

---

## Annual General Meeting, May 4, 2010

### Table of Contents

<b>ANNUAL GENERAL MEETING AGENDA</b> .....	<b>3</b>
<b>EXECUTIVE REPORTS</b>	
<b>PRESIDENT</b> .....	<b>7</b>
<b>1ST VICE PRESIDENT</b> .....	<b>9</b>
<b>VICE PRESIDENT, CHIEF STEWARD</b> .....	<b>9</b>
<b>SECRETARY</b> .....	<b>10</b>
<b>TREASURER</b> .....	<b>11</b>
<b>2ND VICE PRESIDENT</b> .....	<b>13</b>
<b>NON-NORTH VANCOUVER MEMBER-AT-LARGE</b> .....	<b>13</b>
<b>COMMITTEE REPORTS</b>	
<b>AUDIT</b> .....	<b>17</b>
<b>BENEFITS REVIEW</b> .....	<b>17</b>
<b>CAPILANO UNIVERSITY NAMING OPPORTUNITIES</b> .....	<b>17</b>
<b>DISABILITY REHABILITATION</b> .....	<b>17</b>
<b>DISPUTE RESOLUTION</b> .....	<b>18</b>
<b>EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EAFP)</b> .....	<b>18</b>
<b>EQUIVALENT WORKLOAD</b> .....	<b>19</b>
<b>FACULTY PROFESSIONAL DEVELOPMENT</b> .....	<b>19</b>
<b>FOOD SERVICES</b> .....	<b>21</b>
<b>HARASSMENT</b> .....	<b>21</b>
<b>HUMAN RIGHTS AND INTERNATIONAL SOLIDARITY</b> .....	<b>23</b>
<b>JOINT OCCUPATIONAL HEALTH AND SAFETY</b> .....	<b>23</b>
<b>MEDIATION</b> .....	<b>24</b>
<b>NON REGULAR FACULTY</b> .....	<b>24</b>
<b>PAID ED LEAVE</b> .....	<b>24</b>

**CFA AGM, MAY 4, 2010****TABLE OF CONTENTS - CONTINUED**

<b>PARKING .....</b>	<b>25</b>
<b>PENSION LIAISON .....</b>	<b>25</b>
<b>PHYSICAL ENVIRONMENT .....</b>	<b>26</b>
<b>PLACEMENT REVIEW.....</b>	<b>26</b>
<b>SOCIAL .....</b>	<b>26</b>
<b>STATUS OF WOMEN .....</b>	<b>27</b>
<b>STUDENT APPEALS .....</b>	<b>27</b>
<b>TRADE UNION PRACTICES AND ETHICS .....</b>	<b>27</b>
<b>TRANSPORTATION COMMITTEE .....</b>	<b>28</b>
<b>WASHROOM ADVERTISING.....</b>	<b>28</b>

**APPENDIX**

<b>1. CODE OF ETHICS .....</b>	<b>31</b>
<b>2. VALUES &amp; PRINCIPLES.....</b>	<b>33</b>

---

## Annual General Meeting Agenda

**Tuesday, May 4, 2010, 9:00 – 12:30, Room LB 321 and LB 322**

- 9:00 **Member sign-in or sign-up**  
Refreshments and breakfast snacks.
- Please bring your membership card. If you do not have a membership card, you can sign up and become a member immediately. Joining costs nothing and membership gives you a voice and a vote at CFA meetings.**
- 9:30 **1. Call to Order** – introduction of first time AGM attendees  
**Draw for door prize**  
**Determination of Quorum**  
**Declaration of Proper Notice of Meeting**  
**Appointment of Scrutineers**
- 2. Approval of Agenda**
- 3. Approval of General Meeting Minutes, April 6, 2010**
- 9:35 **4. CFA Executive Committee Reports**  
This is a question-and-answer opportunity. Written reports are also included in the agenda package.
- John Wilson ..... President  
Sandra Seekins ... 1st Vice President  
Nanci Lucas ..... Vice President, Chief Steward  
David Kirk ..... Secretary  
Charles Hooge ..... Treasurer – Report 2010  
Denis Dubord ..... 2nd Vice President  
Joanne Quirk ..... Non-North Vancouver Campus Member-at-Large
- 10:00 **5. FPSE Delegates**  
The CFA is entitled to send 12 delegates to this year's FPSE AGM for a nominal registration fee of \$175 per delegate (plus incidental expenses). Hotel accommodation, most meals, and transportation are included. Confirmation of interest has thus far been received from ten members:
- Carolyn Beatson, Debby Vollbrecht, James Wendland, Joanne Quirk, John Wilson, Nanci Lucas, Pat Hodgson, Rejean Marois, Richard Brand, and Susan Leblanc.
- 10:05 **6. 2010 Financial Results and 2011 Budget**
- (a) Auditor Committee report  
(b) Treasurer's Report and Budget – see pages 11 and 12  
Budget approval

---

10:30 **7. Tribute to Capilano University President Dr. Greg Lee**

11:00 **Break**

11:15 **Draw for door prizes**

**8. CFA Executive Committee Elections**

The position of Second Vice-President remains to be filled. We will follow the same process as followed on April 6 for the election of the other Executive committee members. Towser Jones has been nominated.

The Constitution requires that people be declared elected when they receive a majority of the votes cast or are acclaimed. All necessary elections are by secret ballot.

In accordance with bylaw VI 6(ii), I have selected Laurel Whitney, Ken Tyers and Frank Harris to be scrutineers and will seek your approval.

Each nominee will be given an opportunity to speak for up to three minutes.

The scrutineers will distribute and collect the ballots. Scrutineers can vote. The administrative coordinator will hold undistributed ballots. Other business will be transacted while the ballots are being counted.

<b>Position</b>	<b>Nominee</b>
2nd Vice President	Towser Jones

11:15 **9. CFA Committee Reports and Committee Elections**

Committee reports and elections will be run together. Before each committee is elected, there will be an opportunity to ask questions of the current committee members. Some committees did not meet during the past year, however, most did meet and their reports are included in the agenda package.

If you are a committee chair and would like to give an oral report, you are invited to so now.

Nancy Nowlan – Faculty Professional Development chair

12:00 **10. Retirees**

Nine members retired this year, and we're beginning a tradition of recognizing their contribution by giving each one a cheque to cover the first year's membership in the B.C. Retired Teachers' Association (College/University Division).

12:10 **11. Guest Speaker: FPSE President Cindy Oliver**

12:30 **12. Announcements:**  
Lucas Foss –  
John Wilson –

12:35 **Last draw for door prizes**

**13. Adjournment**

**Lunch in lower cafeteria**

## Executive Reports



---

## President

### Thank you for your interest in the Capilano University Faculty Association.

Attendance and involvement in our meetings is essential to the Executive's ability to represent your interests. It is also essential that we have members who represent and communicate faculty views on a wide range of issues including helping members and protecting our collective rights. Without all of your contributions our collective rights will diminish.

- **Area Stewards**, thank you for supporting your colleagues and being the eyes and ears of the CFA.
- **Committee members**, thank you for your time on the various committees and the reports you have provided.
- **Executive members**, thank you for your good humour but serious discussions of issues facing faculty. Your dedication to weekly meetings and email is very much appreciated. Last year I noted in my report that the majority of Executive members were new. Now I can say they are all veterans who took their duties seriously and served you well.

Unfortunately our professional affairs officer, Susan Halsall, became ill at the beginning of the fall term and she was not able to continue on the Executive. We missed Susan's forthright comments and the energy she brought to our discussions.

Our second vice president, Denis Dubord, chose not to continue on the Executive. Denis's lightning fast wit and insightful comments will be greatly missed.

- **Lou Milner**, CFA administrative coordinator, helps members get the information and assistance that they need. She does this while juggling email, the phone and deadlines. Lou's continued good humour and sage advice is much appreciated.

Before I cover opportunities and challenges facing us in 2010-2011, here are some highlights of 2009-2010:

- Increased workload of coordinators and faculty
- Progress on Infosilem and scheduling
- Continuation of chronic underfunding of University
- Bargaining proposals ratified.

## 2010-2011 Opportunity and Challenge

### Faculty (CFA)

A great University is created and sustained by a team of faculty, staff and administrators who work in partnership with its community to serve the educational needs of students and society. An early measure of success is how our students perceive the value of the educational experience they receive at Cap. Ultimately, our measure of success is determined by how our students are perceived throughout society.

The work of faculty creates an educational experience that is valued by our students and appreciated by society. Faculty members control the educational experience. Staff and administrators have an impact and can affect the resources available to faculty, but in the end, it is the professionalism and creativity of faculty that delivers the positive educational experience.

---

### **Opportunities and challenges**

- To find new ways to strengthen our culture of excellence to provide this educational experience through a strong collegial model.
- To make coordinator positions desirable and rewarding for faculty.

### **Governance**

There is no forum in the governance bodies where faculty members have a clear voice that is heard and considered. The CFA is the only body that represents all faculty members and their interests in learning and working conditions. The Post Secondary Employers' Association (PSEA) believes that Senate can override collective agreements. Our history has created the process that has ensured faculty voices are heard in all venues including decision-making. If we do not honour and preserve this history we will lose our voice.

#### **Opportunities and challenges**

- To find better ways to engage faculty in emerging issues that are before the Board and/or Senate.
- To find better ways for elected faculty Senators and Board members to understand the concerns of all faculty.

### **Union (CFA)**

A great union maintains a close contact with its membership and represents its priorities. The CFA faces the same demographic shift that the University faces.

We have started a purposeful campaign of increased focus on the value of membership. We need a strong union to protect the rights and culture that many faculty seem to take for granted. With the transition to a University, our rights that we want protected in our Collective Agreement could be impacted or changed.

#### **Opportunities and Challenges**

- To find new ways to involve members.
- To re-assert our role as unionized faculty that must be consulted.
- To bargain toward our desired outcomes, such as scholarly activity, academic freedom and better resources for supporting teaching excellence and research at the same time improving our working conditions.

### **Scheduling**

Scheduling will remain an area that we monitor to ensure the rights of departments to control those factors that affect their timetables.

Through your participation we can create a strong learning and working environment.

Submitted by  
John Wilson

---

## 1st Vice President

Have I really been 1st VP for three years? Obviously the quality of my comrades keeps it fresh! As always, I have enjoyed serving on the Executive. My gratitude to all of the Exec members: thank you John for your unwavering leadership and commitment; thank you Nanci for your immense knowledge and no-nonsense expertise; thank you David for your practicality and thoughtfulness, thank you Denis for your serious comments and your wicked sense of humour; thank you Charles for your keen curiosity and calm demeanor; thank you Joanne for your cut-to-the-chase questions and wit; and thank you thank you thank you Lou for your grace, diplomacy, and for keeping us all grounded as our ideas collide around the room like so many pool balls.

This has been another year of transition at Capilano U as we have searched for a new president, continued adjusting to a new government structure (Senate), delved into assessment work, and discussed and developed new degrees. I wear many hats at this institution and the CFA provides me with a framework in which to operate no matter which one I have on at a particular moment. I serve as a volunteer on the CFA Executive because it assists me in all my roles at Capilano University. It's impossible to make informed decisions if you don't know what's going on!

In my view, it is a benefit and a privilege to be involved in the CFA, and I encourage each and every faculty member to be active and vocal. This doesn't, of course, mean we all agree; it means we share some core values worth nourishing and protecting.

I look forward to the coming year – all its potential challenges, delights, opportunities, and bubbling-to-the-surface energy. But first, let's rest and toast ourselves!

Sincerely,

Sandra Seekins

## Vice President, Chief Steward

This academic year has been a busy one for the CFA stewards and the chief steward. Although we have not had to file any grievances this past year, it continues to be a struggle with the University on issues such as leaves, evaluations and benefits. Also, the continued use of Infosilem for scheduling has added to the workload of coordinators and staff, and it has caused many faculty to lose some flexibility in their working lives.

The Executive, bargaining team, and the stewards have spent much time preparing for bargaining both locally and at the Common Table. Our local bargaining package was approved on April 6, 2010, and we served notice to bargain on April 19. It's going to be a tough round of bargaining as the government is clear their mandate is zero and all public sector settlements to date have not achieved anything above this mandate. Besides money, it is going to be a struggle to achieve greater rights such as academic freedom and regularization improvements.

The Joint Standing Committee (JSC), which is the union/management committee charged with interpreting the contract and resolving contract issues, has met almost every second week for the past eight months, and several issues were discussed. The University members of the Joint Standing Committee are VP - Human Resources Mike Arbogast and VP Education – Academic and Arts Program Jackie Snodgrass (as designate of the University president). Tamara Ilersich also attended occasionally. The CFA members are VP - Chief Steward Nanci Lucas and 1st VP Sandra Seekins. Treasurer Charles Hooge did attend for part of the year to observe how the committee works. CFA President John Wilson is also a member of JSC and his advice and knowledge were greatly appreciated, though he did not attend each meeting.

Overall, Joint Standing Committee seems to have been fairly productive, although we still have outstanding issues and differences in interpretation on some parts of the Collective Agreement.

Besides possible grievances, JSC and numerous member concerns, I was elected 1st VP at FPSE and I plan to stand for re-election at the upcoming FPSE AGM in a couple of weeks. This has been a great

---

experience and I hope to continue with it next academic year. As 1st VP, I'm also the chair of the Provincial Negotiating Committee and this role has helped our local preparations.

Issues and questions around return to work, duty to accommodate and the application of our sick leave, STD and LTD benefits continue. We would like to personally, and on behalf of the CFA, thank our members on the Disability Management Committee. This Committee requires tremendous time and energy commitments on the part of our members. Although it is by nature not a high-profile committee, as stewards we have seen the compassion, passion and commitment of our representatives, Keith Lam and Pat Hodgson. Thank you both for your work in supporting some of our most vulnerable members!

Please contact a steward as early as possible if you are experiencing contract administration problems. Several of our larger grievances in the past might more easily have been resolved if the griever had sought the Union's assistance earlier in the process. Especially, please advise new or part time members to contact us as soon as possible.

We also advise members to take a steward to any meeting with the University, especially if the VP-HR or the Faculty Manager is in attendance. It is to your benefit and protection to have a steward along.

In closing, I would like to thank the many area stewards who have worked hard to acquaint themselves with the Collective Agreement and to assist the members in their areas with a multitude of problems and issues. We have one of the most well-developed steward systems in FPSE and our Union is strengthened by your dedication and volunteer effort. Thanks.

Submitted in solidarity,

Nanci Lucas

## Secretary

I am very happy to report I have thoroughly enjoyed sitting on the Executive committee as secretary for a second year. I have been actively involved in previous Union jobs and I feel it's important to get involved in some capacity.

Being on the Executive at Capilano continues to provide an opportunity to learn about the history, challenges, and good things that the CFA has done on campus here. I would like to acknowledge the dedication of my fellow members on the Executive committee for all their hard work. I would also like to acknowledge Lou Milner for all of her good work keeping us all organized!

I look forward to being of service to the CFA in the coming year as the newly elected professional affairs officer.

All My Relations,

David Kirk

# Treasurer

Capilano College Faculty Association 2009-2010 Financial Statements (Unaudited / Unreviewed) For the year-ended April 30, 2010 and Budget for 2010-2011						
Capilano University Faculty Association <b>Balance Sheet (Unaudited)</b> April 30, 2010						<b>B</b>
	Operating Fund	Strike Fund	Negotiations Fund	Education Fund	Total April 30, 2010	
<b>Current Assets</b>						
Bank - Prime account	(527,692)	449,283	84,293	7,897	13,781	192,868
Term Deposit Operating	550,000				550,000	350,000
Accounts Receivable	112,000				112,000	45,000
Total Current Assest	134,308	449,283	84,293	7,897	675,781	587,868
<b>Equipment</b>						
Equipment at cost	25,832				25,832	20,332
Less: Accumulated Depreciation	(20,332)				(20,332)	(20,332)
Net Book Value of Equipment	5,500	-	-	-	5,500	-
<b>TOTAL ASSETS</b>	<b>139,808</b>	<b>449,283</b>	<b>84,293</b>	<b>7,897</b>	<b>681,281</b>	<b>587,868</b>
<b>Liabilities and Members' Equity</b>						
<b>Current Liabilities</b>						
Accounts payable	38,200				38,200	26,200
Salary and Withholding payable	-				-	1,774
Total Current Liabilities	38,200	-	-	-	38,200	27,974
<b>Members' Equity</b>						
Internally Restricted		449,283	84,293	7,897	541,473	477,913
Unrestricted	101,608				101,608	81,981
Total Members' Equity	101,608	449,283	84,293	7,897	643,081	559,894
<b>TOTAL LIABILITIES AND MEMBERS' EQUITY</b>	<b>139,808</b>	<b>449,283</b>	<b>84,293</b>	<b>7,897</b>	<b>681,281</b>	<b>587,868</b>
Capilano University Faculty Association						
<b>Release Sections for:</b>	<b>Budgetted 2010-2011</b>	<b>Actual 2009-2010</b>				
Cost per section including benefits =		12,500		12,400		
President	4.0	50,000	6.0	74,400		
President's Projects	2.0	25,000				
Chief Steward	5.0	62,500	6.0	74,400		
Stewarding Support	1.0	12,500		-		
Rehab Committee Support	0.5	6,250	0.5	6,200		
Summer Coverage	0.5	6,250	0.5	6,200		
Operating Release Sections	13.0	162,500	13.0	161,200		
Chief Bargainer	0.0	-				
Bargaining Team - 1.0 each	3.0	37,500				
Bargaining Release Sections	3.0	37,500				

Capilano University Faculty Association							<b>R E</b>
<b>Revenue, Expense and Members' Equity (Unaudited)</b>							
For years ended April 30							
	<b>1</b>	<b>2</b>	<b>3</b>				
	<b>2010-2011 Budget</b>	<b>2009-2010 Budget</b>		<b>ACTUAL RESULTS 2009-2010</b>			
	<b>Operating Fund</b>	<b>Operating Fund</b>	<b>Operating Fund</b>	<b>Strike Fund</b>	<b>Negotiations Fund</b>	<b>Education Fund</b>	<b>TOTAL</b>
<b>Revenue:</b>							
Membership Dues	565,000	531,219	579,574				579,574
Release Sections from University	25,000	24,800	24,800				24,800
Interest	1,000	-	1,083	5,485	689	90	7,347
Other			-				-
<b>Total Revenue</b>	<b>591,000</b>	<b>556,019</b>	<b>605,458</b>	<b>5,485</b>	<b>689</b>	<b>90</b>	<b>611,721</b>
<b>Expenses:</b>							
Release Sections (see previous page)	162,500	161,200	161,200		-		161,200
FPSE Dues	261,000	245,178	265,767				265,767
Bursaries - Donation	2,200	2,150	2,100				2,100
Memberships and Donations	500	500	25				25
Conferences/Education/Workshops	1,200	1,000	919			830	1,749
Professional Development Ctee	2,200	2,150	2,100				2,100
External Public Relations	500	500	220				220
Internal Public Relations	1,500	1,500	2,235				2,235
Printing	750	750	165				165
Telephone	1,000	1,200	750				750
Office Supplies	2,000	2,000	1,497				1,497
Web and Computer Maintenance	2,500	3,500	904				904
Meetings Refreshments	12,500	9,500	12,458		107		12,565
FPSE AGM	4,000	4,000	2,599				2,599
Travel / Mileage	3,000	4,000	1,436				1,436
Salaries / Benefits	68,000	64,299	65,586				65,586
Staff Training	1,200	1,000	-				-
Contingency	500	500	-				-
Non-Lynnmour/International Communications	1,000	2,500	-				-
Professional Services	2,500	3,000	1,518				1,518
Infrastructure Upgrade	3,000	7,000	-				-
<b>Total Expenses</b>	<b>533,550</b>	<b>517,427</b>	<b>521,478</b>	<b>-</b>	<b>107</b>	<b>830</b>	<b>522,415</b>
Excess (Deficiency) Revenue Over Expenses	57,450	38,592	83,980	5,485	582	(741)	89,306
Transfer - Operating to Strike Fund	(30,000)	(25,000)	(30,000)	30,000			-
Transfer - Operating to Negotions Fund	(30,000)	(25,000)	(30,000)		30,000		-
Transfer - Operating to Education Fund	(2,000)	(1,000)	(2,000)			2,000	-
<b>Net Increase (Decrease) in Fund</b>	<b>(4,550)</b>	<b>(12,408)</b>	<b>21,980</b>	<b>35,485</b>	<b>30,582</b>	<b>1,259</b>	<b>89,306</b>
Beginning Fund Balance, May 1	101,608	81,981	79,628	413,798	53,711	6,638	553,775
Ending Fund Balance, April 30	97,058	69,573	101,608	449,283	84,293	7,897	643,081

Submitted by  
Charles Hooge

---

## 2nd Vice President

2009-10 was an interesting and eventful year for Capilano University and the CFA. As 2nd vice president, I attended and contributed to Executive, Coordinator, Steward, and a variety of related committee meetings. We had many collective challenges to discuss and manage including employer relations, bargaining, transition, and scheduling – to name just a few.

As I reflect on my two years in the role of CFA 2nd vice president, I am especially appreciative of the collegiality, hard work, and solid commitment of my fellow Executive members. I would also like to offer special thanks to Lou Milner, the CFA's skilled administrative coordinator, whose organizational abilities and focus helped keep us moving forward and on track.

Although I will not be serving on the Executive in the coming year, I hope to continue to play a part in this valuable organization in the future. Thank you to the membership and Executive for allowing me the opportunity to contribute to the CFA and the wider Capilano University community.

Best regards,

Denis Dubord

## Non-North Vancouver Member-at-Large

I've managed to be at most of the weekly Executive meetings throughout the year, and those I can't make in person, I am usually there through teleconferencing. Not my favorite way to attend a meeting but I do feel it's very important for the regional campuses to have representation on the Executive.

The Executive members are very cognizant of that as well and adjust the meeting times to accommodate my traveling on the ferries.

On those days when I'm already at the North Vancouver campus, I usually take the opportunity to attend the General, Steward and Coordinator meetings as well.

John and I were able to meet with faculty at the Squamish campus a couple of times this year, to address a variety of questions and concerns. Lunch was gratefully provided by the CFA. John visited the Sechelt campus as well. Perhaps with the Olympics out of the way, we will be able to increase the number of visits next year.

We also hope that video conferencing will soon be available at the regional campuses, which will alleviate some travel time and money issues. I think this should go a long way to improving our representation at all meetings – not just for me in Sechelt, but also for those in other regions.

On behalf of the regional campuses, I also attended two of the three presidential forums. Thanks to Caroline Depatie for stepping in when I couldn't make it.

In Solidarity,

Joanne Quirk



## Committee Reports



---

## **Audit**

Oral report

## **Benefits Review**

Did not meet

## **Capilano University Naming Opportunities**

This committee only meets when a naming opportunity is submitted for a building, campus space, program or project. The committee is made of students, staff, faculty and administrators. The two CFA representatives are Sandra Seekins and Stephen Williams.

The committee met once in the last year to review a naming opportunity. In all cases, the committee meets in camera due to the sensitive nature of a naming opportunity. The committee discusses whether the opportunity is in line with the University's mission and the criteria set out in the committee mandate. At a later date, assuming the details of the opportunity are approved and finalized, there is an announcement made to the University community, and to the general public.

It has been a pleasure to volunteer on this important committee as a CFA representative.

Submitted by

Stephen Williams

## **Disability Rehabilitation**

Capilano's Disability Management committee meets once a month and mostly works in a very collegial manner to support members. The committee has two management representatives (Jackie Snodgrass and Janet McDonald), two CFA representatives (Keith Lam and Pat Hodgson), and the human resources advisor for Disability and Wellness (Leslie Walsh). Leslie chairs the committee and manages the communication with the insurance carriers.

Currently the committee is dealing with the following cases:

- 1 member on sick leave and applying for STD
- 5 extended claims (4 on CPP and one with an alternate occupation part time)
- 8 active files (5 on a graduated return)
- 13 active accommodations.

Questions have arisen this year about sick leave for non-regulars. If a non-regular becomes ill either during the time of assignment or while re-appointment rights are still active, the coordinator should inform the Disability/Wellness office. The sick leave conditions of the Collective Agreement apply to both regulars and non-regulars, but in order to apply these rights, the University has to know that someone is too ill to start or continue an assignment.

---

Please remember that medical accommodations regarding offices and timetables are not the fault of the person who requires the accommodation. These requests are handled by the committee, and there is a form that the member's doctor must complete. Accommodations such as this are required to meet both the law and the spirit of collegiality.

It has been our pleasure to serve the CFA on the Disability Management committee this year and to work with such a supportive committee.

Submitted in solidarity,

Pat Hodgson and Keith Lam

## **Dispute Resolution**

No report

## **Employee and Family Assistance Program (EAFP)**

Your EFAP committee members for 2009-10 were Keith Lam and Alison Parry (faculty), Lynn Jest (administration), Ruth Siemens and Terry Kennedy (staff), and Leslie Walsh (exempt). The EFAP is a benefit that is free for all employees and their spouses/dependents.

From December 1, 2008, to November 30, 2009, the utilization rate of the service was 23.77%, which represents a 33.23% increase over last year's utilization rate of 17.84%. The rate reflects the number of cases and not the number of sessions provided. Mainstream counselling services made up 71.70% of utilization this year with WorkLife services accounting for 28.31% of utilization. WorkLife services include financial advice, legal advice, Eldercare, nutritional advice and naturopathic services. Most of the services were accessed by female employees (69.63%), full-time employees (77.78%) and had between 5 – 14 years of service with Capilano University. More information about the various services provided by Shepell.fgi can be found on their recently updated website ([www.workhealthlife.com](http://www.workhealthlife.com)).

Counselling service is provided by clinicians at Shepell•fgi with a minimum of a Master's degree in Clinical Social Work or Counselling Psychology. The types of issues addressed include, but are not limited to: relationships, parenting, personal/emotional issues, work issues, addictions, etc. The service is confidential. Other private practice counsellors of your choice may be used but they first need to agree to be a part of Shepell•fgi EFAP program and to go through a review process.

Emergency services are available 24 hours a day, seven days a week and services can be obtained by appointment, by phone, and/or by email depending on the nature of the problem or the client's personal preference. EFAP brochures are available in the HR department.

When you call for an appointment, you will be asked what organization you work for, your name, gender, age, work status, occupation, telephone numbers, and where discrete messages can be left. You may be asked some other questions as to the nature of the issue so that the support specialist can arrange your appointment with the most appropriate professional in a timely manner. If you are calling to make an individual appointment for someone else in the family, the intake worker will ask to confirm with the person directly, even if the person is a minor (younger than 19). In this case, you might hand the phone over to the child to confirm the appointment. If you are concerned about how to help the child or would like to provide additional information about the child's well being, you will be referred to a clinician.

---

## Equivalent Workload

No report

## Faculty Professional Development

### Committee Membership

The Faculty PD committee has met every month from September 2009 to April 2010 to plan PD events and adjudicate PD funds. The committee consisted of five CFA members and five DAC members. The committee members this year were Nancy Nowlan (Chair), Ken Towson, Tony Souza, Tony Cusanelli, Catherine Ostler, Lyne Gareau, Roy Janzten, Kathy Moscrip, Amanda Butler and Allen Zhu (needed to resign as couldn't attend the meetings). Jackie Snodgrass is the Executive Liaison, attending most meetings.

### May 2009 PD Days

Last year's PD Days were a watershed for Capilano with attendance up 50% from the previous year and the most workshops ever offered, spread over two weeks. The two keynote speaker sessions (on social media and on "deep learning") are posted on the Faculty PD website, [www.capilanou.ca/facultypd](http://www.capilanou.ca/facultypd).

### Budget

Due to the .6 funding for professional development in the PD committee budget, PD funding reimbursement increases for individual grant applications and a second Teaching and Learning grant were approved for 2010.

### Policy changes

The committee made a number of changes to the PD funding reimbursement application policies, making it easier for faculty falling outside the guidelines (here for two years teaching 4+ sections) to apply.

### Faculty PD Grants

A total of 47 faculty applied for PD funding reimbursements, 19 in the fall and 32 in the spring (a substantial increase over previous year's due to our revised policies allowing for training and graduate work as well as applications under \$500 every year). The Committee awarded grants to the 44 qualified applicants. In fall, the grant requests totalled \$8,830 and in the spring, the grants allocated totalled \$32,437.99.

The two Teaching and Learning \$5,000 grants have attracted several proposals with applications due May 4.

### PD Website

Fall 2010 was spent updating forms and creating an open faculty PD website on Moodle, to be shifted to Wordpress, [www.capilanou.ca/facultypd](http://www.capilanou.ca/facultypd)

---

## Spring Workshops

Two well attended lunch sessions were held this spring. A third session on clickers in the classroom was postponed.



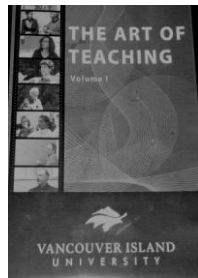
PD and Pizza  
Thursday January 28<sup>th</sup>  
11:45-12:45  
Birch 168

"Art of Teaching" film

A half hour video produced  
by Vancouver Island  
University faculty who  
filmed classes and  
interviewed faculty and  
students to document some  
of the key elements of  
essential teaching strategies.

Sponsored by the Capilano Faculty  
Professional Development Committee

All Welcome!



*Student Laptop*

*Use in the Classroom: Study Aid or  
Annoyance?*

## Teaching Stars pilot group

The first "Teaching Stars" group was successfully launched, with 5 faculty visiting each other's classrooms to gain insight into their own teaching. More groups are planned for fall 2010.

## PD Days 2010

PD days are May 3-14 with a smaller number of sessions this year and a "close to home" theme with a hike in the Seymour Demonstration Forest. Our keynote day is May 5 with Gary Poole from the UBC Teaching and Learning Centre in the morning followed by Capilano's first "Pecha Kucha" inspired afternoon session. The strength of our PD Days continues to be strong PD Committee involvement in session organization and faculty willingness to be involved in leading and participating in sessions.

## ISW Facilitators Workshop

Three Capilano faculty will be attending the Instructional Skills Workshop Facilitators training workshop at BCIT in May in the hopes of conducting ISW workshops at Capilano again in 2010/11. Currently we have only one trained ISW facilitator at Capilano.

Submitted by

Nancy Nowlan

---

## Food Services

The Food and Beverage committee meets once a month on the third Thursday at lunchtime. The eight-member committee is composed of administration, staff, students, faculty, and Aramark Manager Dan Travis. The meetings are chaired by Paul Gruber, purchasing manager, and are conducted in a productive and focused manner with a very cooperative and friendly atmosphere. Because committee members come from different areas of the University, there is often a member or two absent from the meeting. Each member is rewarded with 10 cafeteria dollars after attending each meeting to sample food and check the quality of the services.

The issues discussed and dealt with in the last academic year include the following:

- Concerns and suggestions regarding food quality, quantity, variety, menu, and pricing
- Cafeteria operation hours during Olympics and examination periods
- The attitude, demeanor and cleanness of the cooks and the services provided by the cashiers
- Recycling issues and biodegradable/compostable cutlery suppliers
- Organic, vegetarian, GM food, fair trade coffee and cage-free eggs
- Cold beverage contract
- Bottled water and water-fill station
- Catering services and liability

Submitted by

Lian Zhang  
Faculty Rep on Food and Beverage Committee

## Harassment

**Committee members:** CFA: Lucas Foss, Carol Schoen, Heather Sloat; COPE: Betty Gerela; Administrators: Gary Henkelmann, Barbara Ottley; CSU: Bahiyah Campbell; Conflict Resolution Advisor: Naya Kee.

**Mandate:** To promote an harassment-free environment at the University; to consult with the conflict resolution advisor on harassment complaints and educational initiatives; to review, from time to time, the effectiveness of University harassment policies and procedures and make appropriate recommendations to the president.

**Work this year:** The committee met four times between September 2009 and April 2010. Minutes were posted on the University intranet.

**Awareness:** The harassment poster and brochure were updated this year and distributed throughout the University.

**Respectful Environment Initiative:** The committee continued to take an interest in the furtherance of this initiative and most members attended one of the Respectful Learning and Working Environment World Cafes held this year.

Complaint and education stats to date are attached.

**SUMMARY REPORT**  
**HARASSMENT INQUIRIES AND COMPLAINTS**  
**From the Office of the Conflict Resolution Advisor**  
**TIME PERIOD: June 1, 2009 – April 10, 2010.**

**NATURE OF INQUIRIES:**

	Information request – no incident alleged
1	Incident reported only - no action or feedback requested or required
1	Incident reported and responses discussed – no further action requested
3	Incident reported, action required, no complaint to be laid
	Preparation and filing of formal complaint
9	Request for education session- re conflict resolution/harassment/team building/communication

**TYPE OF COMPLAINTS:**

Sexual harassment	2	Personal harassment	2	Gender-based harassment	
Disability harassment		Threatening words/behaviour		Defensive action	
Racism/race discrimination	1	Homophobia		Religion-based	

**STATUS AND GENDER OF COMPLAINANTS:**

Male	6	Female	3		
Students	6	Faculty	1		
Administration		Staff	2		

**STATUS AND GENDER OF RESPONDENTS:**

Male	5	Female			Off-campus	1		
Students	2	Faculty	2	Staff	1	Other		
Several students		Administration				Unknown	1	

**DISPOSITION OF INQUIRIES/COMPLAINTS REQUIRING FOLLOW-UP ACTION**

1	Resolved – informal
	Resolved – mediation
2	Resolved – administrative action
	Incomplete
	Withdrawn
	Other

Naya Kee,  
Conflict Resolution Advisor

---

## Human Rights and International Solidarity

The Human Rights and International Solidarity Committee (HRISC) has put forward the following motions to President's Council:

To propose to the 2010 FPSE Annual General Meeting that  
the International Solidarity Fund be increased to \$30,000 from the current \$15,000.

That FPSE seek language prohibiting surveillance in classrooms.

Where we consider non-regular and part-time issues human rights issues, this committee reiterates its support for FPSE policies 3.5 and 3.6 as found in the *FPSE Policy and Procedures Manual*. These policies seek equity for non-regular faculty.

These motions will go forward to the FPSE AGM this year.

The HRISC brought forward the issue of video security/surveillance to the attention of our local Executive in January this year.

On March 30, 2010, the HRISC hosted a focus group organized by the North Shore Welcoming Action Committee. The North Shore Welcoming Action Committee (NSWAC) is a consortium of organizations focused on facilitating immigrant settlement and inclusion on the North Shore. Faculty were invited to have a voice and share their thoughts regarding multiculturalism and the development of communities that are welcoming and inclusive. A summary of the discussion that ensued will be available on the CFA website, <http://capilanofaculty.ca>.

The International Solidarity Fund Committee (ISFC) met April 20, 2010, to decide upon proposals put forward so info and links where available on the organizations receiving funding this year will be posted shortly on the FPSE website. <http://www.fpse.ca/committees/hrisc/isf>

Submitted by

Richard Brand

## Joint Occupational Health and Safety

The Joint Occupational Health & Safety (JOHS) committee comprises representatives from the University administration, staff, CFA, as well as the occupational health and safety officer and the disability awareness coordinator. The two CFA representatives are Carrie Jung (since November 2007) and Ross Kelsay (since April 2008).

The committee meets once every month. In the past year, the JOHS committee has been very pro-active and productive:

- providing ongoing safety training, which included workshops on ergonomics and workplace violence prevention
- providing safety orientation for new employees
- providing First Aid Emergency preparedness training (22 new wardens were trained over the past year)
- holding a flu clinic to provide H1N1 vaccinations to those who wished to have it (in total 380 people received their immunization shots—154 employees and 228 students)
- distributing anti-viral hand wipes (for cleaning surfaces such as computer keyboards) to departments that request them
- providing emergency whistles to all during the first week of September

- 
- featuring information display tables in the cafeteria
  - responding to correspondence received from members of the Capilano community concerning such issues as cigarette smoke, air quality, cafeteria supplies (melting spoons!) and non-functioning emergency telephone towers (now rectified)
  - reviewing monthly statistics about accidents and injuries that have occurred on campus
  - reviewing health and safety concerns in our other campuses.

This JOHS committee is committed to looking after the health, welfare, and safety of all members of the Capilano community. To this end, throughout the year we distribute information brochures and organize safety workshops and information sessions for all.

On May 25, the University will be engaging in an Emergency Management Plan, a workshop offered by Intrepid Risk Group. This Plan is part of the BC Emergency Response Management System, and about 20 members of the University community, including members of your JOHS, will be attending.

I would also like to inform new employees to Capilano that if you have not been notified about a safety orientation, please contact Lorraine Douville ([ldouville@capillanou.ca](mailto:ldouville@capillanou.ca)) to make arrangements for one. Furthermore, anyone who wants advice about back safety and ergonomics in their workspace should also contact Lorraine.

Respectfully submitted by

Carrie Jung (ESL & CDO)  
Ross Kelsay (Cinematography)

## Mediation

No report

## Non Regular Faculty

Did not meet

## Paid Ed Leave

In April and May of 2009, the Paid Educational Leave committee, consisting of Crystal Hurdle (chair), Elizabeth Witkowski, Wayne Hughes, Gerrie Waugh, and Carolyn Beatson, met and adjudicated 21 Paid Ed Leave applications. Five leaves were granted for the 2010-2011 academic year to Rae Nickolichuk and Mary Giovannetti (both full-time), Cathy MacLean and Daniel Yasinski (both for two terms at 7/8 loads), and Andrea Westcott (one term at 6/8 load).

Many thanks to Lou Milner in the CFA office for her assistance.

Wayne Hughes (new PEL chair), Crystal Hurdle, Nicholas Collins, Gerrie Waugh, Milt Williams and Elizabeth Witkowski have an initial PEL committee meeting planned in early May and, by the end of May, will adjudicate the 16 applications received for the 2011-2012 academic year. Five full-time leaves (or the equivalent) are expected to be given this year. VP Finance and Administration Cindy Turner informed the committee that the amount available this year to be granted for Paid Educational Leaves is \$506,732.16. The exact number of leaves depends on each faculty member's salary plus the cost of benefits.

Submitted by  
Wayne Hughes

---

## **Parking**

The committee meets before the fall and spring terms to distribute parking passes for employee parking. In both terms we have been able to accommodate colleagues' requests. With Lou Milner we have designed a stream-lined system for matching requests and passes and can deliver the passes within 24 hours of our meetings.

A series of policy questions from a member in September was referred to the Executive.

Submitted by

Nick Collins

## **Pension Liaison**

The Pension Advisory Committee (PAC) of the Federation of Post-Secondary Educators (FPSE) met twice this academic year: first, on December 11/12, 2009, and again on March 5/6, 2010. I also attended the BC Pension Forum on December 10, 2009.

### **Pension System Review**

At both PAC meetings and the Pension Forum, the hot issue was the recognition that retirement income in Canada is inadequate. This issue is being discussed on several levels: federal government, provincial government, and union. It was a top agenda item at the meeting of Finance Ministers in Whitehorse in December, 2009. The concerns are that the three pillars of the current system are not working: (1) the public pension system (OAS, GIS and CPP) falls short of replacing the 50-70% of pre-retirement income needed to maintain the standard of living; (2) the private sector has failed to come through with adequate pension plans for workers; and (3) individuals are not saving enough in RRSP's to cover the shortfall.

The Province of British Columbia invited submissions in response to a paper called "Mechanisms for Expanding Pension Coverage and Retirement Income Adequacy in Canada." One of the options this paper presents is a voluntary defined contribution (DC) plan for all Canadian workers. FPSE prepared a response to the Province's paper, which PAC had the opportunity to first review and provide input on. The Canadian Labour Congress (CLC) has also produced a discussion paper that proposes doubling the Canada Pension Plan Benefits. FPSE endorses the CLC plan.

PAC has recommended that there be a workshop at the May AGM on pension challenges and historical context of the pension system.

### **The College Pension Plan**

Of more immediate concern to our committee and our members is the state of our own College Pension Plan. FPSE drafted a document called "College Pension Plan: Principles and Framework for Pension Governance," which was discussed thoroughly at our meeting in March. Further discussion will take place at the AGM in May.

### **Contribution Rate Increase**

Canada Revenue Agency identified a rate imbalance between employer and employees in the College Pension Plan, which has affected the ability of the Pension Board to address the shortfall in the Inflation Adjustment Account (IAA). Consequently, to ensure compliance with the Income Tax Act requirements, the Pension Board decided to increase the employer's contribution rate to the Basic Account by 0.1%, as at Sept 1, 2010 (when a rate increase will be required resulting from the valuation). This 0.1% rate increase will be included in the valuation, thus reducing any rate increase resulting from that valuation.

---

## Trustees

The Pension Advisory Committee recommended to FPSE Presidents' Council that both Weldon Cowan and John Wilson be reappointed to another term as trustees, and FPSE accepted that recommendation. John has announced that this will be his final 3-year term as trustee.

The issue of appointment of trustees and succession planning resulted in the establishment of a Joint Presidents' Council/Pension Advisory Committee Working Group to develop a comprehensive set of proposals on pension administration, including trustee evaluation, process for appointment, succession planning and other issues.

## BCRTA Memberships

Dennis Anderson from the Post-Secondary Retiree's Branch of the BC Retired Teacher's Association (BCRTA) updated us on the workshops that have been developed by the Post-Secondary Branch. These are designed to complement the Pension Corporation seminars. There are now three workshops available: *Funding Your Future*, *Retirement Lifestyle Planning*, and *There is More to it Than Money*. Hosting organizations are requested to provide an honorarium, travel expenses, a manual, and refreshments. Contact Dennis Anderson [andersond@shaw.ca](mailto:andersond@shaw.ca) for information.

For more information on pension issues, contact your PAC rep, Debby Vollbrecht, local 3430 or [dvollbre@capcollege.bc.ca](mailto:dvollbre@capcollege.bc.ca).

Submitted by  
Debby Vollbrecht

## Physical Environment

No report

## Placement Review

Did not meet

## Social

No report

---

## Status of Women

The responsibility of the Status of Women committee rep for FPSE is to get involved in any activity that contributes to the improvement in the status of women within the University.

I attended the scheduled committee meetings in October and January. Other than that, I'm pretty sure that I'm not fulfilling all of my responsibilities.

I found it difficult and discouraging to try to organize a memorial at our campus in Sechelt. I did connect with the Students' Union regarding December 6, 2010, which was the commemoration of the 1989 Montreal Massacre. They gave me a few posters to put up and I gave them rose cards to hand out.

I tried to get the students involved on a local level but the memorial was held on a Sunday, so I didn't have any takers. The biggest input from the students came when I was hanging up the posters. Most of the students informed me that they were not even born then and were shocked that a massacre of that scale occurred in Canada. I've kept the poster and plan on hanging it again next term. It did generate great conversations with the students.

The Students' Union did hold a vigil at the North Vancouver campus on Friday, December 4. They arranged movies, speakers and pizza but still did not have a great turn-out. There were approximately eight students, no faculty, staff or administrators.

It was over 20 years ago but "Lest We Forget."

The child care survey results from last year are now posted on the FPSE web site:

<http://www.fpse.ca/files/uploads/ChildCare0910.pdf>.

In Solidarity

Joanne Quirk

## Student Appeals

The committee has met twice this past year with a full complement of members. We have been meticulous in our proceedings and deliberations and have reached unanimous decisions on all appeals adjudicated.

Submitted by

Nicholas Collins

## Trade Union Practices and Ethics

Did not meet

---

## Transportation Committee

The Transportation Committee met on five occasions this school year (2009-2010). I was absent for the November 2009 meeting.

Main topics discussed by the committee:

### Translink employee discounts

Capilano University has now qualified for the program which allows staff/faculty to participate in this program which provides a 15% discount on monthly transit passes.

### Olympics

The 2010 Olympic Games required the use of the University's parking spaces, and this severely limited access to the campus by car. Plans were discussed by the committee to mitigate the impact on those who would be driving to the campus during the Games, and the period transpired without much incident.

### Parking (general)

With a new parking provider (Vinci), there have been some issues with the use of the automated ticket machines. The machines are difficult to read in dark conditions, so night-time visitors (especially CPAT patrons) have had problems using the machines. The modem on the machines sometimes fails, and patrons of the theatre have complained of this. Also, signage indicating that lot No. 7 is still available for handicapped users at a flat rate of \$ 3 should be forthcoming. Vinci cancelled the use of this lot for evening flat rates (except for handicapped users), and additional signage to this effect should also be forthcoming. Currently CPAT front-of-house staff place a sandwich board sign at the meter informing users that the lot does not have an evening flat rate any longer.

### Film Centre construction

Work on the new Film Centre has caused several disruptions for drivers, pedestrians and buses, and the committee has dealt with these changes by recommending the posting of directional signs.

### Cycling

A secure parking area for bicycles has been proposed to the committee, and the concept has been endorsed. It should be situated somewhere around the Sportsplex so that the facility's showers are convenient to cyclists arriving on campus. District of North Vancouver planners have been consulted on general access issues surrounding the campus. The following recommendations were made to the NV District staff:

1. Create a paved pathway that runs from behind the Sportsplex, along the existing dirt trail that goes along the edge of the playing field and out to Lillooet Road.
2. Create a bike path along Lillooet Road from its intersection with Mount Seymour Parkway.
3. Create a controlled crossing of Lillooet where trail meets Lillooet Road and bus stop is on opposite side (west side of Lillooet).

Submitted by

Greg Robinson

## Washroom Advertising

Did not meet

## Appendix

- 1. Code of Ethics**
- 2. Values & Principles**



---

## Capilano University Faculty Code of Ethics

Faculty members recognize the importance of treating all members of the university community with respect, and of meeting the professional obligations to their disciplines and to members of the university community as outlined below.

### 1. **Obligations to Students**

Faculty demonstrate respect for students as individuals and work to stimulate in students a spirit of inquiry. In their relationships with students, faculty adhere strictly to their professional roles. They ensure that their evaluations of students reflect each student's true merit, and they avoid any exploitation, harassment, or discriminatory treatment of students. Faculty refrain from imposing their personal, political or religious values on their students.

### 2. **Obligations to Colleagues**

Faculty avoid any exploitation, harassment or discriminatory treatment of colleagues. They respect and defend the free inquiry of their colleagues, and exchange criticism and ideas, showing due respect for the opinions and teaching methods of others. They acknowledge academic debt, and strive to be objective in their professional judgment of colleagues.

### 3. **Obligations to Staff and Administration**

Faculty recognize that the work of university staff and administrators is essential to the proper functioning of the university as a whole, and to their own efforts as educators. They avoid any exploitation, harassment or discriminatory treatment of staff or administrators. They also recognize and respect the rights of staff as governed by the COPE agreement.

### 4. **Obligations to their Discipline**

Faculty recognize the importance of developing and improving their competence in their respective disciplines. They accept responsibility for maintaining professional standards, and they prevent the practice of their disciplines by unqualified persons.

### 5. **Obligations to the CFA**

Faculty recognize their obligations to maintain and promote the objectives of the CFA. In the community at large, faculty represent the CFA in a professional manner.

### 6. **Obligations to the University**

Faculty recognize that their duties as educators focus on the University, and they participate in University activities relative to their obligations to maintain and promote the pedagogical objectives of the University. In the community at large, faculty represent Capilano University in a professional manner.

### 7. **Obligations to the Public**

When faculty speak or act as private persons, they avoid creating the impression of speaking or acting for the CFA or the University.

*Approved at CCFA General Meeting, February 5, 1991*



---

## Values and Principles Enshrined in Our Collective Agreement

With the change from a college to a special-purpose teaching university, the next several rounds of bargaining could be energizing and challenging. As reflected in the bargaining survey, most of our members want to uphold our principles and values we have enshrined in our Collective Agreement. We have used this affirmation of our values and principles to help guide our recommendations to SWCC and to the general membership.

1. To ensure a collectivist, egalitarian, equitable Collective Agreement instead of one based on a competitive, stratified model.
2. To ensure the maintenance of equitable compensation and treatment of all employees.
3. To ensure the maintenance of a single salary grid for all faculty who worked within each category of employee, such as instructors, PMIs, and lab supervisors.
4. To ensure a single progression on the salary scale and do not want to incorporate provisions for individual bonuses or merit pay.
5. To ensure that all faculty are subject to faculty-controlled procedures for determining the allocation of work, such as scholarly activity/research, teaching and/or service.
6. To ensure that all faculty covered under this agreement be covered by the CFA in all matters pertaining to workload and salary conditions.