trend rate	2.75%	2.75%

The University of Western Ontario Faculty Association
Notes to the Financial Statements
October 31, 2017

6. Grievances and collective bargaining fund

This amount is internally restricted by the Membership of the Association for contingencies, for the payment of expenses associated with legal advice and arbitration arising from grievances and rights cases and/or expenses associated with collective bargaining in excess of budget and as a means of providing funds in the event of a strike.

7. Financial instruments

Unless otherwise noted, it is management's opinion that the Association is not exposed to significant risks arising from financial instruments. There have been no changes in the Association's risk exposures from the prior year.

(a) Credit risk

The financial instruments that potentially subject the Association to a significant concentration of credit risk consist primarily of cash. The Association mitigates its exposure to credit loss by placing its cash with major financial institutions.

(b) Market risk

The Association is exposed to market rate risk through possible future changes in market rates for current marketable securities. The Association does not use financial instruments to reduce its risk exposure.

(c) Liquidity risk

Liquidity risk is the risk that the Association will not be able to meet its obligations as they become due. The Association manages this risk by establishing budgets and funding plans and by levying sufficient membership dues to fund its expenses. Cash is held in an interest bearing account which provides a rate of return as well as liquidity.

8. Interfund transfers

During the period, \$26,880 was transferred from the Operating Fund to the Grievances & Collective Bargaining Fund through four transfers of \$6,720 each. Nil was transferred from the Grievances & Collective Bargaining Fund to the Operating fund. These transfers were approved by the Board of Directors.

2018 UWOFA ELECTIONS

Slate of Nominees

Vice-President

John Ciriello (Physiology and Pharmacology)

Treasurer (two year term: July 1, 2018 to June 30, 2020)

Michelle Loveland (DAN Management & Organizational Studies)

Secretary (one year term: March 21, 2018 to June 30, 2019)

Sam Trosow (Law)

Designated Faculty Seats (two year terms: July 1, 2018 to June 30, 2020)

Education

Gus Rivieros

Engineering

Paul Charpentier (Chemical & Biochemical)

Ivey Business School

John Wilson

Law

Jason Neyers

Music

Jonathan DeSouza

Schulich School of Medicine & Dentistry

Les Kalman (Dentistry)

Designated Membership Seats (two year terms: July 1, 2018 to June 30, 2020)

Limited Term Membership

Nigmendra Narain (Political Science)

Part-time Membership

Luke Arnott (Information & Media Studies)

At-large Seats (two year terms: July 1, 2018 to June 30, 2020)

Librarian or Archivist Member

Brian McMillan (Music Library)

Full-Time Member (elect one)

Jim Davies (Economics)

David Heap (French Studies)

Speaker for UWOFA (one year term)

Kim Clark (Anthropology)

Speaker for UWOFA-LA (one year term)

Peggy Ellis (Weldon Library)

Secretary for UWOFA-LA (one year term)

Liz Hill (Office of the Chief Librarian)

For Information: Continuing Officers and Directors for 2018-19

President

Dan Belliveau (School of Health Studies)

Past President

Stephen Pitel (Law)

Designated Faculty Seats

Arts & Humanities

Erica Lawson (Women's Studies & Feminist Research)

FIMS

Mandy Grzyb

Health Sciences

Volker Nolte (Kinesiology)

Science

Beth MacDougall-Shackleton (Biology)

Social Science

Johanna Weststar (DAN Management & Organizational Studies)

Membership Seats

Librarians and Archivists

Shawn Hendrikx (Taylor Library)

At-Large Seats

Part-time Member

Natalie Pietrzak-Renaud (Earth Sciences)

Full-time Members

Felix Lee (Chemistry) and Ben Rubin (Biology)

The Tom Murphy Memorial Award

The Tom Murphy Memorial Award for Outstanding Service to UWOFA was established in honour of the late Tom Murphy. Tom was a long-standing contract faculty member in the Department of Sociology who was involved in UWOFA since certification in 1998, serving as a director for four terms, as a member of the executive committee, and as a member of the Policy and Governance Committee. Tom also served UWOFA in other ways, notably as UWOFA's representative on the Parking Appeals Committee. Perhaps most importantly, Tom was a long-standing member and co-chair of the Committee for Contract Faculty. This award recognizes the exemplary hard work and commitment of a contract faculty member to the work of UWOFA.

2018 Winner – James W. Johnston

Dr. Jamie Johnston has been at Western University since 2007, first as a part-time member and more recently as a limited-term member. He has been involved with UWOFA since 2010. He served on the Negotiating Team for the 2014-18 Faculty Collective Agreement. In that role he worked extensively on a proposal for a continuing teaching appointment, researching what other universities had implemented in this area. He is now serving on the Negotiating Committee for the next Faculty Collective Agreement. Colleagues have praised his skill at developing contract language and his advocacy on behalf of those in precarious employment. In addition, he has served on the Board of Directors and the Executive Committee and he has been UWOFA's representative in the English department. This is a remarkable level of commitment, especially during the time he was a part-time member. In 2017 he was awarded the CAUT Dedicated Service Award. He is a very worthy recipient of the Tom Murphy Memorial Award.

Presentation of the 2017-18 recipients of the CAUT Dedicated Service Award

In the fall of 2017 the Executive Committee voted unanimously to nominate the following members for the reasons set out:

Ann Bigelow

Ann Bigelow has served UWOFA for more than a decade. In 2015 she was awarded the Allan Heinicke Memorial Service award by UWOFA in recognition of her outstanding contributions in financial, technical and policy analysis. She has been instrumental in deconstructing financial information from the university, marshalling evidence in support of salary positions in negotiations, and negotiating collective agreements as a member of the negotiating team. She was the primary author of "Every Budget is a Choice", a very influential advocacy document. Recently she has served as Vice-President, President and now Past President of UWOFA. Under her leadership UWOFA has moved forward with the hiring of much-needed additional staff and a complete website redesign.

Kathleen Fraser

Kathleen Fraser has provided valuable and important service to UWOFA over many years. She was deservedly the inaugural recipient of the Tom Murphy Award for Outstanding Service to UWOFA. She has served as Chief Negotiator and is currently serving as Grievance Officer, managing a complex caseload of arbitrations, grievances and other ongoing disputes. She has been the co-chair of the Committee for Contract Faculty and served on two negotiating teams. On more than one occasion Kathleen has stepped into a role at a time when UWOFA faced a gap in leadership, showing remarkable dedication. Throughout she has been a champion for the rights of contract faculty members.

Elizabeth Mantz

Liz Mantz has served UWOFA in several important ways for more than a decade. She has chaired the Pay Equity Committee, working tirelessly for pay equity for librarians and archivists. She has been a member of two negotiating teams and two contract committees, leading by being thorough and inclusive. She has served as Chief Steward for the Librarians and Archivists bargaining unit. She has been a member of the Executive Committee, the Board of Directors and the Equity Committee. Liz has outstanding organizational skills and a rare talent for technical details.

Jeff Tennant

Jeff Tennant has served UWOFA in several critical roles. He was Speaker of UWOFA and then served as Vice-President and President. At a time of great need, he took up the challenge of serving as UWOFA's Chief Negotiator and he remains in that important position today. He has led UWOFA in its negotiations with the employer, both in bargaining and day-to-day in Joint Committee. He is patient, calm, respectful and diligent, all of which make him a very effective negotiator. Jeff also chairs OCUFA's collective bargaining committee.

Annual Committee Reports

Ad-hoc Committee on Student Questionnaires

Chair: Marianne Larsen

Members: Mike Buzzelli, Kristin Hoffmann (Acting Chair until January 2018), Amanda Moehring, Volker Nolte, Julie Aitken Schermer

Meetings this academic year (to date): September 21, November 9.

The mandate for the committee was to review the research literature on student questionnaires, with attention to particular issues, as follows:

- To inform UWOFA's response to Western's pilot project for online questionnaires, the literature review should focus on implementation of online questionnaires in comparison with print questionnaires, including issues such as response rates, quantity and quality of comments, timeline for students to complete questionnaires, or respondent anonymity.
- To inform UWOFA's preparation of bargaining proposals for future negotiations, the literature review should focus on issues of gender bias, bias against other minority groups, and use of student questionnaires in faculty evaluation processes such as annual performance evaluation, promotion and tenure, or appointments.

Highlights:

The committee focused on two aspects this year: providing feedback to John Doerksen, Vice-Provost (Academic Programs) and his colleagues about the implementation of the online Student Questionnaires on Courses and Teaching (SQCT), and providing input to the Collective Bargaining Committee as they prepare bargaining proposals for future negotiations. The committee has also been informed by similar work that OCUFA has undertaken.

In our conversations with John Doerksen and the staff who are implementing the online SQCT, we have emphasized that formative feedback is important and can be very valuable for instructors.

We also want to encourage our colleagues to explain to their students why the SQCT feedback is important to them. These personal encouragements from instructors may help to increase response rates from your classes and may result in your receiving more useful feedback.

Collective Bargaining Committee (Faculty)

Chair: Johanna Weststar (Deputy Chief Negotiator)

Members: Dan Belliveau (UWOFA Vice-President), Ann Bigelow (negotiating team), John Ciriello, Paul Charpentier, Cindy Cossar-Jones (UWOFA Professional Officer), Kristin Hoffmann (negotiating team), Jamie Johnston (negotiating team), Steve Lupker (negotiating team), Beth MacDougall-Shackleton (negotiating team), Darren Meister, Barbara Murison, Stephen Pitel (UWOFA President), Warren Steele (negotiating team), Jeff Tennant (Chief Negotiator), Nina Zitani

Meetings this academic year (to date): September 6, 2017 (Board & CBC Retreat); October 5, 2017; November 9, 2017; December 7, 2017; January 22, 2018; February 21, 2018; March 13, 2018; March 19, 2018.

The Collective Bargaining Committee (CBC) acts to support the Negotiating Committee in collective bargaining; it is struck for that purpose and not a Standing Committee of UWOFA. The CBC is comprised of all members of the Negotiating Committee (which includes the UWOFA Professional Officer and the President) plus additional members. The CBC has been very active to date and we anticipate increasing activity as bargaining approaches. To date the CBC has engaged in a full-day retreat with the UWOFA Board and has held 7 additional meetings. Throughout this time, the CBC engaged in the following activities:

- Reviewed and revised the bargaining surveys from the 2014 bargaining round
- Administered revised surveys to the faculty bargaining unit in October, 2017 and January, 2018
- Engaged in independent analysis of the survey data and also liaised with UWOFA Standing Committees for additional analysis and feedback
- Created a preliminary list of bargaining goals which are currently under review – a final list will be approved by the Board and sent to the members of the faculty bargaining unit for ratification in late March
- Conducted in-person visits to the meetings of Departments/Faculties/Schools to keep members informed and solicit additional feedback on bargaining goals

Following the ratification of the bargaining goals by the faculty bargaining unit, the CBC will continue to support the Negotiating Committee in the preparation of proposal language, on-going liaison with UWOFA Standing Committees, research and advice.

Committee for Contract Faculty

Co-Chairs: Ben Rubin and Andrés Villar

Members: Luke Arnott, Lauren Barr, Ann Bigelow, Laura Cayen, Dee Cumming, Yong Gao, Corey Issacs, Duane Jacques, Kanthi Kaluarachchi, Peter Krats, Ben Marcus, Nigmendra Narain, Stephen Pitel, Karen Priestman, Alex Timoshenko

Meetings this academic year: September 18, November 8, February 15.

Highlights of this year's activities:

- Developed a list of draft bargaining survey questions and submitted them to the CBC.
- Reviewed CBC list of draft bargaining goals pertaining to contract faculty and submitted recommendations and prioritization to the CBC.
- Organized a tabling event during Fair Employment Week (Oct 23) at which we handed out "Fairness for CF" buttons and cards from OCUFA and encouraged passersby to sign the "We Teach Ontario" pledge in support of CF.
- Helped organize Fair Employment Week advocacy event (Oct 25) that was organized by UWOFA and included other campus labour unions
- Organized competition of the UWOFA contract faculty research and professional development fund. Applications are due April 21.

Communications Committee

Chair: Paul Benedetti

Members: Vanessa Brown, Alison Hearn, Joanne Paterson, John Reed

The Communications Committee has had a busy, successful year.

1. We have produced two issues of the Faculty Times (Fall and Spring) one of the first times in years that the Faculty Times has had two issues during the school year.
2. We have just launched the first-ever poster campaign highlighting what UWOFA does for faculty. Designed to raise the association's profile in the months leading up to bargaining, the colourful, dramatic posters have been widely posted on doors and bulletin boards and have received much positive response.
3. The posters have also been rendered electronically and used in emails and on social media such as Facebook and Twitter.

4. We are very pleased with the launch of the newly re-structured and redesigned UWOFA website. The new site has been optimized and the information architecture improved in response to the needs and key demands of UWOFA members.
5. The committee will be supporting the upcoming collective bargaining with a series of information bulletins leading up to the Spring negotiations.
6. To celebrate the 20th Anniversary of the certification of UWOFA, we will be hosting a social event designed to bring members together to mark the occasion, meet and to support the Bargaining Committee as they prepare for upcoming contract talks.

Dependents' Tuition Scholarship Plan Committee

Chair: Vaughan Radcliffe

Members: Barry Hawn, Jim Karagiannis and John Wilson

The Dependents' Tuition Scholarship (DTSP) Committee provides oversight to the DTSP program and where needed reviews cases for program eligibility, liaising with university staff who administer the plan. The Committee appreciates the continued diligence of members of the Registrar's Office in this regard. The UWOFA Board has provided guidance on certain program policies in relation to financial management. In general the Board has encouraged continuance of a conservative approach. It is our intent that any increases in scholarship levels be sustainable such that scholarship recipients are able to count on the value of the award throughout the period in which they meet conditions of eligibility. The Board has delegated its authority in program appeals to the DTSP Committee and the committee's decisions are final.

The accounts presented feature estimated numbers through 31 March 2018 based on an average of the past three years where revenue or expense data is not yet available due to the UWOFA meeting being held earlier than usual. Going forward the DTSP committee intends to prepare financial statements on a calendar year basis as this will allow for reporting of a full twelve months results and hence presentation of a full year long operating cycle, thus providing better information for plan management. The prior reporting date of March had historically been driven by the date of the UWOFA General Meeting and meant that only nine months' data was reported. We will use additional financial information as available for plan management.

The plan has engaged in a controlled spend down of surpluses. During the year it received a windfall \$465,117 amount relating to underpayment by Western in relation to clinicians. When credited to the fund this has increased the fund balance but note that these are incomplete numbers and likely overstated numbers in that they do not reflect full year expenses, which have yet to be recorded. The committee will review plan finances in the summer once more complete financial information is available and make a recommendation to the UWOFA Board regarding scholarship levels for the coming year. Due to our preference that a scholarship level once declared should not be cut, we must be wholly confident that increases are sustainable when declaring them.

Extension of the deadline for receipt of awards to June 30 has markedly lowered appeals and other inquiries. One source of appeals concerns failure of a student to maintain the required GPA. In such cases confidentiality rules prevent staff from disclosing academic results. After reviewing other elements of plan eligibility colleagues wondering about a failure to receive an award may wish to make close inquiries with their dependent student as to recent academic progress.

Colleagues are reminded that DTSP Scholarships can be applied for as soon as the forms are available at the start of the fall term, using last year's academic grades (university or high school) as support. Many wait until the end of the academic year, when they could have made good use of funds when first available.

Income statement for the nine month period July 1 to March 31

	July 1, 2017 to March 31, 2018 (estimated) \$	July 1, 2017 to February 14, 2018 (actual) \$	July 1, 2016 to March 31, 2017 (actual) \$
Balance Forward	1,287,228.29	1,287,228.29	1,675,405.44
Payment Adjustment	465,117.00	465,117.00	-
Revised Balance Forward	1,752,345.29	1,752,345.29	1,675,405.44
Revenue			
Scholarship Fees	1,016,610.00	895,068.00	939,315.00
Interest Income	2,904.10	1,904.10	433.64
	1,019,514.10	896,972.10	939,748.64
Expenses			
Scholarships	(1,016,822.00)	(907,500.00)	(1,228,410.00)
9 month surplus/(deficit)	2,692.10	(10,527.90)	(288,661.36)
Closing Balance	1,755,037.39	1,741,817.39	1,386,744.08

Equity Committee

Chair: Kim Verwaayen

Members: David Heap, Erica Lawson, Wonkyong (Beth) Lee, Deborah Meert-Williston, Erica Neeganagwedgin, Treena Orchard, Taiwo (Tunji) Osinubi; Nigmendra Narain, Veronica Pacini-Ketchabaw, Stephen Pitel

The Equity Committee met November 10 and February 2, with two additional “meetings”/discussion by email and a further meeting to be set for mid-April. While our large committee had many rich ideas for a number of pressing tasks before us, our main focus this year (after initial review of our mandate/terms of reference) prioritized two major issues: 1) revising the language of the Collective Agreement toward non-binary pronouns and 2) considering gender- and diversity-based assessment of precarious and other employment on campus. The latter issue especially will require more time and attention (and likely partnership with other groups for data-gathering and analyses) and it is our hope this may be of interest in future Equity Committee work.

The Equity Committee also proposed to the Collective Bargaining Committee, for the second round of bargaining surveys, a question regarding “diversity” on collective agreement committees, and continues to consider Annual Performance Evaluation in relation to equity issues that will require further attention.

Faculty Representatives Council

Chair: Ann Bigelow

The Faculty Representatives Council met in October and December of 2017. A third meeting is anticipated during this academic year. UWOFA has been working on developing a system of union representatives in every department on campus, but this has been very challenging. The representatives have been asked to have a standing item placed on their department meeting agendas for a UWOFA report. Representatives can contact UWOFA for information that can be shared with their colleagues during these meetings. Other topics discussed include mobilization of faculty in preparation for the next round of bargaining and the role of a UWOFA rep. If you are

interested in becoming a UWOFAs representative for your department, please contact the UWOFAs office at uwofa@uwo.ca.

Grievance Committee

Chair and Grievance Officer: Kathleen Fraser

Committee Members: Cody Barteet, Nandita Biswas-Mellamphy, Albert Katz, Steven Laviolette, Lynne McKechnie, John Sadler, Hristo Sendov, Warren Steele, Marisa Tippet, Liana Zanette

Ex-Officio Members: Dan Belliveau, Ann Bigelow, Stephen Pitel, Jeff Tennant

Professional Officer: Cindy Cossar-Jones

Member Services Officer: Lina Rodriguez

This report is for an 11-month period because of the recent changes to the UWOFAs constitution. We have had a very busy year, with an increase of 8.5% in the number of Members contacting us for assistance; furthermore, we have noted an increase of 19.5% in Member contacts in January through February of this year, a trend we are watching and analyzing.

The first point of contact for most of our Members is usually Cindy Cossar-Jones, UWOFAs Professional Officer, or Lina Rodriguez, UWOFAs Member Services Officer. I want to thank them for their expert, skillful handling of these important initial contact moments. Their support of the Committee and our Members is excellent, indispensable, and much appreciated.

I would like to thank our Case Officers for their diligent work and thoughtful support of our Members, shepherding our Members through some difficult, challenging moments, including the Investigation process. I also want to thank the *ex-officio* members for their guidance and support.

Advice I have for Members arising from the experiences of this year is that if in doubt, after reviewing the pertinent articles in the Collective Agreement, about what might constitute Academic Fraud and Misconduct, Conflict of Interest and Conflict of Commitment, or Discrimination and Harassment, please contact UWOFAs for clarification and/or advice. All inquiries are treated as confidential.

The second piece of general guidance would be regarding articles in the Collective Agreement concerning various aspect of one's career: Annual Performance Evaluation, Appointments, Compensation and Benefits, Promotion and Tenure, Working Conditions, and Workload. If you have concerns about any of these areas, please seek advice and information from UWOFAs.

Librarians and Archivists Stewards Committee

Chair and Chief Steward: Shawn Hendriks

Stewards and their related constituencies: Vince Gray (Office of the Chief Librarian), Fran Gray (Weldon Library & Western Archives), Shawn Hendriks (Taylor Library), Christina Zoricic (LIRM), John Sadler (Business, Law, Music), Cindy Cossar-Jones (UWOFAs Professional Officer), John Costella (UWOFAs-LA Joint Committee Representative), Lina Rodriguez (UWOFAs Member Services Officer)

In accordance with UWOFAs By-law 4, the committee meets monthly to provide a discussion forum for issues arising from and centering on the UWOFAs-LA Collective Agreement and questions raised by UWOFAs-LA Members. During this reporting period (July 1, 2017-present) the committee met once monthly except July and August 2017.

Member questions mostly related to various aspects of Western Libraries' Organizational Renewal Initiative (ORI). As Chief Steward, Shawn Hendriks participated in negotiations between UWOFAs and the Employer which resulted in a Letter of Understanding for the ORI process. Stewards hosted a drop-in session in September to address Member questions, and the Committee continues to communicate as appropriate with the Membership and individual Members as the ORI process unfolds.

Pension and Benefits Committee

Chair: Johanna Weststar

Members: Dan Belliveau, Ann Bigelow, Bill Fisher, Barry Hawn, Roger Khayat, Desmond McKeon, Vicki Olds, Abouzar Sadrekari, Kristina Sendova

Meetings this academic year (to date): September 27, 2017; November 3, 2017; February 7, 2018; February 20, 2018.

The Pension and Benefits Committee has had a busy year in preparation for bargaining. Ultimately, the committee made two sets of recommendations to the Collective Bargaining Committee. These recommendations concerned: 1) questions to include in the survey of faculty bargaining unit members which was conducted in January, 2018; and 2) goals to be considered in the upcoming round of negotiations. In order to make these recommendations, the committee deliberated over a number of sources of data. These sources included: the 2014 pension and benefits survey; unattained or partially attained goals from the 2014 round of bargaining; news and industry reports on contemporary developments and issues related to pension and benefits; aggregate provincial and national data provided by OCUFA and CAUT, respectively; legislative changes; both the Oct, 2017 and Jan 2018 survey to members of the faculty bargaining unit; and individual comments received by Members.

In addition to this data, the Pension and Benefits Committee recommended that UWOFA initiate a thorough review of our pension and benefits. This review is paid for by OCUFA and will be carried out by Eckler with data provided by the Employer. The review is currently in progress. In the short term, this review will assist in the further development of goals and bargaining priorities. In the long term the committee will use this review to inform educational efforts to UWOFA members about benefits and the capital accumulation plan in terms of how to make best use of what is available and in considering alternatives, where applicable.

The committee will also review data provided by the Employer regarding the Health Care Spending Account and Wellness Spending Account. As has been in past years, it is the goal of the committee to minimize Member risk to losing benefit dollars provided by the Employer.

Policy and Governance Committee

Chair: Dan Belliveau

Membership: Ann Bigelow, Styliani Conostas, Cindy Cossar-Jones, Jane Laforge, Vicki Olds, Stephen Pitel

The Policy and Governance committee continued from the substantial body of work from last year led by Stephen Pitel in revision of the UWOFA Bylaws. The committee revised two policies, *Personal Information Protection and Electronic Documents Act* (PIPEDA) and the *Confidentiality Policy*. The committee continues to examine UWOFA policies with anticipated action on the *Investment Policy* and *Rights of Former and Retired or Resigned Members* policy.

Salary Committee

Chair: Jim Davies

Members: Ann Bigelow, John Ciriello, Vince Gray, Vicki Olds, Stephen Pitel, Gildo Santos, Terry Sicular

The Salary Committee's main activities this year were research, responding to member inquiries, and preparing for the 2018 faculty negotiations. Jim Davies also served on the joint Employer-UWOFA Career Trajectory Committee and Ann Bigelow continued to serve on the Pay Equity negotiating team for the Librarians & Archivists bargaining unit.

The Committee looked at salary data at Western and its comparators, settlements elsewhere, and other developments. Faculty salary data for all Canadian universities was provided up to 2011 by Statistics Canada through its UCASS survey. The survey was terminated by the Harper government at that point, but the employer-side organization OCAV then stepped in to collect the data. Last year, Statistics Canada was able to revive UCASS, and we now have the national results for 2016-17.

In preparation for bargaining the Committee assisted in the development of the comprehensive salary and benefit survey that UWOFA sent to its members in January. With the help of those survey results and other member inputs, we then drafted salary bargaining goals for consideration by the Collective Bargaining Committee.

Reports from UWOFA Appointees to Western Committees, Committees mandated under the Collective Agreements and external Committees:

Award for Excellence Selection Committee (University Staff)

UWOFA Representative: John Ciriello

The Western Award of Excellence, originally launched in 2005 is the highest level of campus-wide recognition for exceptional performance at Western University for staff. Around 80-100 nominations are received from Western faculty, staff, students and alumni for a staff member or a team of staff who have made an outstanding contribution to the campus community. The selection committee composed of a UWOFA representative (John Ciriello), a staff representative, a retiree from Western, a representative from USC/SOGS, a senior administrator, and a past recipient is mandated with the responsibility for acknowledging excellence in the workplace by university staff members.

The committee normally meets 2-3 times during the summer and early fall (although these dates have varied during the past years) at which time each committee member is asked to review and rank the nominations received university wide for the award. After the review process, the committee meets to discuss and finalize a list of up to 7 individuals or groups of university staff members for the Western Award of Excellence presented in the fall of each year.

Last year, the 2017 recipients selected by the Committee for the award included: Geoff Houlton, Debra Merrifield, Michal Valovcik, Lori Johnson, Phin Perquin, Rebecca Smith, Jess Bechard

Employee Assistance Plan Committee

UWOFA Representative: David Heap

The Employee Assistance Plan Committee did not meet. Please see Matt Stahl's article in the [Faculty Times](#) about this important benefit which is underused by UWOFA members.

Joint Committee

UWOFA Chair: Jeff Tennant

UWOFA Representatives: Dan Belliveau, Cindy Cossar-Jones, John Costella, Kathleen Fraser, Stephen Pitel

Joint Committee representatives of UWOFA's two Bargaining Units meet on a monthly basis with the Employer's representatives to discuss arising and ongoing matters related to the implementation of our Collective Agreements, seeking solutions to issues and problems that arise. In addition, Joint Committee monitors various processes and ongoing dossiers, such as receipt of reports required under the Information article.

In the 2017-18 academic year, Joint Committee met on the following dates: October 10, 2017, November 6, 2017, December 20, 2017, and February 1, 2018, and March 1, 2018. Another meeting is scheduled for April 5, 2018.

Issues addressed in 2017-18 Joint Committee meetings include:

- A Letter of Understanding governing terms of a new School of Mathematical and Statistical Sciences;
- Implementation of the Western Libraries Organizational Renewal Initiative;
- UWOFAs concerns about revisions to the MAPP policy on Intellectual Property having been proposed to the Board of Governors without consultation with the Association;
- UWOFAs concerns about Coaches in the Faculty of Health Sciences having been moved to PMA without consultation with the Association;
- UWOFAs concerns about an email notice sent by the School of Graduate and Postdoctoral Studies during the summer notifying faculty that it would no longer cover the costs of printing hardcopies of theses for examiners. The matter was subsequently resolved.
- Issues with Administration of Student Questionnaires on Courses and Teaching: ongoing discussions with John Doerksen's office;
- UWOFAs concerns about a mass emailing from Human Resources to Members announcing a deadline for allocating flex credits (November 22) that was inconsistent with the terms of the Collective Agreement (November 30 deadline). A revised email was subsequently sent.
- UWOFAs consulted the Employer to ensure agreement on the wording of a draft email to Members regarding Professional Expense Reimbursement carryover for 2017-18.

The UWOFAs Chair would like to thank the following colleagues for their work on UWOFAs behalf on Joint Committee: Dan Belliveau, Cindy Cossar-Jones, John Costella, Kathleen Fraser, Stephen Pitel.

Joint Employment Equity Committee

UWOFAs Representatives: Debbie Meert-Williston, Wendy Pearson

The Committee met on January 15, 2018. In that meeting the Committee reviewed the Recruitment and Retention Report prior to it going to Senate, and received an update from the Chair on the CRC Equity, Diversity and Inclusion Action Plan. The February 2018 meeting was cancelled.

Joint Occupational Health and Safety Committee

UWOFAs Representatives: John Ciriello and Khadry Abdel Galil

The Joint Occupational Health & Safety Committee (JOHSC) provides a forum whereby representatives of all Employee groups and the Employer identify workplace health & safety hazards and make recommendations to eliminate such hazards. The JOHSC functions within the requirements of the *Occupational Health and Safety Act (OHSA)* and the applicable Regulations, Guidelines and Standards.

The Employee groups that are represented on the JOHSC include UWOFAs, UWOSA, CUPE 2361, PMA, OPSEU, CUPE 2692, PSAC Local 610, IUOE, and SAGE. The main roles of UWOFAs representatives on the JOHSC are to participate and present UWOFAs concerns at the monthly meetings of the JOHSC and to bring to the committee any concerns that may exist regarding various health and safety issues specific to faculty and librarians/archivists within the university community. The Committee also discusses any occurrences within the University and how they have been resolved by the Employer or university unit in which they occurred. Examples of such occurrences include accidents/injuries, work-place refusal trends, workplace inspections and safety trends, critical injuries, safety recommendations submitted to the JOHSC. The JOHSC also invites the Director of Campus Police to outline any safety issues or security issues that may exist on campus.

The Employee group representatives, including those from UWOFA are also required to participate in annual inspection of university facilities throughout campus, to ensure a safe and productive working environment for all members of the University community, including UWOFA members. In 2017-2018 each representative from the different employee groups will participated in 4-5 inspections. Also, a UWOFA representative (JC) provides occasional assistance to other units regarding chemical/laboratory safety issues.

Smoke Free Campus:

Among the important issues discussed by the JOHSC in 2017-2018 was the future of smoking on the university campus. John Ciriello, also participated as a member of the Advisory Committee on the Future of Smoking at Western. During the last 2 years the Advisory Committee on the Future of Smoking at Western was tasked to either create a new and or modify the existing policy for smoking at Western. Following consultation with different groups on campus including UWOFA, and the various workers groups and groups, a campus wide survey was sent to all University community members. Following the survey, it was decided that a cleaner, healthier environment for those who live, work and visit Western should be created. Thus, as of:

- January 1, 2018 - Western implemented a new policy that indicated that no-one can smoke within 10 m of a University building. Smoking in any Clear Air Corridor is also prohibited.
- July 1, 2018 - a transition to a smoke free campus begins with smoking allowed only at designated areas on campus. These areas have not yet been identified, but the Advisory Committee has suggested potential areas:

Designated Smoking Areas – Phase II – DRAFT consultation February 18, 2018

- Corner of Glenmore Drive & Wellington Drive (West of SMH) to serve Saugeen-Maitland Hall, Glenmore Residences, Support Services, Graphics, AFAR
- Green space between WSSB, Weldon Library & Fac. of Law (East side of Western Rd.)
- Corner of Lambton Drive & Kent Drive (South side) to serve Alumni Hall, Thames Hall, 3M Centre, Power Plant, Somerville House, Fac. of Arts & Humanities, IGAB, Fac. Of Health Sciences, FIMS/Nursing
- Entrance of Huron Flats Parking Lot (East end of Philip Aziz Ave.) to serve TD Waterhouse Stadium, Student Rec Centre
- Corner of University Drive & Sunset Ave. (South side in green space) to serve Elgin Hall, Sydenham Hall, Medway Hall
- Corner of Perth Drive & University Drive (North, beside Delaware Hall) to serve Talbot College, Music Building, Delaware Hall Residence North Campus Building
- Middlesex Drive (green space in front of Middlesex College) to serve Visual Arts, WIRB, Western Science, Physics & Astronomy, McIntosh Gallery, Taylor Library, Natural Sciences, Roberts Research, Chemistry Building, Material Sciences, Stevenson Hall, Lawson Hall

Please note that this is a first draft only, based on a consultation session held with various employee and student groups. Additional consultations will be held over the coming weeks, including further discussion at the next JOHSC meeting (April), *If you have any concerns regarding these locations, please forward them to UWOFA.* JOHSC in consultation with Western Management/Landscape Services will determine the designated areas and the final number of these areas on campus. During this period, support will be made available to all University community members wishing to transition to non-smoking. Other than some identified exemptions, the policy will encompass all forms of smoking, vaping and tobacco use on campus.

- July 1, 2019 - Designated areas will be removed and Western will be a smoke-free campus!

Note that any policy change introduced has and will continue to recognize and provide exemptions for traditional cultural or spiritual practices by Indigenous members of the Western community.

Q-Fever:

Another important health related issue that developed on campus was that several Western animal care workers in the Animal Care Facility were exposed to Q-fever. Q-fever is caused by parasitic bacteria normally carried by cattle, sheep and goats, and on occasion by common pets such as cats and dogs. There are also data suggesting that rodents may also harbour the bacteria. The results from several mice tested for Q-fever suggest a possible exposure. ACVS management is currently testing more mice to verify these data. This is of some concern as many investigators currently use rodents in their studies. These bacteria are normally transmitted to humans through the air. Importantly, the bacteria can remain dormant in the environment for about 3 years. It is very infectious! The infection normally leads to flu like symptoms that can progress to pneumonia if not treated with antibiotics (doxycycline). In rare cases, if not diagnosed and treated, it can lead to chronic inflammation of the heart lining which can be fatal. University records show that one sheep tested positive for Q-fever in August 2017. However, it remains unclear whether the staff workers (n=13) were infected by this animal. Blood tests suggest that 9 of these workers may have had an earlier exposure. Nevertheless, all staff, faculty and students that may have come in contact the sheep have been requested to be tested for Q-fever. The Ministry of Labour was called in to investigate and the MOL report was submitted to ACVS and JOHSC. The University has taken steps to improve the screening protocol for all sheep prior to entering the facility. Additionally, all staff working with sheep must wear N95 ventilators when entering the animal care facility.

Other Concerns:

Additionally, discussions were held in the committee regarding workplace inspections and safety trends, safety recommendations submitted to the JOHSC, the usual status of golf carts on the UWO grounds, cell phone usage while driving on campus, employee support available, and Western's general safety policies. One safety concern that has recently emerged is the poor conditions on campus with regards to snow removal since the university changed contractors. There has been a spike in the number of fall, sprains and serious injuries during the last two months compared to previous years.

Finally, several employee groups, including UWOFA, have expressed concern regarding the level of police personnel available on campus to do patrols and respond to calls for assistance. JOHSC has requested information from the campus police on the number of officers available to assist and respond, the number of occurrences, and the time for an officer to arrive after a call for assistance.

London District Labour Council

Observer: David Heap

Although as a Union we have not chosen to affiliate formally with organized labour (which would mean joining the Ontario Federation of Labour and the Canadian Labour Congress) and thus do not have Delegate status, I regularly attend monthly meetings of the [London and District Labour Council](#) (LDLC) as an Observer on behalf of UWOFA. Many of LDLC activities naturally revolve around supporting organized labour – for example, organizing solidarity pickets when the Fanshawe faculty were on strike earlier this year for fair treatment, academic freedom and collegial governance. But many other Council activities involve wider community priorities, such as labour support for United Way fundraising. The LDLC also engages actively in causes such as the fight to achieve higher minimum wages and improved workplace rules for low-paid workers who do not benefit from a union (www.15andfairness.org), and organizing in solidarity with other local groups to counter hateful xenophobic messages which threaten some of the most vulnerable members of our community. One community event organized by the LDLC that all UWOFA members would be welcome to attend is the annual Labour Day picnic in September.

I look forward to continuing to act as the UWOFA Observer at the London and District Labour Council, if the new UWOFA Board chooses to reappoint me to this task.

OCUFA Board of Directors
UWOFA Director: John Ciriello

The OCUFA Board of Directors has met twice, while many OCUFA subcommittees have met on numerous occasions during the past year focusing on issues ranging from university governance and accountability to the future provincial funding for Universities.

At the last meeting of OCUFA in February, the Board of Directors identified several major priorities that required attention in the upcoming year: contract faculty, faculty complement, faculty pensions, university funding, university governance, and the setting up an Advocacy Day prior to the Ontario June 2018 Election. These priorities were developed to align with issues considered likely gain some traction with both the public and political parties during the election campaigns.

With the recent introduction of Bill 148 by the Ontario government, contract faculty had a moment to rejoice as substantial progress had been made in raising the awareness of at least one of the challenges facing them that is why they are not receiving “equal pay for equal work”. Regrettably, Bill 148 did not go far enough to resolve issue. At the February meeting of the Board of Directors, OCUFA invited Goldblatt Partners to highlight how Bill 148 directly impacted contract faculty with regards to this issue. In short, there is considerable leeway in the legislation for employers to justify pay differential. For example, comparisons are allowed only if the comparators perform substantially the same (employers have and continue to argue that same does not mean identical) amount of work in the same institution and that require the same skill, effort and responsibility to do the work, perform their work under the similar working conditions, their seniority and publication records. Precarious contract workers are usually placed within the employer definition of “difference in employment status” when compared to either full-time tenured or tenure stream faculty, and thus lies the justification for less pay, and in most cases for the lack appropriate employment benefits. OCUFA supported a Fairness for Contract Faculty Social Media Day on February 28, 2018 to bring to light many of the short comings that still exist in Bill 148.

The issues facing contract faculty were also highlighted following a discussion of the recent report from the Council of Ontario Universities (COU) that noted that the pace of hiring of full-time tenure-stream faculty (increase of 3%) has not kept up over the last 10 years with the increased (23%) enrolment at universities in the province. COU and OCUFA noted that about 58% of faculty are not full-time, but teach most of the courses offered at Ontario universities. [OCUFA's response to the latest faculty at work report.](#)

During the meeting, members were presented with an outline of OCUFA's Advocacy Day plans scheduled for March 19-20. OCUFA's advocacy priorities in the lead up to the election include increased public funding for universities, and fairness in jobs for academic workers. OCUFA plans to produce analyses of political party platforms on issues of importance to university faculty. Board members were encouraged to have their associations plan their own on-campus events to lobby local political candidates, and highlight faculty priorities such as faculty renewal, and precariousness of contract faculty. Both Stephen Pitel (UWOFA President) and John Ciriello will attend Advocacy Day in Toronto and discuss these issues, the SMA process, and the general issue of university funding with MPP's.

The board meeting also featured a presentation by Andrea Horwath, Leader of Ontario's New Democratic Party. Horwath provided a general overview of the NDP's platform regarding postsecondary issues, with minimal details on how to increase university funding, reduce student-faculty ratios, and ensure contract faculty are better protected through provincial labour laws. She also addressed concerns raised by the Board regarding university funding, institutional performance metrics as submitted in SMA2 process. OCUFA continues to advocate for more meaningful faculty consultation as part of the strategic mandate process through which these metrics and targets are negotiated. OCUFA also expressed concern regarding the government's intent to tie university funding to performance according to metrics. The issue again was raised that although a new formula

has been implemented, the current nor any potential new government has provided no clarity on how the differentiation envelope will work or how metrics will be used to determine whether a university is meeting or has met its performance targets.

A. Horwath also answered questions about how an NDP government would address precarious academic jobs with the limited public funds available for the post-secondary school sector.

Finally, discussions were held during the Board meeting about OCUFA's longstanding and growing concerns regarding administrative structures and changes to administrative compensation at Ontario's universities, and more importantly about the erosion of collegial governance.

OCUFA Committee for Contract Faculty and Faculty Complement

UWOFA Representatives: Karen Priestman and Ben Rubin

The Committee for Contract Faculty and Faculty Complement (CCFFC) is composed of 22 representatives from 15 Ontario University and College faculty associations. It is chaired by Frances Chacon (WUFA) and organized and supported by Andrea Calver and Brynne Sinclair-Waters (OCUFA). Alexandra Pinosa is temporarily replacing Brynne who is taking a six-month leave of absence.

In person meetings:

The CCFFC meets once yearly (early spring) in Toronto to plan activities and priorities for the coming year. Karen Priestman attended the planning meeting in April 2017. Ben Rubin plans to attend this year.

Conference calls:

The CCFFC meets by conference call almost once per month. Notes or minutes from the calls are circulated to members who could not participate.

Highlights of this year's CCFFC activities:

- Developed post cards for individuals to sign as a pledge of support for fair working conditions for contract faculty. These were distributed to member associations and used by UWOFA and the UWOFA Committee for Contract Faculty at two fair employment week events (Oct 23 & 25).
- Organized a social media day of action in support of contract faculty (Feb 28). UWOFA participated with tweets. OCUFA images were distributed to members of the CCF to share via their personal social media accounts if they wished.
- Planning an advocacy day and Queens Park Reception (Mar 20) to support the working conditions of contract faculty across Ontario.

Parking Appeals and Advisory Committee

UWOFA Representative: Nigmendra Narain

The Parking Appeals Committee handles written appeals of parking infractions and fines. The six *Voting* members of the Committee are nominated from the following university representative groups from across Campus, and each one nominates one member to sit on the Committee: Professional and Managerial Association; CUPE Local 2361 (Physical Plant) or CUPE Local 2692 (Food Services) – rotating selection of member; Society of Graduate Students University Students' Council; UWO Faculty Association (UWOFA); and, UWO Staff Association (UWOSA). Three *non-voting* members of the Parking Services sit on and assist the Committee with its deliberations: Cindy Forget (Parking Appeals Coordinator), Warren Hayden (Parking Enforcement), and Mark Van Den Bossche (Parking Manager). The Committee continues to face representation issues with the lack of an undergraduate representative or graduate representative consistently engaged and attending.

The roll-out last year of new, upgraded, user-friendlier, and efficient parking system has largely been successful; as well, attendant hours have been reduced as the automated system is largely functional during evening and non-business-day hours. A number of challenges have been redressed, and the Appeals Committee provided leeway in the initial issues, but the Parking Office often foresaw the issues and settled the more common and less problematic matters themselves. Still, overall, there remain consistent and recurrent problems: 'I was running late'; 'I thought it was okay'; 'Other people do it all the time'; 'I was just helping by lifting the gate'; 'It was inconvenient to park elsewhere'; 'I did not see the sign'; 'The machine was broken; someone told me it was'; 'I did not know I could not use it for different cars'; 'I did not want to pay the full parking amount and ran out of time'; 'I hadn't gotten around to renewing or getting the right permit'; 'Because it was snowing, I thought it was okay to park there'; 'I forgot my pass'; 'I was only gone for just 5 minutes, not 90 minutes'; 'I park here all the time; you cannot stop me from parking here'; 'The Attendant told me I could park there, and must have forgotten or was unclear'; 'I don't care what special event is going on'; 'You have no right to tow me'. A MAJOR issue is that Members and others flagrantly disregard directions from parking staff – who usually are the ones who flag parking infractions and call parking ticketing staff – and also will disregard fire zone, loading zone, laneway, disable parking, and other signed and designated areas – which come with *hefty fines* and are often in keeping with municipal and provincial legislation and by-laws. Thus, in most cases, appeals to vacate tickets are denied. The Committee often considers mitigating circumstances and reducing the ticketed infraction-type or amount, but as pictures accompany all infractions, it is generally unlikely the infraction was entirely not warranted.

Consequently, the cautions and advice to Members remains the same year-after-year:

1. Renew your permit on-time and without delay
2. Pictures are taken by Parking Enforcement *almost always*, so step out and check your vehicle's location, pass visibility, parking between lines, avoid blocking through lanes, etc.
3. Cameras are installed at all entry and exit gates, so they record all actions going in and out of the lots, so do not try to tail-gate in, use others' passes, etc.
4. Don't touch, damage or brake the gate arms or other equipment *ever* – this is one of the largest, most costly tickets you will receive, and repairs to damage or broken equipment are very expensive and inconvenient *for all of us*
5. Snow days:
 - a. Do *not* assume *automatic* suspension of parking rules; this must be approved and is *rarely* done, so always assume parking rules will be enforced.
 - b. Clear the snow around and under your car to ensure you are parked in a designated parking spot, that is, you have found the parking lines under the snow
 - c. If in doubt, if possible, confirm with an Attendant that you are okay to park *specifically* there in *that spot*, email Parking Services to let them know what happened and who you spoke to at the Lot
 - d. Take pictures of where you parked, where the poles or signs are located, and the other cars in relation to where you parked; these can provide a context for your parking appeal to lessen or dismiss it based on the evidence (especially time of start-parking)
 - e. Never park on landscaping (grass, sidewalk), emergency routes or cargo routes, or throughway areas
 - f. Most appeals for snow-related parking infractions are similar in infraction, so avoid making the same errors by considering the points above
6. Parking permits:
 - a. Don't alter permits for *any reason*
 - b. Ensure all information is correctly identified on the permit and in the appropriate locations
 - c. Place *only* on the driver's side of your vehicle
 - d. Don't put obscuring objects, etc., on top/in front of the permit
 - e. Take reasonable efforts to remove snow, ice, etc., to make permits visible
 - f. Ensure *special permits* for guests, delivery, limited temporary, construction, etc., parking are the *correct type* of permit, and *do not* transgress the terms of the special permit, e.g. using for faculty parking

- g. If you are unsure about a permit, check with the Parking Service office *only*; other faculty, administrators, etc., are often unaware of the permit particularities and designations
 - h. Do not share your permit – register your vehicles on your profile page – and note passes used by multiple drivers and cars are immediately suspended and the pass-holder is flagged for non-renewal
 - i. Permit usage is electronically logged at every entry and exit
7. Parking staff at booths and gates:
- a. Don't be in a rush: get clear instructions and verifications from the staff when you are unsure of where to park
 - b. Don't be abusive to the staff – this is also covered by workplace relations rules
 - c. Don't be dismissive of instructions given by the staff
 - d. If the staff give you a time-limited temporary reprieve to park or stop in a designated area, park/stop only there and *don't overstay* the courtesy
 - e. Entry *does not mean approval in some cases*: if you try to move against the parking equipment or harass/abuse the staff, they *may* open the gate to move you along and avoid damage to equipment (which is *very expensive*), and then you will likely be *immediately* ticketed, your car may be towed, and/or Campus Police will be called
8. Read the signs fully and properly, and *follow* the instructions
9. If you are given options at the Parking Service counter to settle infractions matters, seriously consider their offer as you are unlikely to do better unless you provide a compelling appeal submission with evidence

President's Advisory Committee on the Safety of Women on Campus

UWOFA Representative: Randi Fisher

On June 19, 2017 the committee met to discuss the relative merits of 10 proposals for funding. These proposals and the monies allocated are as follows:

• Emergency Blue Phone with PTZ Camera for University Drive Bridge:	\$15,000.00
• "Can I Kiss You" Presentations:	\$11,695.00
• Behind Closed Doors Training:	\$7,085.00
• Various Equity and Human Rights Training Initiatives:	\$11,500.00
• Sexual Violence Prevention Education; some offered with affiliated colleges:	\$20,000.00
• Africa/Western Collaborations Day Event (Western International)	\$8,200.00
• Africa/Western Collaborations Day Event (with Equity and Human Rights)	\$7,500.00
• Shuttle Service for Volunteers & First Year Students After Orientation	\$2,000.00
• One Love Rally	\$5,000.00
• Violence Prevention Program	\$2,700.00
• Overhead	\$4,200.00

The following are guiding principles to consider when developing proposals for funding from the Women's Safety Committee:

Guiding Principles

Students are the main focus for campus safety and should be included in the process of making campuses safer, including how funds can best be allocated.

Universities and colleges, as direct providers of postsecondary education programs and services, are responsible for providing a secure, safe learning and work environment. The ministry provides this grant to assist institutions in educating and informing students about sexual violence prevention and campus safety.

Purpose

The grant should be used to support the government's commitments in It's Never Okay: An Action Plan to Stop Sexual Violence and Harassment and/or findings from safety audits.

The ministry has revised the criteria for the 2016-17 Women's Campus Safety Grant (WCSG). Eligible expenses must be related to initiatives in two areas, Awareness/Education and Services/Supports.

Eligible Expenses

Funds allocated under the WCSG may be used for the following expenditures related to sexual violence prevention as well as general campus safety to benefit students:

- Awareness/Education, examples include
 - Campus safety websites and resource centres including the production of flyers, videos and digital products for online distribution,
 - Supplies and promotional materials for specific campus awareness campaigns and social media campaigns on safety issues such as combating sexual violence and building consent awareness,
 - Hosting or co-hosting awareness programs, safety and/or sexual violence conferences, courses and speaker honoraria.
- Student services/supports, examples include:
 - Campus "Walk Safe" programs,
 - Sexual Assault prevention training, including self defence workshops, peer support worker training and violence prevention training,
 - Computer software, including safety mobile apps,
 - Training for student volunteers, including welcome week safety training.
 - Equipment related to making campuses safer, examples include lighting, phone systems and security cameras.

Non-eligible Expenses

The WCSG cannot be used to cover expenses related to:

- Research projects/safety audits
- Travel/hospitality
- Employee salaries and benefits
- Consultant fees

Scholars at Risk Committee

Representative from the UWOFA Executive Committee: Stephen Pitel

This committee met in September 2017 and January 2018. The committee's central objective is to arrange for scholars at risk to take up positions at Western, working with the global Scholars at Risk Network. It organized a public awareness event in October 2017 featuring Professor Homa Hoodfar of Concordia University as the primary speaker and David Robinson (Executive Director, Canadian Association of University Teachers), Hanadi Ibrahim (Scholar at Risk, Western University) and Viviana Fernandez (Assistant Director, Human Rights Research & Education Centre, University of Ottawa and Chair of the SAR-Canada Section) as panelists. Some funding for the committee's activities and for scholars who come to Western is provided by UWOFA. Under the committee's terms of reference, UWOFA appoints two members, in addition to its Executive Committee representative, and this year those members have been Joanna Quinn and Jeff Tennant.

Steering Committee of Living Well @ Western

UWOFA Representative: Dan Belliveau

The Living Well @ Western committee has met quarterly with the intention of developing a wellness program that offers various activities throughout campus. In addition to activity classes, Mr. Adam Craig, coordinator of the Living Well program is available to attend unit meetings, Faculty Meetings, a unit office or any other group where various stretch or other activities can be offered. Living Well is intended for Faculty, Staff, Graduate students and Post-Doctoral fellows, Undergraduate students have various options available to them through the student recreation centre.

Living Well coordinates its activities with other lifestyle programming such as nutrition workshops or financial wellness. The committee was established by the Provost and is on a trial basis. We report to her at the end of the academic year with an analysis of user activity. These data will determine the nature of the program in the future.

Living Well @ Western can be accessed here: https://uwo.ca/health/living_well/index.html . Activities include: Zumba, Kick-start to active living, ChoreograFIT, Yoga, Full body bootcamp, Meditation, Full body blast

These opportunities are intended to complement the benefits program offered to Faculty and are health promoting and disease/disorder/dysfunction preventive in nature. Consider inviting Mr. Craig to your next unit or Faculty meeting.

Video Monitoring Committee

UWOFA Representative: Ben Rubin

About the Video Monitoring Committee:

The video monitoring committee is charged with oversight of the policy and procedures regarding the installation, maintenance, use, and removal of security video cameras on campus.

This year's activities:

The committee met once this year (November 16). We revised and approved a new version of the PROCEDURE FOR POLICY 1.42 – Video Monitoring to be included in the Western Manual for Administrative Policies and Procedures. The previous revision was in 2009 and the stated policy was unclear in places and not consistent with current practice.