

**ASPA ANNUAL GENERAL MEETING APRIL 25, 2017
COMMITTEE REPORTS**

PRESIDENT'S REPORT

We are quickly coming to the end of my second year as ASPA President. While it has been a great experience and I have learned a great deal about our campus, it is my intention to step down from being president. It is time to hand the reigns to someone else. In addition, my term on the executive is up. If re-elected, I will let my name stand for vice president to allow for some continuity of service and mentorship of the new president. At the AGM, we will be holding our elections again. We are still in need of more executive members. Please consider helping to serve our 1200 members by volunteering on the ASPA Executive. If not you, then who?

You may recall that ASPA changed its constitution two years ago. The current constitution states that twelve executive members each serve a term of three years, with four members being elected each year. The membership elects the Executive Members at the AGM and following the AGM, the executive chooses the ASPA President and Vice Presidents at the executive meeting in May. Stay tuned for an announcement of your new ASPA President next month.

To update you on our membership, we continue to see about one lay off per month and now with the current budget announcement comes a great deal of uncertainty and caution on campus. It's now, as important as ever, that we as members of ASPA, work together. Together we are stronger. In working toward the goal of working together at the university, ASPA has been meeting with the other unions on campus on a monthly basis. We share items of concern and interest and work together on solutions for problems.

Last week we met with our counterparts, the Administrative, Professional and Technical (APT) Employees at the University of Regina. We also met with the University of Regina Faculty Association. It was interesting to see how many similar member issues and concerns they share with us. Given the current political climate of the province, we believe that this is an important relationship that we will continue to foster. Again, together we are stronger.

I look forward to seeing you, our ASPA members, at our AGM at the end of the month.

Respectfully submitted,
Dawn Giesbrecht
ASPA President

ADMINISTRATIVE EMPLOYEES CONSULTATIVE COMMITTEE (AECC)

This committee consists of representatives of ASPA and of the University. Meetings are held each month to discuss member and workplace issues. The three ASPA presidents as well as our Member Services Officer, Darcy Hryn are involved in the preparation for the meetings with one President leading the meetings with HR. Many issues are resolved at this table prior to filing a grievance.

Submitted by
Dawn Giesbrecht

COMMUNICATIONS / PUBLIC RELATIONS

Members: Sara Horseman (chair), Peter Krebs, John Costa, Patrick Dice, Brock Egeto, Ken Glover, Wayne Giesbrecht, Susan Cook, Joanie Crandall, Darcy Hryn, Annetta Gellner

This committee has had a busy year and accomplished many things. On the communications side here has been an increased effort to make the webpage more engaging and to post more often. New stationary was developed as well as a new ASPA pamphlet. We continue to work on engaging our members through relevant and timely communication.

The public relations side helped host and promote the pancake breakfast in September, continue with the years of service gifts and are working in plans for the 40th anniversary of ASPA, which is coming up in the fall of 2018.

Submitted by
Sara Horseman

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)

No report available

ENGAGEMENT / SOCIAL

NEW MEMBER ENGAGEMENT

Members of the ASPA Engagement Committee have volunteered to meet with new ASPA members. On a monthly basis the list of new members is pulled from ABOUT-US. An invitation is sent to the new members inviting them to meet with a member of the Engagement committee over coffee at ASPA's treat.

In 2015 there were 146 new ASPA members. Of this group 40 people engaged in a coffee meeting. Then in 2016 there were 191 new ASPA members and 46 people responded to attend a coffee meeting.

The ongoing plan is to continue to reach out to new ASPA members on a regular basis.

Submitted by
Patrick Dice

FINANCIAL

The audited financial statements will be distributed at the sign-in tables.

GRIEVANCE COMMITTEE

ASPA filed 14 grievances in 2016. These grievances were related to layoffs, vacation accruals, terminations, discipline, leave of absence denials, denial of signing bonus for casuals, earned time off/overtime policy, and failing to deduct association dues.

We currently have 17 open files and five grievances scheduled for Arbitration. Two of these are related to those members with casual status being denied a signing bonus and supplemental maternity benefits.

Submitted by
Dawn Giesbrecht

RESEARCH / BARGAINING RESEARCH

The Research Committee met regularly over the spring and fall and developed a research plan for 2016/17. It was agreed that we would administer nine (9) monthly, short surveys throughout the year, excluding the months of December, July, and August. Best intentions aside, we did not follow our plan perfectly but we did conduct the following surveys.

May	Census 2017
June	Supervisory Survey
July	Pensions Survey
March	Volunteering Survey (pending)

At the request of the Communications committee, we chose a standard time for our surveys to be sent to the membership. This will be the third week of the month.

Also at the request of the Communications committee, we will be supplying them with “interesting facts” about our membership gleaned from our surveys.

If you have an idea for a one-minute survey, please let us know.

Submitted by
Paola Chiste
On behalf of The Research Committee

SCOPE AND CLASSIFICATION

The issue of supervisors has been at the forefront of this committee for some time now. As you may recall, in May of 2016 a provision of the Saskatchewan Employment Act came into effect deeming that supervisors cannot be in the same bargaining unit as non-supervisors. A few employers put applications before the Labour Review Board to have the supervisors pulled out

of their union. An initial test case of this law that was heard and the ruling came down that the law does not 'imply retroactivity'. This means that existing certification orders, such as the one ASPA holds, remain intact and unchanged. Effectively, the law cannot go back in time and change things and supervisors should remain the bargaining unit that they are part of. As of the writing of this report, we were waiting to see if the ruling will be appealed. We continue to watch what is happening on this front and will keep you updated.

In addition to larger projects, members of this committee are part of a smaller committee that meets weekly, or as needed, to determine the jurisdiction of new positions posted at the University of Saskatchewan.

Submitted by
Dawn Giesbrecht

TUITION REIMBURSEMENT FUND

2015-2016 ASPA Tuition Reimbursement Fund

The ASPA Tuition Reimbursement Fund was established in 2008 and has been administered for eight consecutive academic years: 2007-2008 to 2015-2016. Every year the ASPA member and the family member are each required to complete a portion of an application form, which must be submitted by April 30.

Applicants

There were 142 applications received for the 2015-2016 academic year.

Undergraduate Applicants

Number of Undergraduate Applicants	127
Number of Ineligible Undergraduate Applicants	1
<hr/> Total of Undergraduate Recipients	<hr/> 128

Graduate Applicants

Number of Grad Studies Applicants	14
Number of Ineligible Grad Studies Applicants	0
<hr/> Total of Graduate Recipients	<hr/> 14

141 applicants were successful in receiving partial tuition reimbursement for at least one U of S course, completed between May 1, 2015 and April 30, 2016.

Funding

In the past, funding for the ASPA Tuition Reimbursement Fund came from the unexpended Accountable Professional Development Account (APDA) balances of ASPA members who have left University employment and 50% of the unassigned APDA funds over the individual account maximum of \$6,000. The annual allocation was at ASPA's discretion. This funding arrangement expired on April 30, 2011 with the previous Collective Agreement and the first allotment of the new funding agreement was received on May 1, 2012.

According to Article 12.4 of the new Collective Agreement, "Effective 1 May 2012, the university will provide an annual allotment of \$180,000 to the TRF." \$183,019 was available for the 2015-2016 tuition reimbursement. Per the guidelines, the pool of applications was reviewed and the eligible number of credit units was tallied. The annual contribution was then divided by the number of credit units eligible applicants successfully completed during the academic year (May 1, 2015 – April 30, 2016). In the 2015-2016 academic year, applicants received \$45 per eligible credit unit for a total payout of \$177,705.00.

Scholarship Payments

All applicants were emailed regarding the status of their application. The ASPA Tuition Reimbursement was applied directly to the applicant's U of S student account. If the student had a credit on their account, a refund cheque was mailed to the student by Student Accounts and Treasury.

Taxation

In 2009, as a result of a Tax Court of Canada case, the taxation requirements for the ASPA Tuition Reimbursement Fund changed. The revised taxation requirement is that scholarship amount(s) paid to an employee's family member are taxable to the family member. Thus, any family members who received a scholarship (tuition reimbursement) for the 2015-2016 academic year will have received a T4A by February 29, 2017. Details on this taxation policy are available from the Canada Revenue Agency website (<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/dctn/ttn-eng.html>).

2016-2017 ASPA Tuition Reimbursement Fund Application Form

The 2016-2017 ASPA Tuition Reimbursement Fund online application form was made available March 2017 for students. The deadline to apply is April 30, 2017. The application form has been moved to the Scholarships and Bursaries channel in PAWS. The application form has two sections: the first section portion of the form must be completed by the student and the second section must be completed by the ASPA member. Once the student applicant has completed the application, an automated email is sent to the identified ASPA family member, who confirms or denies the indicated relationship to the applicant in PAWS. Applicants can expect a notification email (sent to their university email address) by late July/early August.

In accordance with the last Collective Agreement, the fund received a transfer of \$180,000 in June 2016 from the university. The \$180,000 plus the carry forward balance of \$5,314 provides a total of \$185,312 available for the 2016-2017 ASPA Tuition Reimbursement Fund.

Enquiries:

Eligibility Criteria and Scholarship Amount

Alex Beldan, Awards Officer
Awards and Financial Aid
E15 – 105 Administration Place
Tel: 306-966-2897
Email: alex.beldan@usask.ca or awards@usask.ca

Payments and Refunds

Student Accounts
E40 – 105 Administration Place
Tel: 306-966-4595
Email: student_accounts@usask

Submitted by:
Alex Beldan, Awards Administration Officer
Awards and Financial Aid
Student and Enrolment Services Division

CAMPUS COMMITTEES ON WHICH ASPA HAS REPRESENTATION

ACADEMIC DEFINED BENEFIT PENSION PLAN COMMITTEE

No report available

ACADEMIC MONEY PURCHASE PLAN

No report available

NON-ACADEMIC PENSION AND BENEFITS COMMITTEE

I have been the ASPA observer on the Non-Academic Pension and Benefits Committee (NAPBC) for just over a year now. It has been my pleasure to be on this committee to see such a highly motivated and synergistic group working together in the best interest of all CUPE members (and any ASPA members that have kept their pension in the CUPE plan) to manage their funds amidst a flood of regular financial statements, quarterly investment reviews and ongoing investment presentations. The learning curve has been steep for me as I have no background in investments or financial management but it has been truly a great learning experience.

The year has flown by quickly. Here is a quick summary of some of the highlights that occurred over the last twelve months:

The committee undertook a review of the fixed income portfolio and determined in order to provide additional returns at minimal risk it recommended a move to a core-plus bond strategy. The committee approved that the current PH&N fixed income strategy be transferred to the PH&N Core Plus Bond Strategy on March 29, 2016.

The University of Saskatchewan offered Retirement Planning Sessions in 2016 on April 26, April 27, April 28, May 3, May 5, June 1 and June 2, which the committee advertised to all its members.

Ray Aoki, from the firm Aon Hewitt, gave an interesting education session on May 30, 2016 regarding sustainable investing.

At the May 30, 2016 meeting, the committee approved the new Statement of Investment Policies and Procedures (SIPP) to make the necessary changes to transition the Plan to the PH&N Core Plus Strategy. The Board approved this change. The transition to core-plus was completed in the fall of 2016.

The University will now be providing direct funding for the education of committee members. The NAPBC committee was provided with a draft education guideline, which it endorsed on June 3, 2016.

The old premium rate of 1.717% that had been in place since June 2015 between Sun Life and Mercer was renegotiated as 2.48% effective July 1, 2016 (which actually wasn't implemented by Sun Life until August 1, 2016). This increase in the NAP was due primarily to an increasing number of claims and plan design changes since 2010. In the future, the committee would like to review the renewal rate earlier in the year to allow more time to consider the options. The University of Saskatchewan offered a Pension Committee Education Session facilitated by Aon Hewitt on October 14, 2016. New committee members (within one year of appointment) were encouraged to attend.

The Non Academic Pension Annual General Meeting was October 24, 2016.

Ray Aoki, from the firm Aon Hewitt, gave a presentation on February 17, 2017 on Canadian Equity Investment Options and the differences between pooled funds and segregated asset management. Estimated cost saving by switching both strategies to pooled funds is \$20,000CAD per annum. The Plan will need to amend its Statement of Investment Policies and Procedures (SIPP) to accommodate a switch to pooled funds by adding these funds as permitted investments.

I look forward to serving as the ASPA observer on NAPBC for another year!

Yours Respectfully,
Karen E. Mosier

OCCUPATIONAL HEALTH COMMITTEE (OHC)

The membership structure of the Occupational Health Committee (OHC) is organized to ensure representation of all bargaining units across campus. It consists of four management representatives appointed by the Vice-President Finance and Research (VPFR) and eight employee representatives equitably appointed by the trade unions at the university. The breakdown of employer and employee representation is:

4 management positions (Q. Zook, B Steeves, B Muchmore co-chair, 1 position vacant); 2 ASPA representatives (P Krebs, S Cook); 3 CUPE 1975 (and PAIRS) representatives (K Trondson, A Thompson, C Thomson); 1 CUPE 3287 representative (W Rafross, co-chair); 2 USFA representatives (Y Wu, H Wang); designated member(s) of Safety Resources (P Hauser, ex-officio); Committee Secretary, (A Prediger, ex-officio).

Employee members are selected in accordance with their respective union bylaws.

The OHC has two co-chairpersons, one designated by the VPFR and one selected by the employee members of the committee. Both co-chairpersons have the same rights and responsibilities, including the right to call and chair meetings.

The OHC leads and supports the University of Saskatchewan to meet or exceed legal and regulatory requirements under the Saskatchewan Employment Act, Part III (2013) and Occupational Health and Safety Act and Regulations (1996). The role of the OHC is to monitor the workplace, receive and consider unresolvable occupational health and safety concerns from the 20 Local Safety Committees (LSC), provide advice and make recommendations for eliminating or controlling workplace hazards, assist with workplace inspections, follow up on issues or concerns to ensure safe research and work environments.

OHC members attend and participate in OHC meetings and assigned LSC meetings with the goal of resolving health and safety concerns brought forth to the OHC. This is primarily achieved through:

- ☞ Discussion at OHC meetings and at assigned LSC meetings;
- ☞ Bringing unresolvable LSC concerns to the OHC;
- ☞ Regular documented OHC inspections of work and research spaces across campus, and forwarding reports of these inspections to safetyresources@usask.ca); the OHC members are making a concentrated effort to attend and report on LSC inspections.
- ☞ Follow up inspections to ensure previously identified deficiencies have been resolved; and,
- ☞ Other duties as outlined in this OHC Terms of Reference.

OHC meetings are held quarterly, and are scheduled by Safety Resources according to OHC member availability. There must be quorum, and decisions are reached through discussion and consensus.

All serious injuries and dangerous occurrences must be reported to Safety Resources immediately, then to the OHC and the Ministry of Labor Relations and Workplace Safety (MLRWS). An OHC investigation will then be conducted with relevant LSC participation.

Over the last several years, there has been an increase in the WCB claims across campus. This has brought the U of S to the attention of the MLRWS. They have conducted inspections and identified several areas that need improvement. Several injury groups were identified, such as skeletomuscular injuries particularly in the custodial world, and exposure to and injuries from sharps. They noted that there needed to be an improvement the numbers of OHC and LSC Inspections of our workplaces, with better follow-up of inspection deficiencies. The OHC has already participated in 7 area inspections in 2017, which is more than the whole of 2016. Safety Resources is working more closely with supervisors with the intent of preventing injuries and to raise awareness that safety is everyone's business.

As part of our goal to inform the campus family of the safety issues being addressed by the OHC, members of the OHC will bring a synopsis of the quarterly OHC meetings to the LSC's to which they are assigned. A report for the OHC to the LSC's, dated March 9, 2017, shows that, at least for the first 2 months of 2017, WCB lost time claims are down compared to 2016 and 2015.

Submitted by
Susan Cook
ASPA representative

PRESIDENT'S ADVISORY COUNCIL ON THE STATUS OF WOMEN

No report available

PRESIDENT'S SERVICE AWARD COMMITTEE

This committee met in March to choose the two recipients of the President's Service Award to be presented at spring and fall Convocation. This award is designed to recognize exceptional contributions by non-academic staff members. The ASPA President sits on this committee with members from different facets of campus.

Submitted by
Dawn Giesbrecht

PROVOST'S ADVISORY COMMITTEE FOR SEXUAL AND GENDER DIVERSITY

No report available