

Capilano University Faculty Association Committee Reps

Note: (-year) indicates length of term, for terms >1 year; [2 + 1] indicates max. # of appointees + max. # of alternates.

Click the Name link for a committee description. Click Alt + left arrow to go back to starting place

FPSE committees	Members represent CFA at FPSE meetings of these committees	Executive liaison
Disability Management & Rehab (3-year) [2]	2016-17: Maggie Feist (1st year) Kirsten McIlveen (1st year)	Jo Quirk
Education Policy [1]	2016-17: Allen Zhu	Colin Gilker
Human Rights & International Solidarity	2016-17: Kim Bothen	Colin Gilker
Workplace Occupational Health, Safety, & Environment (joint w/ CapU committee) [2 + 2]	2016-17: Grace McNab - David Geary	Jo Quirk (also alternate)
Non-regular Faculty Members	2016-17: Danielle Labossiere - Susan Summers - Arezou Hashemi - Kirsten McIlveen	Jo Quirk
Pension Liaison Officer [1 + 1]	2016-17: Gordon Rudolph ____ alt needed	Janet Waters
Status of Women	2016-17: Efrat El-Hanany - Laurel Whitney - Kirsten McIlveen	Michael Begg
Joint admin-CFA committees	CFA reps meet with reps of CapU administration	Executive liaison
Employee & Family Assistance [2 + 1]	2016-17: ____	Jo Quirk
Faculty Professional Development (2-yr.) [6] Note: Chair is a "hire" position with appointment by search committee.	2016-17: Laura McKay, chair <i>Second year of 2-year term:</i> Nancy Nowlan, Ki Wight, Sue Dritmanis <i>First year of 2-year term:</i> Lori Walker; Bettina Boyle	Tim Acton
Food and Beverage Services [2 + 1]	2016-17: Tania Alekson - Elizabeth Witkowski	Robin Furby
Harassment [2]	2016-17: ____	Colin Gilker
Physical Environment [2 + 1]	2016-17: Cheryl Kramer - Anthea Mallinson	Anthea Mallinson
CapU Naming Opp.s & Washroom Ads [2 + 1]	2016-17: Susan Halsall -+ ____	Anthea Mallinson
Transportation & Parking (Sticker) [2 + 1]	2016-17: Kathy Moscrip - Lian Zhang - Alison Parry	Anthea Mallinson
Challenge [6]	2016-17: Danielle Labossiere - Sukhi Sohi -- Stephen Williams - Tim Acton - Charlene Hill - Lorraine Argatoff	Michael Begg

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Student Appeals	2016-17: Danielle Labossiere, Carlos Reyes, Lorraine Argatoff - Efrat El-Hanany - Rae Nickolichuk - Stephen Williams -Mahak Yasseri	Janet Waters
Paid Ed Leave [6]	2016-17: Wayne Hughes - Elizabeth Witkowski - Crystal Hurdle - Lyne Gareau (till Dec 2016)- Danielle Labossiere	Tim Acton
CFA committees		Executive liaison
Audit [3]	2016-17: Sue Hogan - + ____	Brent Calvert
Benefits Review	2016-17: Sukhi Sohi - Claudio Lerner	Janet Waters
Equivalent Workload	2016-17: ____	Janet Waters
Placement Review	2016-17: ____	Tim Acton
Dispute Res., Mediation, & Union Ethics	2016-17: Kim Bothen - ____	Robin Furby
Social	2016-17: Kathy Moscrip - Lyne Gareau - Nila Gopaul	Michael Begg
Volunteer Reserve	2016-17: Grace McNab - Rae Nickolichuk - Kim Bothen	Colin Gilker
NEW CFA committees		Executive liaison
Communications	2016-17: Tania Alekson	Brent Calvert
Governance	2016-17: Michael Markwick - Sandra Seekins - Nila Gopaul	Brent Calvert
Budget (university)	2016-17: ____	Janet Waters
Interdisciplinary	2016-17: Sandra Seekins - Kim Bothen -Vicky Ross - Anthea Mallinson	Anthea Mallinson
FPSE COMMITTEES		
Disability management and rehabilitation committee	<ul style="list-style-type: none"> • 2 members with 3-year terms, expiring in different years • One of the members will be the lead person and receive 0.5 sections per year. The lead person will also attend related FPSE committee meetings • Constituted under the Collective Agreement • Meets as necessary • Reviews proposals for return to work of members on disability. 	
Education Policy	<ul style="list-style-type: none"> • 1 member • Deals with policy issues concerning education for the post-secondary system in B.C. 	
Human Rights & International Solidarity	<ul style="list-style-type: none"> • 1 member • Meets once per term 	
Workplace Occupational Health, Safety & Environment	<ul style="list-style-type: none"> • 2 members + 2 alternates • Both members sit on the joint CapU Admin-CFA Occupational Health & Safety Committee, and one of the two also sits on this FPSE Workplace O, Health, & S Committee 	

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	<ul style="list-style-type: none"> Members also have rights and responsibilities outlined in the WorkSafe BC guidelines. Committee recommends the establishment and enforcement of health and safety policies and practices. Advises on potential dangers to health and safety on campus. Promotes health and safety programs to employees.
Non-Regular Faculty Members [joint FPSE/CFA committee]	<ul style="list-style-type: none"> This is both a FPSE committee and an internal CFA committee. Unlimited membership Meets as necessary; helps with Fair Employment Week in October
Pension Liaison Officer	<ul style="list-style-type: none"> 1 member who represents CFA at committee meetings + 1 observer Meets as necessary as a resource to members on pension issues
Status of women	<ul style="list-style-type: none"> Unlimited membership - but one CFA member represents our local at FPSE. Meets as necessary Duties: Reviews issues affecting women in the workplace. Actively works towards having campus-wide events in recognition of International Women's Day, December 6 memorial, and other events
JOINT UNIVERSITY ADMINISTRATION-CFA COMMITTEES	
Employee & Family Assistance Program	<ul style="list-style-type: none"> 2 members + 1 alternate Meets twice a term, or more if necessary Works with the agency that offers confidential counseling services to all employees at Capilano University
Faculty Professional Development [Chair of CapU committee attends or selects someone to attend FPSE's Faculty Professional & Scholarly Development Committee meetings]	<ul style="list-style-type: none"> Chair + 6 CFA members with 2-year terms: appointed in a staggered manner, 3 new appointments each year, so each year three appointments expire and three continue <u>One</u> of the CFA members is a representative to the FPSE Professional Development committee. Chair is hired by a search process and receives release time Meets once per month Duties: review applications from faculty and make recommendations for PD funding; organize faculty PD activities and May PD Days; brainstorm ideas; contact presenters; introduce and thank presenters; read emails and respond to on-going email discussions regarding PD-Days decisions.
Food & Beverage Services	<ul style="list-style-type: none"> 2 members + 1 alternate Meets once per month Reviews food services on campus and provides guidance/feedback on food services
Harassment	<ul style="list-style-type: none"> 2 members Meets as necessary Reviews from time to time the effectiveness of the harassment policy and procedures.
Physical Environment	<ul style="list-style-type: none"> 2 members + 1 alternate Meets 2nd Thursday of each month from 11:40-12:20
CapU naming opportunities & Washroom advertising [amalgamation of 2 committees—the university administration continues to operate them separately, but our reps are on both]	<ul style="list-style-type: none"> 2 members + 1 alternate Meets as necessary Naming opportunities: Reviews donor proposals that involve recognition through the use of naming. e.g., named building, named space, named chair, named lecture series Washroom advertising: Reviews particular ads proposed for washrooms. Review and recommend changes to policy as necessary
Transportation & Parking (Sticker) [amalgamation of 2 committees—The parking committee is a CFA-	<ul style="list-style-type: none"> 2 members + 1 alternate Transportation: Meets 3rd Thursday of each month from 12:00-12:55. It works with the university to help solve issues regarding transportation and parking

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only committee, while the transportation committee is a university committee.]	<ul style="list-style-type: none"> • Parking (Sticker): Meets at the start of each term. It reviews applications for special parking permits
Challenge Committee	<ul style="list-style-type: none"> • 6 members • Reviews faculty challenges to evaluation files. Each time a challenge is filed, three members of this committee are selected to conduct the review. Members cannot be selected if they are in the same area as the faculty member bringing the challenge.
Student appeals	<ul style="list-style-type: none"> • Meets as necessary • Our set of representatives are a pool from which two are chosen to review a particular appeal by a student of a grade or other departmental decision
Paid Ed Leave	<ul style="list-style-type: none"> • 6 members • Constituted under the collective agreement • Meets annually • Reviews annual applications for paid educational leaves to determine which ones meet the CA requirements. Grants PEL according to guidelines
CFA COMMITTEES	
Audit	<ul style="list-style-type: none"> • Reviews the financial statements before each year's AGM, and reports to members at AGM • Meets as necessary during the year to review the budget and financial records
Benefits Review	<ul style="list-style-type: none"> • Constituted under the collective agreement: a sub-committee of Joint Standing Committee • Meets as necessary • Also acts as an appeal committee on disputes about benefits
Equivalent Workload	<ul style="list-style-type: none"> • Constituted under the collective agreement • Meets as necessary • This is a pool of members from which a committee is selected for a specific issue: e.g., reviews complaints from faculty when their workload equivalent is more sections than they have been assigned
Placement review	<ul style="list-style-type: none"> • 1 member • Constituted under the collective agreement • Reviews placements on scale to ensure they have been done properly
Dispute Resolution, Mediation, & Trade Union Practices and Ethics [Amalgamation of 3 committees]	<ul style="list-style-type: none"> • This is a pool of members from which a committee is selected to deal with specific disputes among CFA members • Meets as necessary
Social	<ul style="list-style-type: none"> • Stages CFA-sponsored social events
Nominating Committee	<ul style="list-style-type: none"> • Formed ad hoc, for recruiting executive and bargaining team members
Negotiating team alternates [newly created in 2014-15]	<ul style="list-style-type: none"> • This is a team of 4 people who will shadow the existing team and contribute to the current negotiating discussions. The alternates will be in training to take over during the next round of negotiations
Volunteer reserve group [New in 2015-16]	<ul style="list-style-type: none"> • Members willing to serve on ad hoc committees (such as hiring committees) that arise during the year or on new committees that are struck mid-year. (When volunteering, please state your dept or working area.)
NEW CFA COMMITTEES (in 2015-16)	
Communications	<ul style="list-style-type: none"> • Mandate: Undertake an annual communications audit of the Capilano Faculty Association, updating communications, brand and media toolkits as necessary, as well as selected digital communication channels (CFA website, social media channels, email and project based communications tools) and print products.

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	<ul style="list-style-type: none"> • Composition: 1 faculty representative per Faculty area, 3 CFA Executive members (President, Vice President, Public Affairs / Policy & Procedures) • Meeting Frequency: 2 per term • Reporting Expectations: Produce monthly summaries of Senate and Board of Governors meetings in relation to mandate description • Liaison: Capilano University Communications and Marketing, brand building and community outreach activities/projects
Governance	<ul style="list-style-type: none"> • Mandate: Attend and summarize all University Senate, Board of Governor and external public community engagement meetings. Stay current with the University Act and Collective Agreement (CA) contract administration at Capilano University, in particular senate and board policies being produced or revised. • Composition: 1 faculty representative per Faculty area, 3 CFA Executive members (President, Chief Steward or Assistant Chief Steward, Public Affairs / Policy & Procedures) • Meeting Frequency: 2 per term • Reporting Expectations: Produce monthly summaries of Senate and Board of Governors meetings in relation to mandate description • Liaison: Staff (MoveUp), Capilano Students Union (CSU), Board of Governors, partner Special Purpose Teaching Universities, CUFA, colleges
Budget	<ul style="list-style-type: none"> • Mandate: Undertake an annual analysis of the Capilano University All Funds Budget, to analyze changes between the previous and current budgets, and to continue to track budget changes over the current decade. Analyze changes (add-ons and cuts) to section allocations for each Faculty and overall to instructional areas. Analyze budget changes (absolute numbers and percentages) to all administrative areas and for each instructional Faculty. Conduct a comparison between Capilano University's Budget and End of Year Actuals to analyze changes between the budget section allocation and the actual sections taught, and for line items of interest. • Composition: Faculty representatives per Faculty area, 2 CFA Executive members (President, Treasurer) • Meeting Frequency: 2 to 3 per year • Reporting Expectations: Prepare summaries of the changes (add-ons and cuts) to section allocations for each Faculty and overall Prepare summaries of the budget changes (absolute numbers and percentages) by administrative areas and for each instructional Faculty • Liaison: CFA exec, COPE (Move up)
Interdisciplinary	<ul style="list-style-type: none"> • Minimum of four members • Chair to be chosen by the committee • Meets once per semester with additional meetings as determined by the committee • Purpose is to identify, discuss, develop and support, from the theoretical and practical point of view, interdisciplinary courses and/ or programs at Capilano University