

ASPA ANNUAL GENERAL MEETING – APRIL 18, 2018
REPORTS

PRESIDENT’S REPORT

Hello fellow ASPA members.

The 2018 Annual General Meeting is always held in April, and this year’s AGM will be held on April 18. I and my ASPA colleagues on the ASPA Executive are hoping for a good turn out for the AGM. Please make every effort to attend, as there is important business to be discussed. AGM time is a sure sign that spring is almost here, which is something always to look forward to, after many months of snow and cold.

Also marking the arrival of spring is the release of the annual provincial budget. From what we hear around campus, the whole university community is anticipating a bad-news budget for the people of Saskatchewan generally, and for municipalities and institutions in particular. As we know, post-secondary institutions have had to bear their share of budget reductions.

How the university addresses another possible budget reduction this year remains to be seen. I am hopeful that, just as was the case last year, a creative and measured response to a possible budget cut can be found. I invoke the memory of the Voluntary Exit Program (VEP), which provided our members with an opportunity and incentives to leave the employment of the university at a time of their choosing. Our VEP survey showed that the majority of our members, whether leaving or not, appreciated the VEP offer from the university. We do not know for sure, but hope that the VEP was equally worthwhile for the university.

Regardless of the budget woes: a highlight for ASPA in 2018 is the 40th anniversary of its certification, dated October 31, 1978. As you know, we have marked the anniversary with a series of activities, past, and yet to come, that we hope will create a sense of engagement, community, and of a shared “fate” among ASPA employees at the university. The anniversary activities will conclude with a marquee event sometime in late October. Watch for announcements.

On behalf of our staff, Darcy Hryn-Bird and Annetta Gellner, the Vice-Presidents Dawn Giesbrecht and LaVina Watts, and the ASPA Executive, we thank you all for your support, your participation in ASPA events, and your volunteering over the past year. I hope to see many of you at the AGM.

Sincerely,
Peter Krebs
ASPA President

40th ANNIVERSARY COMMITTEE

A volunteer committee was formed in November to lead the celebration of ASPA's 40th Anniversary. Members from the executive as well as the membership at large were recruited to participate. The committee consists of 11 members (Aaron Bird, Peter Krebs, LaVina Watts, Joanie Crandall, Rita Hanoski, Sujata Haydu, Curtis Larson, Lisa Bagonluri, Annetta Gellner, Jennifer Lutzko and John Costa). The committee meets bi-weekly and has recently hired an event coordinator to help coordinate all the activities.

The committee has focused on:

- Building a celebration plan including...
- Planning for a large birthday event
- Monthly events
- Planning draws and prizes
- Newsletter articles
- New promotional banners
- Other events are planned for the coming months
- The birthday event is planned for the week of October 31st, 2018, the 40th Anniversary of ASPA's certification

Chair,
John Costa

ACADEMIC DEFINED BENEFIT PENSION PLAN COMMITTEE 1999 ACADEMIC PENSION PLAN

The committee met five times in the last academic year and held the AGM on October 19th. In addition to the quarterly investment reviews (provided by Aon Hewitt at the regular meetings), the focus of the committee work for the past year has been to advance the glide path strategy that was approved by the U of S Board of Governors previously. This glide path is designed to limit the go-forward risk of the investment while achieving the moderate growth necessary to sustain the plan and ensure that it can meet its obligation to pension members, both ASPA and Faculty.

A key component of this strategy has been to change some of the investment classes and work has been completed to introduce several new investment types (and management companies) into the asset mix. On the recommendation of Aon Hewitt, a number of companies were invited to give presentations to the committee in two asset categories, Canadian Real Estate and Global Low Volatility. The committee put forward a recommendation to the Board of Governors to approve Greystone for their Real Estate Fund and EPOCH as the Global Low Volatility Manager. Implementation is currently underway and will be carried out through a transfer of value out of other asset categories in the current investment mix. A newsletter was distributed to plan members in early November, 2017, which outlines the plan demographics & funded status of the plan.

Submitted by
Frank Bulk

ACADEMIC MONEY PURCHASE PLAN

The Academic Money Purchase Pension Plan is the pension plan for the vast majority of ASPA members. A defined benefit pension, members contribute 6.8% of their salary 100% matched by the employer. The committee meets quarterly to oversee the administration of pension assets. Currently, the pension is made up of four fund managers - Blackwater, Mawer, Triasima and Sun Life. ASPA contributes over 33% of the annual contribution and accounts for 28% of the pensions assets. As of August 31, 2017, the total assets exceed \$617M.

Currently the membership of the committee is composed of 4 faculty members and 4 employer representatives and one ASPA non-voting member (observer). Over the last year, the AMPP met once a quarter. Dealing primarily with the fund managers and high-level administrative and strategic decisions, including the fund performance. Items of note from the last year include:

- Board of Governors announced the availability of an education (\$6k/member) budget to help members become proficient on pension matters
- Sun Life administrative fees have come down
- One fund is underperforming and there have been a number of discussions about dealing with underperforming funds
- ASPA has formally requested full voting membership on the committee (currently ASPA is a non-voting member on the committee with observer status)

Submitted by
John Costa,
ASPA Observer

ADMINISTRATIVE EMPLOYEES CONSULTATIVE COMMITTEE (AECC)

Article 6 in our Collective Agreement describes the purpose and functioning of the AECC. This Committee consists of representatives of ASPA and representatives of the University.

The main purposes of the Committee are:

- a) to consider matters relating to the interpretation and application of the Agreement and
- b) to discuss and settle, if possible, matters of mutual concern (except for grievances or changes in the Agreement).

Examples of meeting agenda items and topics include

- defining policies and procedures for usask.ca email when someone has left the University;
- review of changes to the job posting process;

- discussions about policies for the standardization of process for leave of absence across campus for ASPA members;
- discussions about how the employer will implement changes to the Federal Maternity / Parental Benefit Program.

From time to time, member issues are resolved at this table prior to filing a grievance.

Typically, the meetings are held each month. The three ASPA presidents as well as both staff, Darcy Hryn and Annetta Gellner, are involved in the preparation of the agenda for the meetings

Submitted by
Peter Krebs
ASPA President

COMMUNICATIONS COMMITTEE

AGM 2018

Submitted by Darcy Hryn – Bird, ASPA Member Services Officer, Interim Chair

Over the past year the committee has seen a number of changes of personnel. Sara Hoey – Horseman left the committee as chair and the executive decided in at least the interim to have ASPA's Member Service Officer fill this role. In addition we have had three other members step down, Wayne Giesbrecht, Patrick Dice and Brock Egeto. Their knowledge and contributions will be greatly missed.

This has left the committee small in numbers but having said this we do our best to continue to maintain the website, establish a new e – newsletter, identify and create articles of interest and provide input into all communications that are sent out to the members. We continue to meet almost monthly to stay on top of this.

The committee's goal is to continue to update and improve the website. We would like to encourage all ASPA members to follow the website so that you will get an email notification when something new is placed on it. The committee is also open to suggestions for content on the website. Feel free to contact us.

Lastly, we are hoping that there may be other ASPA members who wish to volunteer a bit of their time to provide their expertise to the committee. Please contact Darcy at darcy@aspasask.ca with any questions.

Members of the Committee:

Peter Krebs, Ken Glover, Joanie Crandall, John Costa, Susan Cook, Rozalia Kasleder and Darcy Hryn - Bird

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP)

No report available

ENGAGEMENT / SOCIAL

Engagement:

The Engagement committee works to welcome new ASPA members to the University. Our goal is to provide information on ASPA's role within the University and to answer any questions members may have with regard to their rights as an employee.

In the past this engagement has been through a series of informal coffee gatherings. This will be moving to a more formal approach of new member interaction with scheduled gatherings. This will provide a means for new members to meet our Services member as well as other new members to have questions or concerns addressed. Thanks to Darcy for organizing and taking on this task.

ASPA Brown Bag for Early Exit – This Brown Bag session offered members an opportunity to resolve questions that may affect those impacted by the University's Early Exit package.

Our Member Services Officer was able to answer questions and concerns to ensure members were clear in the meaning of their decision.

Social:

40th Anniversary Pizza Socials

Monthly Pizza Socials celebrating ASPA's 40-year history began in January. These have shown to be well attended and will continue to be held around the campus in the coming months.

The AGM Social will be held at the University Club following the close of the meeting.

Submitted by
Patrick Dice

FINANCIAL STATEMENTS

The 2017-2018 Audited Financial Statements will be distributed at the door.

GRIEVANCE COMMITTEE

The Grievance Committee consists of the three presidents and the Member Service Officer, Darcy Hryn-Bird.

ASPA filed 17 grievances in 2017. These grievances had the following themes: employer failing to deduct association dues, salary continuance, severance, termination in a probationary period, denial of leave of absence, and medical fees.

We currently have 16 open files and 1 grievance scheduled for Arbitration. We continue to await the decision of Arbitrator Hood on the denial of the signing bonus to ASPA casual employees. We have an Arbitration scheduled in the next month to address the employer's failure to deduct union dues from non-unionized employees who we believe should be ASPA members .

Submitted by
Peter Krebs
ASPA President

NOMINATING COMMITTEE

There are five open positions on the ASPA Executive for Executive members. Currently Peter Krebs and Joanie Crandall have agreed to allow their names to stand for election. Nominations can take place by submitting a nomination form to the ASPA Office prior to the AGM. Additional nominations will be accepted from the floor at the AGM.

NON-ACADEMIC PENSION AND BENEFITS COMMITTEE

I am the ASPA observer on the Non-Academic Pension and Benefits Committee (NAPBC) (+12 hours/year). I have been an observer on this committee since March 2016. This been a great learning opportunity for me. The committee met 5 times over the last year: May 25, 2017, September 14, 2017, October 20, 2017, January 4, 2018 and February 26, 2018.

Here is a quick summary of some of the highlights that occurred over the last twelve months:

- Plan 66 was amended to reflect semi-monthly payroll and will be effective January 1, 2018. It will go to the June Board meeting for approval
- It was announced in the 2017-2018 Saskatchewan budget, that the 6% provincial sales tax will apply to insurance premiums effective August 2017. The PST was rescinded by the Saskatchewan government in February 2018
- The Committee orientation was held on October 20 2017 for all 5 pension committees
- There was a Non Academic AGM for all pension plan members including CUPE, ASPA and EXEMPT employees held November 15, 2017

- The newsletter was sent to all members of the Non Academic pension plan (CUPE, ASPA and EXEMPT) in July 2017
- There were no retirement planning sessions for Non Academic pension plan members this year
- Michael Brockback's term as Chair expired June 30, 2017. The current Chair of the committee is Colin Weimer – University representative on the committee
- For more details on the actuarial valuation information and contributions requirements of the Non-Academic Pension Plan and the review of investments and investment performance of the Plan as at December 31, 2017, the Annual Report to Membership will be sent out in June or July

It has been my pleasure to interact with this committee and I look forward to learning more from this highly motivated and synergistic group over the next year.

Yours Respectfully,
Karen E. Mosier

OCCUPATIONAL HEALTH COMMITTEE

No report available.

PRESIDENT'S ADVISORY COUNCIL ON THE STATUS OF WOMEN

The committee has been engaged in community consultation with regard to issues of concern to women on campus. This study followed the meeting with President Stoicheff in early March of 2016. At that time the committee proposed to undertake consultation regarding the present environment for women at the University of Saskatchewan with the goal to revisit the mandate, objectives, membership and future direction of the committee.

The study was approved by the President's Office and has since been undertaken by the President's Advisory Committee in partnership with CUISR – Community University Institute for Social Research. The project as undertaken includes a literature review and environmental scan, quantitative analysis, focus groups and interviews. Ethics approval for the study was obtained by CUISR. The project has the following goals:

- Engage diverse stakeholders within and beyond campus in a broad consultation process.
- Identify the appropriate mandate, composition and activities for the PACSW.

Committee work has involved community consultation, gathering of data through focus groups and interviews conducted by students. Jebunessa Chappolaa, Yuchen (Nina) Gao, Dylan Lambi-Raine, Shaylyn White and Erin Pillapow. The committee and student research assistants are currently engaged in final transcription of the interviews and focus groups and data analysis in preparation for a written report. The committee is focused on creating a technical report and other artistic disseminations that will be submitted to the President's Office and posted on the CUISR website. The report will speak to the environment with a critical discussion on

institutional equity practices at the University. In addition, the technical report will give recommendations for the future mandate, objectives, vision, mission and values of the President's Advisory Committee on the Status of Women.

With support of the committee, the findings of the study will be presented by an all student panel at the Women and Gender Studies Research Feminist annual conference in Regina in May 2018. In preparation for this conference, the committee will meet regularly in March and April to complete the technical report, which will shape the conference presentation.

Committee Membership

Marie Lovrod – (Co-Chair)

Elizabeth Quinlan – (Faculty)

Isobel Findlay – (CUISR)

Gina DiPaolo-McGuire – (ASPA Representative)

Student Research Assistants

Jebunessa Chappoloo

Yu Chen (Nina) Gao

Dylan Lambi Raine

Shaelynn White

Erin Pillapow

Submitted by

Gina DiPaola-McGuire

PROVOST'S ADVISORY COMMITTEE FOR SEXUAL AND GENDER DIVERSITY

No report available

RESEARCH / BARGAINING RESEARCH

No report available.

SCOPE AND CLASSIFICATION

In May of 2016 a provision of *The Saskatchewan Employment Act* came into effect deeming that supervisors cannot be in the same bargaining unit as non-supervisors. A few employers put applications before the Labour Relations Board to have the supervisors pulled out of their respective unions. An initial test case of this law was heard and the ruling came down that the law does not 'imply retroactivity'. Effectively, this means that the law cannot go back in time and change our certification order. As a result, supervisors remain in the bargaining unit that they are part of. Following this decision, the university filed an application with the Labour Relations Board (LRB) to make ASPA the new test case. We fully expect that the LRB will indicate that they have already made a decision on this. If that is the case, then the university has the option to take this to a judicial review. ASPA is still awaiting a decision from the LRB.

In the fall the Faculty Association filed an Unfair Labour Practice against the university regarding the posting of clinical associate positions in the College of Nursing. These positions were posted as ASPA positions. In fact, ASPA had been working for about a year with the university to move their clinical associates from contract work into the ASPA bargaining unit. The LRB hearing set for January was adjourned so that the three parties could meet and attempt to resolve the dispute without going to the LRB. ASPA still believes that these positions belong in the ASPA bargaining unit. The employer is to provide us something in March. There are new LRB hearing dates set in May.

ASPA has filed more than 10 grievances over the past year for “Failure to Deduct Union Dues”. This means that ASPA believes that there are several positions on campus that should be placed in the ASPA bargaining unit. To date, all of these positions were classified as research positions and therefore not part of any bargaining unit. ASPA is working with the employer to come to a resolution on these positions.

ASPA continues to see a great deal of restructuring happening on campus and a significant number of jobs changing as units change and people leave the university. We have concern for our members whose jobs are being changed. ASPA is often not made aware of changes to positions, so if you are experiencing a change in accountabilities or workload, please contact our Member Services Officer, Darcy Hryn-Bird 7392 (darcy@aspasask.ca) at the ASPA office for assistance.

Respectfully submitted,
Dawn Giesbrecht
ASPA Vice President

University of Saskatchewan Administrative & Supervisory Personnel Association (ASPA) Tuition Reimbursement Fund Report

2016-2017 Academic Year • March 15, 2018

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

students.usask.ca/awards



2016-2017 ASPA Tuition Reimbursement Fund

The ASPA Tuition Reimbursement Fund was established in 2008 and has been administered for eight consecutive academic years: 2007-2008 to 2016-2017. Every year the ASPA member and the family member are each required to complete a portion of an application form, which must be submitted by April 30.

Applicants

There were 149 applications received for the 2016-2017 academic year.

Undergraduate Applicants

Number of Undergraduate Applicants	133
Number of Ineligible Undergraduate Applicants	2
Total of Undergraduate Recipients	130

Graduate Applicants

Number of Grad Studies Applicants	17
Number of Ineligible Grad Studies Applicants	2
Total of Graduate Recipients	15

145 applicants were successful in receiving partial tuition reimbursement for at least one U of S course, completed between May 1, 2016 and April 30, 2017.

Funding

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

According to Article 12.4 of the new Collective Agreement, "Effective 1 May 2012, the university will provide an annual allotment of \$180,000 to the TRF." \$185,312 was available for the 2016-2017 tuition reimbursement. Per the guidelines, the pool of applications was reviewed and the eligible number of credit units was tallied. The annual contribution was then divided by the number of credit units eligible applicants successfully completed during the academic year (May 1, 2016 – April 30, 2017). In the 2016-2017 academic year, applicants received \$45 per eligible credit unit for a total payout of \$178,785.00.

Scholarship Payments

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

Taxation

In 2009, as a result of a Tax Court of Canada case, the taxation requirements for the ASPA Tuition Reimbursement Fund changed. The revised taxation requirement is that scholarship amount(s) paid to an employee's family member are taxable to the family member. Thus, any family members who received a scholarship (tuition reimbursement) for the 2016-2017 academic year will have received a T4A by February 28, 2018. Details on this taxation policy are available from the Canada Revenue Agency website (<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/dctn/ttn-eng.html>).

2017-2018 ASPA Tuition Reimbursement Fund Application Form

The 2017-2018 ASPA Tuition Reimbursement Fund online application form was made available March 1 2018 for students. The deadline to apply is April 30, 2018. The application form has been moved to the Scholarships and Bursaries channel in PAWS. The application form has two sections: the first section portion of the form must be completed by the student and the second section must be completed by the ASPA member. Once the student applicant has completed the application, an automated email is sent to the identified ASPA family member, who confirms or denies the indicated relationship to the applicant in PAWS. Applicants can expect a notification email (sent to their university email address) by late July/early August.

In accordance with the last Collective Agreement, the fund received a transfer of \$180,000 in June 2017 from the university. The \$180,000 plus the carry forward balance of \$6,527 provides a total of \$186,527 available for the 2017-2018 ASPA Tuition Reimbursement Fund.

Enquiries

Eligibility Criteria and Scholarship Amount

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

Payments and Refunds

Student Accounts

E40 – 105 Administration Place
Tel: 306-966-4595
Email: student_accounts@usask.ca



UNIVERSITY STAFF EXCELLENCE AWARD COMMITTEE
Formerly known as the PRESIDENT'S SERVICE AWARD COMMITTEE

This committee typically meets in March/April to choose the two recipients of the Excellence Award, which will be presented at spring and fall Convocation, respectively. This award is designed to recognize exceptional contributions by non-academic staff members.

The ASPA President participates on this committee, along with representatives from different constituents of campus, such as CUPE 1975, Exempt staff, faculty, HR, and a representative from the President's office.

At the time of writing, the Award Committee has not yet had a meeting to review the 2018 nominations for the Service Award.

We are delighted to report that in 2017, both Service Award recipients were given to ASPA members: Pam Komonoski, Student Health Centre; and Margret Asmuss, Office of Sustainability.

Submitted by
Peter Krebs
ASPA President