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Joint Rehabilitation Committee (JRC) Report

April 2018

Capilano's Joint Rehabilitation Committee (JRC) is made up of two administrators/exempt employees and two faculty members. The JRC meets monthly and reviews cases of eligible faculty members who are on sick leave, short- term disability (STD) or long- term disability (LTD).

Currently the JRC members are: Melissa Nichol, HR Manager, Lyndsay Phelan, HR Advisor and the CFA representatives are Maggie Feist and Kirsten McIlveen.

HR produces a monthly spreadsheet which helps us to monitor claims and HR manages the communication with the insurance carrier.

Generally, these meetings run smoothly, the team functions well and communicates frequently between the monthly meetings as needed. The JRC members also act as a liaison between the sick faculty members and the university and we are frequently used as a resource for navigating the sick leave process. The union representatives support the members on leave primarily through phone calls and at return to work meetings.

While the number of members on sick leave or disability is fluid, the following data is for the most recent month. Currently, we help support 2 members on sick leave, 1 on Short Term Disability and 3 on Long Term Disability. We also have 3 members on Graduated Return to Work (GRTW) plans.

Our most recent joint project was to develop user friendly Sick Leave, STD and LTD FAQ's. This information is now available on the employee section of the University website in the HR and Wellness areas. In addition, please find attached the extended version of the mail outs which members receive at the beginning of their 30 day sick leave.

Recently, we have had a couple of members have their initial STD claims denied but when new medical information was provided both were approved.

One concern we have is around the timing of RTW meetings. For example, when we have members planning their GRTW for the fall these faculty are reliant on Manulife and HR for assistance, potentially without a CFA rep (from the JRC) for additional support, as faculty usually are on vacation until August 15th. Occasionally, the meetings have occurred after the member has returned to work and so there hasn't been an opportunity to anticipate and plan for any potential barriers to their successful return to work. Despite these concerns, overall the RTW meetings have then been a useful place for the member to assess whether their plans are appropriate and likely to remain so.

A highlight has been attending the Federation of Post- Secondary Educators (FPSE) of BC Disability management and Rehabilitation training and meetings in September and January. The opportunity to network with other committee members representing post- secondary institutions from across the province is a chance to increase our knowledge and is also an energizing reminder of the important work that the JRC's are doing.

Respectfully Submitted by, Maggie Feist and Kirsten McIlveen



For FPSE non-reg meetings January 26-27, 2018

Capilano University Faculty Association

Submitted by Susan Summers, PhD, MTA (music therapy) on behalf of

Kirsten McIlveen, MA (geography) and Doug Johnstone, MA (English for Academic Purposes)

At Capilano University, there are 628 faculty: 270 non-regularized faculty representing about 45% of faculty. There are 165 regularized part-time (27%) and 165 (27%) regularized full time faculty.

The committee has increased by one member since September - we welcome Doug Johnstone. Doug is a steward who is supporting his new non-reg faculty members to know more about this committee and CFA. The committee met once since the September FPSE meeting.

Fair Employment Day: We had a display in the main cafeteria where we handed out materials and chocolates and talked with people who approached the table. Generally it was attended by less than a dozen students and most did not have much time to stop and talk. The committee needs to consider how to get the word out in a different way next year, especially to faculty.

Survey: in order to assess the issues of concern and of importance for all faculty for bargaining, CFA stewards are currently canvassing their department for input for a survey that CFA will be sending out to all faculty in the near future. CFA executive have prioritized non-reg issues for this next round of bargaining. Because 45% of CapU's faculty are non-reg, it is hoped that a significant number of regularized faculty will also support the non-reg issues so that CFA receives a mandate of over 50% to take forward to bargaining.

Issues of importance for bargaining: remove caps and bars

- gaining equity for non-regs on scale placement, benefits, pay, and eligibility for EI, PD funds, services, etc.
- Private Music Instruction (PMI) instructors are not being paid in the same grid as academic faculty but instead separate as a secondary scale which is less than equitable
- PMI and other instructors such as lab are not eligible for the same type of regularization for combined teaching (such as PMI and academic courses or lab and academic courses) – they have to teach 4.0 sections in one or the other but cannot combine them

We acknowledge Joanne Quirk, Brent Calvert and the CFA executive for their ongoing support and belief in non-regularized faculty being given equal treatment on this campus.

FPSE Pension Advisory Committee (PAC) meeting

Report on the Feb 23, 2018 meeting

Gordon Rudolph, PAC Rep, local 1

PAC is an advisory committee for the President's Council of FPSE. It meets twice a year, with subcommittee work ongoing as required. Attending are reps from each of the member locals, our College Pension Plan Trustees, a liaison from the executive and FPSE staff. The meetings are held at the FPSE office near 6th and Cambie in Vancouver. The February 23rd meeting was notable in that attendance was the usual very good, despite heavy snow. Ordinarily the meetings are held on a Friday night and all day Saturday, but this time the meeting was one day only, on Friday February 23. Some highlights from the meeting are as follows.

Steven Hoose from the BC Pension Corporation described Pension Plan website research, re-launch, and renewals. There have been six month windows between each plan's re-establishment with new sites – in November 2017 our plan, the College Pension Plan, was the 4th of the 5 plans to re-launch with an improved interface. Detailed and impressive research and research methodology has been applied in the improvement of our website, it would be a great idea to log on if you haven't for the past while and see how much it has improved. 41% of College Plan members have registered in the 'My Account' functionality. This is actually higher than the participation rate in other members in the BC family of plans. My Account allows a member to work through estimate scenarios, manage beneficiaries, update profile, and even complete the pension application process on line. What took weeks and months in phone calls and messages in the past century now can be done in minutes on line. Making things simple is hard, as Steve Jobs and Richard Branson have both asserted in more colourful language, and I would say the BC Pension Corporation has succeeded in this drive to elegance. Log on, sign up, get familiar with what is for many of us, the most valuable asset we will ever possess.

Plan Trustee Doug Birtwistle (Okanagan, local 9) gave an hour and half presentation during the education portion of our meeting. The plan now has surpassed the \$4 billion in assets with a further \$600 million in the Inflation Adjustment Account (IAA). The basic pension you receive is guaranteed and the inflation adjustment for our plan is not guaranteed and has an annual cap placed at possible inflation adjustments. Actual inflation has only exceeded the annual cap once (by approx. 0.1 % one year) in the past 8 years, so the IAA has been able to afford pensioners full indexing to inflation in all these years, except the one. To guarantee an inflation adjustment to match actual inflation in perpetuity would take in actuarial considerations (eg need increased contribution levels or riskier investments) to a point that our present Trustees believe is unnecessary. Doug developed a window on how actuarial and actual valuations of the plan can actually be slightly divergent as the effects of peaks and troughs due to market vagaries eg dot com crash of 2001, great recession of 2008, are smoothed over several years. This is because of math. Peaks such as the recent surge in equities in the past few years are also subject to smoothing in actuarial evaluations of the plan. This is essential to keep matters on an even keel, as sudden drops and surges in value don't have to be countered with rushed decisions on investment portfolios or contribution levels. What has impressed me over the years is the very long term – eg 75 years – that is often taken into account when futuring in the pension plan.

One of the jobs of PAC is to advise on Trustee selection processes. Trustees serve three year terms and on average sit for 2 terms. We have established processes for the two Trustees drawn from active membership in FPSE, and as well for the Trustee selected from FPSE staff. The retired member selection process (presently former CNC Instructor and BC Finance Minister Paul Ramsey) is one that is presently being worked through as it's an appointment that informally rotates between our group and the BCGEU membership in the College Plan. Selection of a retired Trustee is a process that may not be for once every ten or more years, but establishing a process now will be valuable for future PAC and President Council groups.

People are living longer on average, the life expectancy of Canadians, BC people, and BC public sector employees keeps advancing. This has implications for the plan and needs regular monitoring. However, the average age of mortality in College Plan in the year ending Aug 31st, 2017 was 78. For females it was 77 and males 79. The Canadian average expectancy is at the moment 83 years. This is not a misprint, those were the numbers, and they are consistent with the year before. However, given the small sample size of the College Plan vis a vis other larger plans, a statistical variance like this is not out of order. Smaller sample sizes can have larger variations and it is presumed that this is a bit anomalous. However if this pattern continues for several more years, the actuarial assumptions might come into re-examination, let alone the possibility of employing an epidemiologist to look into the pattern. Maybe, upon retirement, our members are engaging in high risk activities. Essentially, though, use Canadian or BC average life expectancies in your own planning as to how long you might, on average, draw a pension after retirement.

There is active subcommittee work on the matter of incentivizing retirement and in particular of members past what were the formerly traditional retirement ages. On average, since mandatory retirement was abolished in BC, our member's average retirement age continues to advance, with no indication yet as to what a new average retirement age will be. No math yet can be used to presume it to be linear, exponential, or approaching a horizontal asymptote of some description. Evidence will tell the tale and at best there were a 2013 and a 2016 report to FPSE AGMs on retirement transitions and advancing retirement age. These reports are useful as they give a broadening data base that can be used at a future point when projections might be attainable.

The next PAC meeting is scheduled the third weekend in October, 2018.

CFA STATUS OF WOMEN COMMITTEE (FPSE) REPORT

SUMMARY AND HIGHLIGHTS OF ACTIVITIES FOR ACADEMIC YEAR 2017-2018

Submitted by Dr. Efrat El-Hanany FPSE rep (AHIS & WGST Departments),

for the CFA AGM on May 1, 2018

HIGHLIGHTS OF EVENTS ON CAMPUS & OUTREACH TO THE COMMUNITY:

- Donation Drive carried out with WGST100 Fall 2017 students: collection of donation items for the WISH society
- Special presentation by guest speaker Sheila Johnston, founder of the Canadian *Friends of the Calcutta Cathedral Relief Services Society* (Cdn. Friends/CCRS) on: "Women Striving for Empowerment in India: Challenges Ancient and Modern." Monday, November 20, 2017
- December 6, 2017 Memorial: *Commemorating Missing and Murdered Indigenous Women and Young Women Killed at the Polytechnique in Montreal (1989)*. Welcoming Ceremony with Squamish Elder Latash-Maurice Nahanee (in the CSU Lounge)
- Presentation with Canadian writer Claudia Casper, author of *The Reconstruction, The Continuation of Love by Other Means* and *The Mercy Journals* (March 1, 2018)
- ChatLive, March 2018: *The Significance of International Women's Day in 2018*. (Thursday, March 8, 2018)
- *Art+Feminism* Wikipedia Edit-a-thon March 6, 2018)
- IWD 2018 key speaker: Montreal-based Black feminist writer, activist and educator Robyn Maynard (Friday, March 2, 2018)
- Film Screening: *Hidden Figures*, director Theodore Melfi, 2016 (Thursday, March 8)
- Katie Japaridze, the Women Students Liaison representative of the Capilano University Student Union, embarked on training for the *Let's Get Consensual* campaign at the end of November 2017, and continued to work on spreading awareness of consent around the campus in 2018. The *Let's Get Consensual* campaign stresses the importance of having mutual agreement when having sexual intercourse and preventing sexual violence. See: Greta Kooy, "Let's Get Consensual Takes Off After Semester-Long Delay," *Capilano Courier*, March 2018, <http://www.capilanocourier.com/2018/03/13/csu-sexual-violence-misconduct-campaign/>
- Jody Armstrong is the (relatively) new Community Wellness Strategist. Her position at CapU was created in response to the implementation of the Sexual Violence and Misconduct Policy. Together with the CUSU Women's Liaison, Jody held Consent workshops connected with the *Let's Get Consensual* campaign (March 7, 2018). They also had volunteers tabling and distributing posters and information from February 19 to March 5, 2018)

RECOMMENDATIONS FROM THE 2017-2018 SWC FPSE MEETINGS:

- Encourage Status of Women Committee members to be part of the Executive in their Locals
- Encourage offering EVA (*Ending Violence Association, BC*, <http://endingviolence.org>) workshops on campus for both faculty, staff and students
- Look into educating international students on campuses across BC about gender equality
- Make sure the university communities are familiar with their campus Sexual Harassment Policy. For Capilano University, see: <https://www.capilanou.ca/conflict-resolution-harassment/Harassment-Bullying/What-is-Sexual-Harassment/>. The Sexual Violence and

Misconduct Policy on the University website also includes a list of University and Community Resources, see: <https://www.capilanou.ca/SVM/>

HIGHLIGHTS FROM THE SWC RESOLUTIONS FORWARDED TO THE MARCH 2018 MEETING OF THE PRESIDENTS' COUNCIL:

- The SWC recommends to the Presidents' Council that FPSE donate \$1,000 to the Women's Memorial March – DTES fund in 2019. [Carried]
- The SWC recommends that FPSE provide a workshop on intimate partner violence at the 2018 AGM. [Suggestion received]
- The SWC asks the Presidents' Council to fund up to three SWC members to attend intimate partner violence training by EVA BC at its annual training forum. [Carried]
- The SWC recommends to the Presidents' Council that FPSE continue to lobby the Provincial Government to implement the \$10 a day Childcare Plan as outlined by the Coalition of Child Care Advocates of BC [Carried]
- The SWC recommends that the Presidents' Council encourage locals to implement the following FPSE policies, and that they be in place by AGM 2019:
 - o 1.17.5 FPSE encourages locals to amend their constitutions to include the Chairs of the local Human Rights and Status of Women Committees on their local executives. (1996 AGM)
 - o 7.11.1 FPSE encourages locals to educate members on equity issues facing women, visible minorities, aboriginal people, people with disabilities, and gay, lesbian, bisexual and transgender persons, and to educate members that our interests are served in removing any and all barriers preventing full equity. (1999 AGM)
 - o 7.11.2 FPSE strongly recommends that each faculty association ensure that each faculty association has in place a Status of Women Committee, funded and supported by the local association. (1988 AGM)
 - o 7.11.3 Locals are encouraged to achieve gender parity in the makeup of their elected positions. (1988 AGM)
 - o 7.11.4 All member organizations of FPSE shall:
 - o (a) work to encourage full participation of women in their own unions and in FPSE;
 - o (b) examine their own By-Laws and Constitutions to identify barriers to participation of women in the leadership and operation of their unions;
 - o (c) initiate or cooperate in studies similar to Kwantlen's Achieving Gender Equality which could identify barriers to access for women at individual institutions. (1985 AGM)

- *I attended both the November 2017 and March 2018 meetings*

CFA Health and Safety Committee Report by David Geary 23 April 2018

For the past year, the CFA Committee consisted of Grace McNab, Charlotte Burke and David Geary, however, Grace has had to leave both this and the JOHS Committee due to family reasons. We'd like to thank her for all her hard work in making Cap U a safer and healthier place in past years. We'd also like to welcome new members Craig Stone, Sandy Cochrane and Charlotte Burke to JOHS.

Because Cap U has a JOHS Joint Occupational Health and Safety Committee, most of the business occurs through this committee which schedules monthly meetings throughout the year, and also reports to FPSE – Federation of Post-Secondary Educators.

The current JOHS committee membership is:

Jose Andrade	Emergency Management Program Assistant (MOVEUP)
David W. Geary	Instructor (CFA)
Graeme Kennedy	Manager, Security (Management)
Norman Knopp	Co-Chair, Systems Analyst (MOVEUP)
Natalia Skapski	Co-Chair, Manager Health & Safety, and Emergency Preparedness
Craig Stone	IT (MOVEUP)
Sandy Cochrane	Instructor (CFA alternate)
Charlotte Burke	Instructor (CFA alternate)

TOPICS FOR THIS REPORT

1. MANAGER HEALTH & SAFETY, and EMERGENCY PREPAREDNESS

The major change for the JOHS committee over the last year has been CAP U hiring Natalia Skapski as Manager Health & Safety, and Emergency Preparedness. She has brought a whole new level of awareness, knowledge and professionalism to our committee. Here's her analysis of what she's done since her hiring in February 2018:

Emergency Preparedness

In the first quarter of 2018, the university's emergency preparedness was enhanced by: the acquisition of emergency containers and initial supplies to support a campus-wide emergency response; identification and outfitting of a primary Emergency Operations Centre (EOC); a review of the university's emergency plans and an awareness presentation to Executive; and, updating of the Floor Warden program and execution of Q1 fire drills.

Health & Safety Benchmarking

A health & safety gap analysis, based on the WorkSafeBC Certificate of Recognition (COR) audit template, was initiated, in effort to benchmark the university's level compliance. This analysis will establish a 3-5 year work plan to update the Safety Management System; specific attention will be paid to the Joint Health & Safety Committee activities (imminent self-audit and committee training – fundamentals, investigations, inspections, etc.), as well as issues of Violence in the Workplace. The intent with the revival of the Health & Safety program is to take a community approach to safety, working with the Student Success department, ensuring safety practices are equitable and seamless.

Injury Claims 2017

Over the course of 2017, there were 13 injury claims made to WorkSafeBC, categorized as: slip, trip/fall (3), MSI (3), struck / sharp edge (3), burn (1), food poisoning (1), unknown (2). Of these claims, 3 were suspended by WSBC, 9 were accepted (1 for Health Care only), 1 is unknown. Lost Time Frequency cannot be calculated at this time.

Natalia also organized a day of training with Tanya Steele on 21st March for the Committee on accident and building inspections. This was also attended by Brent and Reini from the CFA. The takeaways were:

- Every accident has at least three causes.
- Don't ask the injured person what caused their accident. Ask them to tell you about their day.
- Ladders kill the most people in BC, and we promise to inspect them all.
- Don't just inspect the building and equipment, inspect the use of these.
- We need more training... especially in team work and solving k'nex!

2. HEALTH AND SAFETY BUTTON TO CLICK ON FRONTLINES

It was recently installed and has info, JOHS committee terms of references and meeting minutes.

3. CAP U SAFE – The Dark Web, *Mr Robot*, and Cambridge Analytica

The CAP U SAFE App is still being promoted as the essential Safety and Security communication tool for students, staff and faculty. However, there still seems some resistance and lack of awareness. Some believe that downloading the App gives permission for the university to wipe their phone at any time. The head of IT assured us this was not true, then wiped all our phones. No, but it turns out they can do this when we leave the employment of Cap U, but only the things that we installed from Cap U. At least that's what we were told, and they're preparing a statement to this effect to be released soon.

4. SNOW! SNOW! SNOW!

Facilities were well prepared for the snow we've had this winter, however, Capilano University was open when many other educational institutions closed on Feb 23, 2018. Some questioned what criteria the President was using, and also lamented that communications about whether the university was open weren't updated soon enough, especially once Sunshine Coast campus closed. Action is being taken to try and speed up communications and clarify the President's stance on snow closures.

5. SMOKING POLICY REVIEW – SMOKE FREE CAP U?

We get regular complaints about smoking on campus. The law says: *The Tobacco and Vapour Products Control Regulation sets a six metre zone around all doorways, air intakes and open windows to any public and work places in B.C.* But students, staff, faculty, and bus drivers, don't always respect this. (Feel free to ask them to move – that's your right)

There has been a petition to ban smoking in the courtyard created (I think) by Kathleen Kummen in ECCE in order to protect the children from smoke there. There's also rumours the President would consider a Smoke-free Campus. Kwantlen went smoke-free in January, and Langara will go smoke-free from May 1st, so there's good momentum for this across campuses. At Cap U there has been concerns that this would send students into the trees to smoke and increase the fire hazard or that this would discourage international students who smoke... What do you want? How would a Smoke Free Cap U feel?

6. OTHER BUSINESS

Hang Up Policy, Faculty Harassment, Wild Animals, Mould, Heat, Cold, Death by Mobile Phone... come to a meeting. We welcome guests, there's snacks, and let's all work to make Cap U a safer and healthier place.

Food and Beverage Committee Report

Representatives: Tania Alekson, Martin Godwyn

Report by: Tania Alekson

Date prepared: April 19, 2018

The Food and Beverage Committee is a joint committee chaired by administration (Paul Gruber, Purchasing; administrative assistant Vicki Pifer), and including representatives from faculty, staff and students. Meetings are also attended by Chartwells Campus Manager, Sidharth Mohan, with occasional appearances by others from Chartwells administration. The committee met regularly in 2017/18, beginning monthly meetings in October and continuing through May.

This year the meetings were well-attended and lively. Staff representation includes the Sustainability Assistant, Tessa Jantzen, which brings an added dimension of accountability and engagement to the group. In addition, the student representatives have been extremely active and have brought new discussion topics to the table, including encouraging meatless lifestyles and holding vendors accountable for their sustainability claims.

Overall, the meetings have been much more active than in previous years. We have had presentations from Chartwell's management, and key sub-vendors Ryan's Vending and Bento Sushi. We struck a working group to complete the Chartwells' onboarding process and determine KPIs which the vendor will report on quarterly or annually, including sustainability measures and performance on student feedback mechanisms. Recurring topics of discussion include:

- ensuring that Chartwells is delivering on promises made in the bidding process
- finding new ways to increase sustainability in the types of food offered, food waste and packaging
- increasing the effectiveness of communications about food offerings on campus
- making sure there are food options for students even during non-peak times of campus operation

Another major component of the committee's work is approving applications to the Chartwell Student Experience Fund, which provides up to \$10,000 per year for student initiatives on campus. Since its inception, the fund has been under-utilized, leading to an accumulation of funds since Chartwells came to campus in 2016. This year, word about the fund seems to have spread as we dispersed over \$18,000 to 31 different events and groups. Most of the funding went to catering for events (Rail Jam, Coffee with the Courier, Capilano Blues Meet & Greet, etc.) or student support initiatives (Tea Party in the Library), but approved applications also included equipment for the brand new Capilano Radio Project and art supplies for the Pop-Up Art Studio event.

Paid Educational Leave Committee – May 1, 2018 Report

In May of 2017, the Paid Educational Leave Committee, consisting of Wayne Hughes (Chair), Crystal Hurdle, Danielle Labossiere, Anthea Mallinson, Nancy Nowlan and Elizabeth Witkowski, met and adjudicated 11 Paid Ed Leave applications. For the 2018-2019 academic year, five leaves have been granted. The five recipients and the number of sections of PEL for each are:

- Carol Aitken (7 sections)
- Stephen Atkins (8 sections)
- Greig Gjerdalen (8 sections)
- Mitra Kiamanesh (8 sections)
- Sharka Stuyt (4 sections)

The PEL Committee will meet in May to adjudicate the PEL applications for the 2019-2020 academic year.

The amount available to be granted for the 2019-2020 Paid Educational Leaves has not yet been confirmed.

Thanks to Reinhold Klein in the CFA office for his invaluable assistance.

Respectfully submitted,
Wayne Hughes
Chair, Paid Educational Leave Committee
May 1, 2018

FPSE Education Policy Committee

Martin Godwyn

(Oct 13-14 2017 & Jan 26-27 2-18)

Many topics discussed (e.g., Educational Technology, and the role of scheduling software – expect a information gathering survey to come down the line soon), but the most significant topic, and perhaps the one most pertinent and current here: **Dramatic increases in International Students.**

Almost all locals are being affected – many significantly – by the rapid and substantial increase in international students, the largest component of the increase being students coming from India.

Judging by the audible gasps, Cap’s increase (46% last year) was amongst the largest single year increase, but we are not alone. Langara, for example, has had a *three-fold* increase since 2012-13.

Summary of Major Problems reported by Locals:

- Under-preparedness of students
- Poor English language skills (esp. for academic writing)
- Academic misconduct/ plagiarism (Int. students comprise the majority of offenders at many institutions)
- Learning culture (rote memorization vs. discussion and in-class engagement)
- Inadequate student support services
- Domestic students avoid/leave classes dominated by int. students
- Disproportionate load borne by non-regular/ sessionals
- Pressure to lower standards to pass weaker students, esp. on non-regs whose re-hiring may depend on keeping students happy
- Steep learning for instructors (workshops in some institutions)
- Low completion rates (sometimes creatively fudged: e.g., Fail, Fail, Pass in consecutive semesters classified as a “completion”)
- Priority registration given to international students, apparently lowering domestic student registration in some institutions (e.g. here)
- Later add/drop date for Int. students
- Limited Faculty input on admission standards
- Admission policy is insufficiently robust
- Underlying problem: underfunding of institutions compelling them to make up a budget shortfall with international student fees