

Outgoing President's Report to QUSA March 1, 2011

In the following lines I will try to briefly summarize the actions and activities of the QUSA Executive and of QUSA during the period, July 1, 2010 and March 1, 2011, that being the term of this QUSA President and many of its Executive Members. The change in Executive was precipitated by the USW certification which was made official December 17, 2010 and the resulting change in status of many staff including a majority of the QUSA Executive making them no longer eligible to be QUSA Members. The result was a drop in the number of QUSA Members from about 600 in 2010 to about 250 at the time of this report. Among those Members whose representation changed to USW Local 2010 were the President, Vice-president, Treasurer and four Member-at-Large on the QUSA Executive and two elected members of the QUSA Salary and Benefits Committee.

This report will attempt to provide a comprehensive review of those matters over which the President had direct oversight, but these matters represent the hard work of the entire Executive, its committees and the QUSA Office Administrator, Myrna Horton. The documentation in support of this review resides in the QUSA office. An oral version of this report was made to Members of the QUSA Executive, post February 28, 2011, as this was the date that Executive Members affected by the USW certification officially resigned and QUSA memberships for USW Local 2010 members were officially cancelled.

Report on the Queen's/QUSA Joint Consultative Committee

When this Executive took office on July 1, 2010, concerns were raised that the June JCC had been cancelled and that there was no schedule going forward for the quarterly JCC meetings which are the formal interaction between QUSA and the University as set out in our Memorandum of Understanding with the University. When no meeting was scheduled in September, 2010, concerns were raised to the Principal who indicated he was committed to the JCC process but suggested that either he or the Provost might share part of the responsibilities to attend these meetings. Earlier in August the QUSA President made attempts to meet with the VP Human Resources to schedule the meeting and discuss the agenda but this meeting was interrupted by the sudden exit of the VP from the University. As a result, arrangements for a JCC meeting were put on hold until the Acting Associate VP Human Resources was appointed and a JCC was scheduled for November 17. However, when the QUSA President met with the Assoc. VP to discuss the agenda for the meeting the President was informed that neither the Principal nor the Provost were available to attend the November 17 meeting. Acting on Mr. Orth's suggestion, the QUSA President wrote to the Principal expressing QUSA's concern about the Principal's commitment to QUSA and to the processes and agreements in place and about the need for staff issues to be raised to the University's attention in this forum.

There were two outcomes from this letter. First the November 17 JCC was rescheduled to a time when the Principal could attend, December 15, and second, a meeting was set with Assoc. VP Orth and HR staff to present many of the time sensitive items that had been waiting for the attention of the JCC. This meeting was held on December 1, with members of the QUSA Executive and the HR department present.

The minutes from the JCC provide a good summary of the issues raised by QUSA to HR, as they were, at the request of Assoc. VP Orth, the same items which were raised at the JCC.

At the end of the December JCC meeting QUSA requested the scheduling of the next JCC which should be in March, 2011, but thus far to my knowledge, QUSA has received no tentative dates.

In the outgoing President's opinion, it is important to hold the University to the JCC obligations including the active presence and participation of the Principal and VP's at the meetings and insuring that manager's reports address succinctly matters of importance to QUSA. The membership and relationship of the JCC is defined in the Memorandum of Understanding, which has been signed by previous Principals and QUSA Presidents back to 1985. If QUSA loses this forum and this relationship and access to the Senior Administration, they will lose any influence they may have.

This being said, QUSA has receive no response on any of the items raised to HR or to the JCC despite follow-up requests for some kind of response.

Grievance Report

One grievance remains outstanding as of this date, that being Mark Publicover vs. Queen's University on a Job Evaluation related matter. This matter, raised as a concern in 2005 and more formally as a grievance in 2008, is scheduled for a binding arbitration hearing in May, 2011.

Deb Stirton-Massey and I shared the leadership of the Grievance Committee and met several times on an informal basis to consult over particular employee issues and also to discuss the Grievance Policy and the Staff Advisor's situation. Concerning the latter we met with Harry Smith, the University's Coordinator of Dispute Resolution Mechanisms, to discuss the status and availability of Staff Advisor's to staff in need of advice or support with a workplace problem. QUSA was concerned as there seemed to be no Staff Advisors available and no initiative to have more appointed. Over the late summer and early fall of 2010, we encouraged the QUSA Executive to recruit new Staff Advisors for appointment by the Principal in accordance with the current policy and practice.

On October 25, 2010, QUSA sent a letter to the Principal with a list of five staff who had volunteered to be Staff Advisors requesting that they be appointed and trained in accordance with University Policy and protocol, but as of today, no Staff Advisors have been appointed and none have been available for almost two years.

The Grievance Committee requested that QUSA raise concerns over the lack of Staff Advisors and poor response from the Principal's office in this matter, at the JCC and this matter was presented to the University at both the Dec. 1, meeting with HR and the December 15 JCC meeting. To this date no Staff Advisors have been appointed, and no Advisors are in place.

Also, there has been no discussion with the University regarding improvements to the Staff Grievance Policy since this executive took office.

Nominating Committee Report

In the absence of a volunteer, the President has chaired the Nominating Committee since July 1, 2010.

In October, 2010 the Executive approved a call for nominations to fill two vacant positions on the QUSA Executive, one for Member-at-Large (West Campus) and the other for Member-at-Large (Research Grant and Contract). Nominations closed October 29th with two nominees for the Research Contract Position and none for the West Campus position. The Executive approved a consultative

approach with the nominees and it was agreed that both nominees would be acclaimed to the Executive, one as the Research Contract representative and the other to represent West Campus.

At the February 8 QUSA Executive Meeting on the recommendation of the Chair of the Nominating Committee, a Co-chair was appointed to this committee, Susanne Cliff-Jungling, to ensure that decisions of the committee represented the Executive going forward post-Feb. 28, 2011..

In mid-January, when the impact of the USW certification on QUSA and the QUSA Executive membership became evident, a call for nominations was made to fill any elected positions which would be vacated. Care was exercised to ensure that QUSA had a list of Members which excluded Members who were now represented by the USW, so that only members going forward would be eligible to be nominated for QUSA positions and only QUSA members going forward would be able to vote in these elections. Since HR could/would not provide this information to QUSA in a timely fashion we relied on the skill, talent and commitment of Carol Kavanaugh to develop lists of QUSA Members post certification and a list of Members no longer eligible for membership and the capacity for QUSA to be able to communicate with these staff. Thanks Carol.

Nominations for the vacant Executive and Salary and Benefits positions closed February 11 with 2 nominees for positions of Member-at-Large and one for a non-Executive position on the Salary and Benefits Committee.

On February 15, the Nominating Committee made the following recommendations to the QUSA Executive:

- that the nominees declared by the February 11 nomination deadline be acclaimed to the positions sought, there being no contested positions,
- that a QUSA General Meeting be scheduled for February 22, in accordance with QUSA Bylaws to enable the Nominating Committee to apprise the membership of the current situation and introduce newly elected members.
- that a second call for nominations be made for the positions on the QUSA Executive and Salary and Benefits Committee that remained unfilled.
 - and that members of the current Executive and Salary and Benefits Committee who are affected by the USW certification resign their positions on or before February 28, 2011.

All of these recommendations were accepted and passed by the QUSA Executive.

On February 17, the newly acclaimed members of the Executive and the S&B committee were invited to a welcome and orientation meeting with members of the Executive of the day for introductions, briefing and questions and answers to assist newly elected members in beginning their new duties and responsibilities.

On February 22, at the QUSA General Meeting, the newly elected members were introduced to the Membership, a report on the nominations to date was given, a plan going forward was presented and members were encouraged to be nominated for the remaining vacant positions. Following this report there was an open discussion amongst the approximately 35 members present concerning QUSA's future.

On February 28, when nominations closed there was one additional nomination for the non-executive position on the Salary and Benefits Committee and none for the vacant positions on the QUSA Executive.

Also on February 28, members of the QUSA Executive and Salary and Benefits Committee who are now in USW Local 2010, officially stepped down

On March 1, outgoing members from the QUSA Executive were invited to the first meeting of the newly constituted QUSA executive to present final reports and answer questions for the new executive, which is the genesis of this report.

Membership Committee

There being no volunteers among Executive Members to assume the role of Chair of the Membership Committee, the President assumed the role of Acting Chair. Given the uncertainty of eligibility of staff for QUSA membership as the USW certification discussions between the Union and the University continued, and given the number of pressing items already on the Executive's agenda and given the reluctance of members to step forward to plan membership initiatives, it was decided that no extra ordinary activities would be planned to increase QUSA membership at this time but that every opportunity would be made to have QUSA membership applications available at QUSA events and on the QUSA website, to supplement the new employee materials given to new Queen's hires extolling the benefits of QUSA membership.

As was reported earlier, the USW certification has had the effect of reducing QUSA membership from about 600 to 250 members. There remains about 1000 staff eligible for QUSA membership.

President's Report

A number of issues and actions remain unresolved or in process at the time of this transition to a new QUSA Executive. Details of these items are all included in meeting minutes and supporting documents available in the QUSA office. In no particular order here are some of these issues:

- Support of Staff affected by the Health Sciences Restructuring,
- Input from staff on the Future Academic Planning Process,
- Ensuring the Appointment and training of Staff Advisors,

- Addressing the failure of the University to give staff grid progression steps on July 1, 2010
- Addressing the funding shortfall for the Continuing Staff Tuition Support Benefit
- Getting a commitment from the Senior Administration to the QUSA Memorandum of Understanding,
- Getting the JCC back on schedule and effectively addressing staff concerns.
- Participating with the other Employee Groups in the Pension Plan negotiations.
- Establishing a relationship with the new HR administrators,
- Supporting affected Staff during the integration of the School of Religion into Queen's University.
- Implementation of the new Job Evaluation Tool with supporting dispute resolution provisions which has been in process since 2006,
- Removal of the moratorium on job evaluations and getting a commitment to expedite the process of clearing the backlog and addressing the issues surrounding job evaluation.
- Assessing the finances of QUSA in the light of the significant reduction in members and charting a path forward considering the potential to increase revenue through increased membership and the ability to fund the level of support currently in place.
- QUSA's membership and participation in COUSA
- Salary and Benefit's discussions from July 1, 2010 going forward.
- Finding a better process to facilitate and support staff with workplace problems to have them addressed.

You will notice that the Strawberry Social is not included on this list. It is one of the priorities with which the new executive must decide among many others.

Among other significant changes during the past 8 months was the relocation of the QUSA office from the John Deutsch University Centre Room 235 to 49 Division Street in a response to a request from the University. QUSA agreed to move its office to make room for SPGS expansion in the JDUC on the condition that there would be equivalent space and amenities and that there would be no additional costs to QUSA.

Going Forward

We believe that we have left QUSA in good shape and in good hands. Yes there are challenging times ahead and tough decisions to be made and priorities to be set. A significant amount of time and energy has been invested in getting QUSA's finances migrated to the University's new

financial reporting system but I believe that good attention must be given to the QUSA finances going forward. This being said I am comfortable that QUSA finances and books are in good order and for this I would like to thank the QUSA Treasurer, Cheryl Power for her long hours of hard work.

It has been a great pleasure and privilege to have worked with an outstanding group of individuals who are your Executive, past and present. All of them committed themselves to the task of representing you and QUSA in matters of concern in the Queen's University workplace. Each made their own contribution in their own way in support of QUSA and all worked over and above what would normally be expected to try to gain the best for QUSA, its Members and for Queen's staff. Thank you to Gillian Berry, Lisa Neumann, Cheryl Power, Spring Forsberg, Davin Carlson, Carol Johnson, Carol Kavanaugh, Kelly Smith, Deborah Stirton-Massey, Maureen Bartram, Holly Spencer, Susan Kemp and Susanne Cliff-Jungling, your QUSA Executive Members past.

And good wishes for success and our support for the Executive going forward, Holly Spencer, Maureen Bartram, Eliot Frymire, Susan Bedell, Davin Carlson and Susanne Cliff-Jungling. Support them and please consider joining them.

And best wishes to QUSA members as next year you will celebrate QUSA's 40th Anniversary.

Respectfully,

Mark Publicover
Past-president, QUSA