

# LUFA News

Spring 2020

## LUFA ANNUAL GENERAL MEETING

Tuesday May 5<sup>th</sup>, 2020 at 10:00 am

Zoom link: <https://lakeheadu.zoom.us/j/99844836756>

Meeting ID: **998 4483 6756**

Password: **820905**



## President's Report

*Gautam Das, [gdas@lakeheadu.ca](mailto:gdas@lakeheadu.ca)*

I am informing you that the LUFA Annual General Meeting will be held on Tuesday, May 5, 2020. To adhere to the health and safety measures for COVID-19, as directed by the University and the Government, we will not be able to have an in-person meeting. However, according to LUFA BY-LAWS, we have to elect the Executive for 2020/21 by May 31. The LUFA Executive met on April 14 and passed a motion as follows: *that LUFA Executive approves to hold the AGM and elections of 2020/21 via Zoom due to the extraordinary circumstances arising from the COVID -19 Pandemic, with the following stipulations: (1) only members attending the meeting via Zoom will be allowed to vote, (2) that this is a one-time measure, unintended to change the manner in which LUFA elections are held, and (3) that all other clauses of the By-laws remain effective.* It is to be noted that the LUFA will organize information sessions on Zoom, which will give members opportunities to see different features in Zoom and ask questions if they have any. I apologize ahead of the Annual General Meeting for any inconvenience. **[Please see attached some essential information on Zoom, which will be very handy during the annual general meeting].**

COVID - 19, a global pandemic, created a challenging time for us. The LUFA members have gone through a difficult time in transitioning to a distance mode of course delivery and online examinations. I have mentioned in the past LUFA Communique that LUFA members have raised many issues, including: (i) workloads; (ii) sabbatical leave; (iii) the use of Winter and Spring/Summer "Student Feedback on Teaching survey" for merit, annual report, PTR and recruitment of Contract Lecturers/Sessional; (vi) accessibility of research facilities, and (vii) compensation for contract lectures for higher workloads. LUFA is working diligently with the administration and has presented a Letter of Understanding (LoU) to the University addressing all of these issues. However, in the days and weeks ahead, unanticipated issues shall arise. The upcoming Annual General Meeting will give us opportunities to discuss further the unprecedented challenges we are facing. I am assuring you that LUFA is actively engaged on your behalf and will continue to provide support to members in these challenging times.

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I am urging you to attend the Annual General Meeting on **Tuesday, May 5, 2020, at 10 am.** You will have an opportunity to receive an update of LUFA's ongoing activities. I want to express my sincere appreciation to members who served on various LUFA committees in the Academic Year 2019-2020 for their hard work and time commitments. It would be difficult to achieve any of our goals without the contributions of all volunteers. Further, I thank you for your continuous support and active participation in LUFA's activities. In the paragraphs below, I will give you an overview of LUFA's activities:

## **Members Engagement Initiatives**

**I. Attending Faculty Council Meetings:** To encourage members to participate in various LUFA activities, and serving on the Senate committees, Ken Hartviksen and I attended Faculty Council Meetings. Our main message was to improve communication between the Senators and Faculty Association. We still have to attend a couple of faculties. I have to tell you that our initiative is successful, nominations to serve on the Senate and LUFA committees increased. We still have to work more!

I have mentioned in my last November report that Qing-Lai Dang and I visited the Orillia campus on 5-6 December 2019, and Ken Hartviksen joined us by teleconference. We offered two open sessions. Further, Ken Hartviksen visited the campus on 30-31 January 2020 and delivered two sessions.

**II. Orientation for LUFA Executive and Standing Committee Members (August 13, 2019).** The orientation included an overview of the LUFA standing committees, LUFA By-Laws, and parliamentary procedure (Robert's Rules of Order). LUFA will host an information session soon for the Chairs and Directors.

**III. Coffee and Conversations:** LUFA hosted open sessions for all LUFA members (Full-Time Academic Staff, Librarians, Continuing Lecturer Members, and Contract Lecturers) called "Coffee and Conversations" on June 17, July 10, August 1, 13 and 26, 2019. In addition, LUFA hosted a series of open sessions on focused areas [January 23 – Benefits, February 11 – Salary and April 8 – Pension]. The purpose of those sessions was to engage the membership about their experience with the Current Collective Agreement and to discuss factors that are likely to impact the next round of bargaining. For example, Bill C 124 received Royal assent on November 7, 2019, by the current Ontario Government.

"Pension" issues are likely to be a key focal point in our upcoming negotiations. All members must be aware of the issues and challenges. The Zoom recording and PowerPoint presentation of the "Coffee and Conversation – Pension" by Ken Hartviksen, Chief Negotiator on April 8, is available via the LUFA website [<https://lufa.org/agreement/pension-information/>]. In addition, the pension committee recently met Mr. Derek W. Dobson, CEO and Plan Manager, Colleges of Applied Arts and Technology (CAAT) Pension Plan, which is an Ontario based Jointly Sponsored Pension Plan (JSPP). This meeting was an initial engagement session

for the LUFA Pension Committee, LUFA Executive and LUFA Negotiating Team to become acquainted with a Defined-Benefit JSPP that is open to new membership. I have sent the recorded presentation along with the PowerPoint presentation for your information via an email [**The information is strictly for personal use, please do not share**]. The Pension Committee and Chief Negotiator will be available to answer your questions at the AGM on May 5, 2020. It is anticipated that the pension committee will invite Mr. Dobson sometime after our AGM in May. Friends, I urge you to watch Mr. Dobson's presentation and prepare yourself for the upcoming meeting with CAAT. It will be an opportunity for you to get more information and make an informed decision for the Negotiating Team [**I will let you know the date soon**].

Further, LUFA hosted six information sessions called "**Retirement Ready at Any Age - personal financial considerations for LUFA members**". The sessions were designed to engage LUFA members in discussion of personal finance planning topics relevant to all faculty at Lakehead University. Many thanks to the Pension Committee, and a special thanks to Ken Hartviksen, Camilo Lento and Clint Mason for their insightful talk. Please visit the LUFA website to access their presentations [<https://lufa.org/agreement/pension-information/>].

**[For more information Please see reports from the Chief Negotiator and the Chair of the Pension Committee]**

**IV. Meeting with Emeritus members:** LUFA hosted a get-together session with emeritus members at Thunder Bay campus on March 11, 2020. It was an informal discussion session with our emeritus members. Several Executive members attended the meeting. We discussed issues around post-retirement benefits. At present, it is very inconsistent. Well, one day, we all have to be retired members, so the sooner we fix that problem, the better for our future [**Please see the report from the Chair of the Emeritus Committee**].

**Strategic Mandate Agreement 3 (SMA3):** I have mentioned in my previous report that LUFA hosted an information session on Strategic Mandate Agreement 3 and the potential implications on LUFA members. SMA3 will cover five years, and it is linked to funding known as Performance-based funding. The metrics proposed for SMA3 are categorized based on two priority areas for the Ontario government: (i) Skills and Job outcomes, and (ii) Economic and Community impact. There are two reporting metrics related to Faculty Compensation and Workload but will not be tied to performance/outcomes-based funding.

Considering the COVID-19 crisis and ongoing economic uncertainty, the Ontario Council of University Faculty Association (OCUFA) sent a letter to Mr. Ross Romano, Minister of Training, Colleges, and Universities to delay, and take some time to reconsider introducing performance metrics at Ontario's universities.

Unlike SMA1 and SMA2, the President of the university, Dr. McPherson, hosted "SMA Faculty Forum" on November 1, 2019, to provide information on SMA3. The engagement of faculty in the forum was a success for LUFA's advocacy. SMA3 will have a lasting impact on Lakehead University.

**OCUFA Advocacy Day:** In November's Newsletter report, I have mentioned that Ken Hartviksen and I attended OCUFA's 2019 Advocacy day in Queen's park. Faculty members from universities and colleges across the province met MPPs. We were able to convey the importance of faculty renewal, stable university funding, benefits of a vibrant post-secondary education system in Ontario, and the potential effect of performance-based funding on northern universities. I can say without hesitation that some of the provisions in Bill C 124 are a result of our advocacy, especially for smaller institutions. At present, I am serving on OCUFA executive as a member-at-large and found an opportunity to raise awareness of the difficulties northern universities face compared to the rest of the universities and colleges in the province.

**Research Integrity (Article 39):** On December 3, 2019, LUFA and LU Research office hosted a workshop on Research Integrity Policy. The topics of discussion were: (i) Responsible Conduct of Research – Definitions of Breaches, (ii) Types of Recourse Imposed by the Tri-Agencies, and (iii) Steps to Investigate a Breach of the Research Integrity Policy. **Note:** LUFA members are governed by the Collective Agreements for any matters related to Research Integrity. **Please contact Qing-Lai Dang or me if you have any questions.**

**EDI Action Plan:** I am serving now as a member of the President's taskforce on Equity, Diversity and Inclusion. The purpose of the Task Force is to oversee the implementation of the Action Plan under the authority of the President, including: (a) to monitor the implementation of the Action Plan by: (i) developing systems and processes to monitor the progress of the proposed Goals, Activities/Strategies, and timelines as set out in the Action Plan; (b) to evaluate the implementation of the Action Plan by: (i) developing systems and processes to evaluate the intended Impact/Success of the Goals and Activities/Strategies as set out in the Action Plan; (c) to report on the implementation of the Action Plan by: (i) providing the President with an annual progress report; (ii) developing a communications plan to report on the implementation of the Action Plan to the University community; the Task Force may recommend revisions to the Action Plan to the President and the Executive Team as appropriate **[Please see the report from the LUFA Status of Women Representative].**

Please feel free to contact Ms. Angie Kozak or me for any comments or concerns.

## Chief Grievance Officer Report

Qing-Lai Dang  
[qdang@lakeheadu.ca](mailto:qdang@lakeheadu.ca)

First of all, I would like to thank my team members, all the grievance officers, for their hard and professional work. Because of their efforts, we have had a very efficient year in handling grievances and protecting the interests and rights of LUFA members. Our grievance officers are:

Scott Pound (English)  
Naqi Sayed (Business Administration)  
Tianxuan Miao (Mathematics)  
Jason Blahuta (Philosophy)  
Wely Floriano (Chemistry)  
Juan Pernia (Civil Eng.)  
Jennifer Jarman (Orillia)  
Scree Kuriserry (Orillia)

I am sure that we are all feeling the negative impacts of covid-19 on our work and life, particularly research productivity. I encourage you to make extraordinary efforts in writing this year's annual report. I suggest that you note all the negative effects in detail in your annual report, covering all the aspects. There are direct effects, such as restricted access to on campus facilities and the lack of adequate infrastructure for your work at home, distractions from other family members, etc. There are also indirect effects, such as mental stress and the consequent loss of work efficiency. These notes may be very important for the proper evaluation of your performance and future PTR processes. It is not uncommon for Deans to withhold CDs (generally partially) these days. These notes may be useful for making your argument to protect your interest.

Stay safe and stay healthy!

**Ontario faculty sound alarm over equity implications of the COVID-19 crisis and its impact on the most vulnerable-**  
<https://ocufa.on.ca/blog-posts/ontario-faculty-sound-alarm-over-equity-implications-of-the-covid-19-crisis-and-its-impact-on-the-most-vulnerable/>

**Ontario spring economic statement contains vital investments in health care and marginal increase in postsecondary education funding but continues to fail province's workers -**  
<https://ocufa.on.ca/press-releases/ontario-spring-economic-statement-contains-vital-investments-in-health-care-and-marginal-increase-in-postsecondary-education-funding-but-continues-to-fail-provinces-workers/>

# Chief Negotiator Report

Ken Hartviksen

[Ken.hartviksen@lakeheadu.ca](mailto:Ken.hartviksen@lakeheadu.ca)

## 2020 LUFA Negotiating Team Confirmed

The 2020 LUFA Negotiating Team was affirmed by the LUFA Executive on April 6, 2020.

### **2020 LUFA Negotiating Team**

#### **Core Members**

|                                   |  |
|-----------------------------------|--|
| Ken Hartviksen (Chief Negotiator) | Business Administration                      |
| Debra Gold                        | Library                                      |
| Jennifer Jarman                   | Sociology/Interdisciplinary Studies, Orillia |
| Rob Mawhinney                     | STEM   |

#### **Associate Members**

|                   |                         |
|-------------------|-------------------------|
| Taina Maki Chahal | English                 |
| Cam Lento         | Business Administration |
| Lynn Martin       | Health Sciences         |
| Karen Poole       | Nursing                 |

## 2020 Commencement of Bargaining

Contract negotiations between LUFA and Lakehead University are scheduled to commence on June 1, 2020.

Pre-arranged meeting dates with the Board of Governors are June 1 and 2 (1 pm to 4 pm), and June 22, 23, and 24 (all day). The university has announced its Chief Negotiator. Michael Kennedy is a labour lawyer with Hicks Morley of Toronto.

Given the COVID-19-driven changes, it is uncertain whether these meeting dates will be modified, cancelled or deferred.

Further, it is expected that if negotiations proceed according to the pre-specified dates, the meetings be held in a ZOOM-based, remote/physically distributed fashion.

## Negotiating Team Construction Considerations

Like many Faculty Associations across the province, LUFA is invoking the use of 'Associate Members' to complement the core negotiating team.

Associate members are members of the negotiating team with complete, continuous and unrestricted access to internal negotiating team communications and correspondence and meetings.

However, it is understood that Associate Members, because of their employment situation, family demands, work-related demands, etc., may not be able to attend all meetings.

Associate Members have been chosen to provide the Core Negotiating Team and the Chief Negotiator with the unique skills, advice and perspective that the Associate Member possesses.

The Chief Negotiator shall call on individual Associate Members to provide advice on specific Articles in the Collective Agreement where it is believed that member

may provide insight that could fill important gaps present in the core negotiating team.

All members (core or associate) are sworn to absolute secrecy to all internal activities of the Negotiating Team.

It must be understood that only the Chief Negotiator is able to speak on behalf of the LUFA Negotiating Team with LUFA Officers, LUFA Executive, LUFA Members, the Lakehead University community, the media and the general public. The LUFA Chief Negotiator reserves the right to ask individual members of the LUFA Negotiating Team (core and/or associate) to speak in meetings on his/her behalf or on behalf of the Negotiating Team as a whole.

## Overarching Goals that Informed Team Design

The unique challenges presented by the prospect of remote bargaining has driven LUFA to consider some modifications to the traditional structure of its Negotiating Team in 2020. The use of a small **CORE** team supplemented by **ASSOCIATE** members is designed to achieve the following:

1. A small, 4-member core team, will face fewer logistical hurdles in arranging meeting times, locations and protocol so that the logistics won't limit progress in negotiations with the Board of Governors.
2. Individuals, who might be unable to serve under normal circumstances, might nevertheless be willing to contribute on a modified basis as an Associate (some members of LUFA may only be on 9 month contracts....or some may be untenured...or some may have extensive research/administrative demands...or some may have family obligations, that would otherwise prohibit them from accepting a unmodified role in negotiations)
3. Use of Associates will ensure that the Core Team will have access to a broader range of skills and perspectives to fulfill its obligations to the LUFA membership
4. Use of Associates will dramatically increase the number of LUFA members with exposure to the negotiating process, to help in long-term succession planning for LUFA beyond the current LUFA leadership.

There has been a conscious attempt to minimize the overlap between the LUFA Executive and the LUFA Negotiating Team. If 'work action' is to be organized, that effort must be led by the LUFA Executive. Too much overlap could impair the ability of each group to perform its respective function.

If all eight members of the team are present at each negotiation session, this number can be more easily accommodated using ZOOM technology than if physical space were required.

## Joint Committee – LUFA Contract Lecturers LOU

The Joint Committee for Administering the Agreement met on Monday, March 16 for the purpose of requesting an amendment to the Letter of Understanding # 4 of the 2016-2020 Collective Agreement with respect to Contract Lecturer contributions to the Lakehead University Employee Pension Plan (LUEPP).

A Memorandum of Agreement was signed on March 20, 2020 that removes "LESS CPP" language from LoU #4.



## LUFA Member Engagement – Coffee & Conversation VIII - Pension

Delayed, because of the campus shut-down and transition to temporary remote delivery of courses, **COFFEE AND CONVERSATION VIII** was held via ZOOM at 1:00 pm on Wednesday, April 8, 2020.

This focus of this 'themed' engagement session was **Pension**.

All members are encouraged to access the slides and the ZOOM meeting that has been posted on the LUFA website at: <https://lufa.org/agreement/pension-information/>

## Letter of Understanding – COVID-19 Driven Challenges

The LUFA President will report in this Newsletter on the comprehensive Letter of Understanding presented to Lakehead University with respect to the physical closure of the university. After lengthy consultations internally, and with legal counsel and with OCUFA, the LoU addresses impacts on LUFA members including issues with respect to leaves; additional workload; use of personal equipment; research; PTR; student evaluation of teaching and many other issues.

## LUFA Meeting with CAAT Pension Plan

On April 16, the LUFA Pension Committee, LUFA Executive and LUFA Negotiating Team attended an initial meeting with 4 members of the management team of the College of Applied Arts and Technology (CAAT) Pension Plan. The purpose was to get an introduction to the nature of an Ontario-based Post-Secondary Joint Sponsored Pension Plan.

The slides in support of this session as well as the ZOOM recording is available to all LUFA members. The link for the Zoom recording:

[https://lakeheadu.zoom.us/rec/share/\\_MpRPbfz7j1OUphJyGjNXPYvAKO7aaa8hiJLrPcJxRkjcucn01TxCnAQIYwDjssi](https://lakeheadu.zoom.us/rec/share/_MpRPbfz7j1OUphJyGjNXPYvAKO7aaa8hiJLrPcJxRkjcucn01TxCnAQIYwDjssi)  
(Access Password: r7.80#pR)

You will also receive a PowerPoint presentation along with the ZOOM link and password via your email. This link is for LUFA Members only, in accordance with the assent given by CAAT.

All LUFA members will be invited to a further ZOOM meeting with CAAT representatives, to learn more about the opportunities this pension plan may offer. The goal is to host a meeting in the second week of May. It is hoped that the meeting may be recorded and available on ZOOM for members who may need to attend asynchronously.

## On-Going LUFA Member Engagement

The LUFA Membership can look forward to completing a 'Negotiation Priorities' on-line survey and following the compilation of the results, a further '**Coffee and Conversation**' meeting will be held to share aggregate results of the survey, prior to the commencement of negotiations.

## Collation and Categorization of Issues

Work has begun on the collation of issues that members have raised through the Membership engagement sessions over the past year. Those issues will be categorized and used to inform the Negotiating Team in identifying issues, setting priorities, drafting language, etc. This work is on-going.

## Bargaining Outlook for Ontario Universities in 2020

Contract negotiations at universities across the Province of Ontario are beginning. LUFA continuously monitors the progress of those negotiations.

## Conclusion

The radical adjustments to our working conditions have placed an added burden on all of us.

The continued support and encouragement of the LUFA membership is required to see us through to the end of bargaining.

# Pension Committee Report

Glenn Colton, Chair, [glenn.colton@lakeheadu.ca](mailto:glenn.colton@lakeheadu.ca)

The LUFA Pension Committee has held two meetings since the publication of the February newsletter (on March 6 and, via Zoom, on April 15). The committee continues to monitor the performance and operations of the Lakehead University Professional Pension Plan closely. Following last year's total return of 12.83%, the plan has produced a year-to-date return of -3.78% as of the end of February. Returns for the remainder of the year remain difficult to predict amidst the fluid economic landscape of a global pandemic, however equity markets have rebounded sharply since March and the plan is well positioned to mitigate downside risk through a carefully balanced mixture of equities and fixed income investments.

The committee continues to monitor developments with the new University Pension Plan of Ontario (UPP), while considering the potential benefits of other jointly sponsored pension plans. To that end, the committee's most recent meeting on April 15 was devoted to discussion of the CAAT Pension Plan, one of the largest and most successful JSPPs in Canada. The committee discussed aspects of the CAAT Plan at length, and formulated a set of questions for discussion in a Zoom meeting with the CEO of the CAAT Plan, Derek Dobson, other representatives from CAAT, and members of the LUFA Executive, on April 16. The meeting with CAAT (recorded for the information of LUFA members) was a constructive one, and an important first step toward exploring the potential of the CAAT Plan as a viable JSPP option for LUFA to consider.

The committee's ongoing efforts to engage LUFA members culminated with the inaugural **Retirement Ready Speaker Series** during the Winter 2020 term. The series addressed a range of retirement planning and pension-related issues, and on behalf of the committee, I

wish to thank Ken Hartviksen, Camillo Lento, and Clint Mason for volunteering their time and expertise to deliver these engaging and informative sessions.

As always, members are encouraged to speak with Clint Mason, Manager of Pension Services ([clmason@lakeheadu.ca](mailto:clmason@lakeheadu.ca)), for advice on individual pension accounts, or to make voluntary contributions to the plan in addition to the base amount (6.5% of regular earnings for LUFA members).

## Contract Lecturer Committee Report

Laurie Forbes, Co-Chair, [laurie.forbes@lakeheadu.ca](mailto:laurie.forbes@lakeheadu.ca)  
John Fell, Co-Chair, [john.fell@lakeheadu.ca](mailto:john.fell@lakeheadu.ca)

A note asking how Contract Faculty members were doing elicited very positive comments and an idea of how Contract Faculty are generally, during the rapid changes

as we moved to online learning. Stress was noted as learning curves increased to adapt to remote delivery of courses, and the amount of work involved became overwhelming, as did the concern for students. Contract Faculty expressed concerns regarding course evaluations, asking if they could be eliminated for the winter semester and full-year courses. They also pointed out that students opting not to write exams during the examination period will necessitate a prolonged period of setting finals/grading/hand tallying grades and that this situation is especially problematic for Contract Faculty, who lose access to course sites, library, etc. at the end of April. Will this be extended so they have continued access? Will there be compensation for the added workload? Working from home entails costs not normally incurred when teaching on-campus, for example, some Contract Faculty did not have internet at home. Are the costs of working from home to be borne by individual faculty members?

The responses to the note asking how Contract Faculty were doing were enlightening, bringing into focus the hurdles of a difficult time and how to cope with the rapid changes. It also brings to light the precarious working conditions of Contract Faculty. Losing access to internet, library, and course sites at the end of April, as is the normal practice, impedes one's ability to work.

We wish all Contract Faculty the best while we physically distance, work remotely, and finish this semester's work. Should you have any questions or concerns please do not hesitate to reach out to the Contract Lecturers/Continuing Lecturers Committee, as with the concerns above, we will continue to advocate on behalf of Contract Faculty.



## OCUFA Report

Glenn Colton [glenn.colton@lakeheadu.ca](mailto:glenn.colton@lakeheadu.ca)

OCUFA has joined the Ontario Federation of Labour Coalition in a legal challenge to the "Protecting a Sustainable Public Sector for Future Generations Act," the provincial government's controversial wage cap legislation for public sector workers that was first introduced as Bill 124. This is the largest group of unions moving forward with a legal challenge to the Act, representing over 40 unions and more than 270,000 workers. The challenge was filed in the Ontario Superior Court on March 3, 2020. While the timing and outcome of the legal proceedings cannot be predicted, a successful challenge would affirm the fundamental principles of institutional autonomy and free and fair collective bargaining at Ontario universities.

Due to the global pandemic, a number of OCUFA events (including a planned pension workshop in early April) have been cancelled, however the 161<sup>th</sup> OCUFA Board of Directors Meeting will take place May 8, 2020, via Zoom. OCUFA and CAUT statements in response to the COVID-19 crisis, as well as resources for faculty associations and their members, are available on the OCUFA website: <https://ocufa.on.ca/home/covid-19-response-on-campuses/>. Due to economic uncertainties caused by the pandemic, OCUFA has written to the Minister of College and Universities requesting the delay and reconsideration of introducing performance metrics at Ontario universities.

Members are reminded that the Call for Nominations for the 2019-20 OCUFA Teaching and Academic Librarianship Awards has been distributed. Anyone within the university community can nominate a faculty member or librarian. **\*New for this year is an added award category for Contract Faculty members.** Award recipients are selected by an independent OCUFA committee comprised of faculty, librarians, and student representatives, and honoured at a banquet during the Fall OCUFA meetings in Toronto. Please note that the deadline for nominations for 2019-20 awards has been extended to **June 26, 2020**. Nominations can be made through OCUFA's secured online submission system as a single PDF file: <https://ocufa.on.ca/ocufa-awards/teaching-and-academic-librarianship-awards/>. Inquiries to: 416-979-2117.

# Status of Women Report

Karen Poole, [karen.poole@lakeheadu.ca](mailto:karen.poole@lakeheadu.ca)

The OCUFA Status of Women and Equity Committee (SWEC) held two face-to-face meetings this past academic year: one in October and one in January. The May meeting was cancelled due to travel restrictions and recognition of increases to faculty workload related to the move to remote teaching and online evaluation. The highlight of the fall meeting was a presentation by Dr. Jennifer Poole from Ryerson University on the topic of "Campus Mental Health", particularly as it relates to faculty members.

SWEC was instrumental in initiating the equity statement that is now posted on the OCUFA website, as well as a Status of Women and Equity Committee Statement on International Women's Day (March 8<sup>th</sup>), also posted on the OCUFA website. SWEC is currently hosting coffee and conversation meetings via Zoom with SWEC and Contract Faculty members where shared interests lie.

As you know, the launch of Lakehead University's Equity, Diversity and Inclusion (EDI) Action Plan has been postponed from its March date. Once the EDI Action Plan is made public, the Equity, Diversity and Status of Women Committee will review the plan to determine priorities and actionable items. In addition, as LUFA moves into contract negotiations, it is important to review and update the Faculty Employment Equity Policy, last revised in 1991.

## Benefits Committee Report

ShiKui Wu, Chair, [shikui.wu@lakeheadu.ca](mailto:shikui.wu@lakeheadu.ca)

The LUFA Benefits Committee has been closely monitoring the potential impact of the COVID-19 outbreak on our benefits plan. We have noticed some difficulties and gaps in the coverage, particularly related to or due to the current health conditions. We appreciate the feedback from our members and have noted those issues for the forthcoming collective bargaining.

Again, the LUFA Benefits Committee encourages members to become aware of the potential problems to occur in the administration of benefit coverage. We encourage members to closely monitor their experiences with the health and travel benefits, to report concerns to Human Resources, and to keep the LUFA Benefits Committee informed.

Please find some COVID-19 updates and resources below:

- Lakehead University - <https://www.lakeheadu.ca/about/coronavirus>
- Green Shield Canada (GSC) - [https://support.greenshield.ca/SupportCentre/GreenShield/Home/DocumentsByTopic/region\\_coronavirus](https://support.greenshield.ca/SupportCentre/GreenShield/Home/DocumentsByTopic/region_coronavirus)

## Employee & Family Assistance Program (EFAP) -

<https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/resources-for-staff/benefits-information/efap---employee-family-assistance-program>

- EFAP services: Confidential, Timely and Effective services provided by a team of health care professionals, including: relationship problems, self-improvement, managing stress, chemical dependency, emotional difficulties, communications, workplace conflicts, coping with change, crisis intervention, parenting problems, credit problems, personal wellness, etc.
- Thunder Bay Campus members: To access EFAP services, please call (807) 623-7677 or toll-free (888) 423-5862 to speak with a counsellor or to arrange an appointment. The Behavioural Sciences Centre is a department of St. Joseph's Care Group, located at the Hogarth Riverview Manor site: <https://www.bscnorth.ca/efap/>.
- Orillia Campus members: To access EFAP services, please call toll-free (844) 880-9142 to speak with a counsellor or to arrange an appointment. The EFAP Care Access Centre is located at the Moreau Shepell site: <https://www.workhealthlife.com/> (\*employees enter "Lakehead University Orillia" to gain entry to website\*)
- For anxiety and mental health:
  - Centre for Disease Control and Prevention - Managing Anxiety and Stress - <https://www.cdc.gov/coronavirus/2019-ncov/prepare/managing-stress-anxiety.html>
  - Centre for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-ncov/prepare/index.html>
  - Centre for Addiction and Mental Health - <https://www.camh.ca/en/health-info/mental-health-and-covid-19>
  - GSC Stronger Minds Program - <http://www.mindbeacon.com/strongerminds>
- For other health and travel benefits:
  - In Ontario, the benefits insurers have also noted that people's access to Dental and Paramedical services is limited (not by plan coverage) caused by providers limiting services because of COVID-19 outbreak.
  - Benefit coverage while travelling: While all health claims related to COVID-19 will be assessed on a case-by-case basis, you are strongly encouraged to review the travel guidance from the Public Health Agency of Canada (<https://travel.gc.ca/travelling/advisories>). Allianz Global Assistance is focused on providing emergency travel assistance to our customers who have been impacted by the COVID-19 outbreak.
  - GSC Digital Health Services: They offer a number of digital health care options that allow you to consult a physician, mental health professional, pharmacist, or health coach. (Note: please check the benefits coverage to be sure.) More details can be found at: <https://www.greenshield.ca/en-ca/news/newsroom/digital-health-services-you-can-count-on>

## Benefits Committee

Shikui Wu, Chair (Business Administration)  
Anthony Lariviere (Philosophy)  
Mohammad Nasir Uddin (Elec. Engineering, Barrie)

Joey Farrell (Emeritus)  
Ken Hartviksen (Business Administration, ex-officio member)

## Emeritus Committee Report

David Kemp, Chair, [david.kemp@lakeheadu.ca](mailto:david.kemp@lakeheadu.ca)

Members of the LUFA Emeritus Committee and other emeritus members met with LUFA President, Gautam Das, plus members of the LUFA Executive, on March 11, 2020 to talk about items of mutual interest. Items discussed included the presence and role of emeritus members on LUFA committees; the benefits available following retirement, such as health and dental coverage, continued use of university e-mail and free parking; the use of the library; the relationship between the university and those emeritus professors who continue to carry out research after they retire. Some regulations exist for dealing with benefits and research but they are difficult to access.

The Colleges and Universities Retirees Associations of Canada (CURAC) will be releasing a survey of benefits available to retirees from universities and colleges across Canada later this year allowing a comparison of the situation at Lakehead with that of other institutions across the country.

The Emeritus Committee would like to express its appreciation for the increased interest from the LUFA President and Executive in the emeritus membership of the organization.

LUFA regularly contributes to the cost of sending a delegate to the annual meeting of CURAC and had planned to do so again this year. However, due to the Covid-19 pandemic the 2020 meeting has been cancelled.

## LUFA Executive Committee 2019/20

President  
Vice-President  
Secretary  
Treasurer  
Past President  
Members at Large

Chief Grievance Officer  
Chief Negotiator  
CAUT Rep.  
CAUT Defence Fund Rep.  
OCUFA Rep.  
OCUFA Collective Bargaining  
Status of Women Rep.

Gautam Das  
Glenn Colton  
Florin Pendea  
Sherry Wang

Scott Pound  
Stephen Hecnar  
Qing Lai Dang  
Ken Hartviksen  
Gautam Das  
Livio DiMatteo  
Glenn Colton  
Ken Hartviksen  
Karen Poole

Benefit Committee Chair  
Contract Lecturer Chairs

Emeritus Committee Chair  
Equity, Diversity & Status of Women  
Committee Chair  
External Relations Committee Chair  
Librarian Committee Chair  
Nominating Committee Chair  
Orillia Committee Chair  
Pension Committee Chair  
Physical Environment Committee Chair  
Research Committee Chair  
Administrative Assistant

Shikui Wu  
Laurie Forbes  
John Fell  
David Kemp

Karen Poole  
Will Zhao  
Debra Gold  
Jason Blahuta  
Sree Kurissery  
Glenn Colton  
Kamil Zaniewski  
Salimur Choudhury  
Angie Kozak



To keep our meeting room secure, please don't share the link and password. Also, LUFA took extra security measures by enabling "Enable Meeting Room". Please join 10 minutes earlier, so that it will be easier to allow members to join one by one.

### 1. How do you login to Zoom?



## Video Conferencing

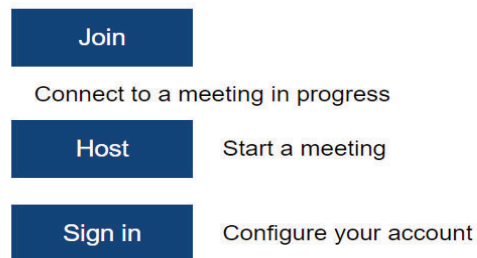


Figure 1.

Open your browser and type: lakeheadu.zoom.us (Enter)  
Click Sign in  
Username (Your LU Username)  
Password (Your LU email Password)

## BASICS OF ZOOM

You will see the following on the left side of the screen

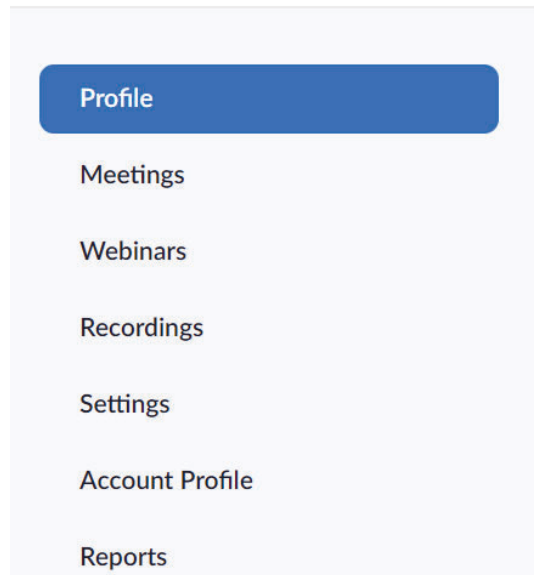
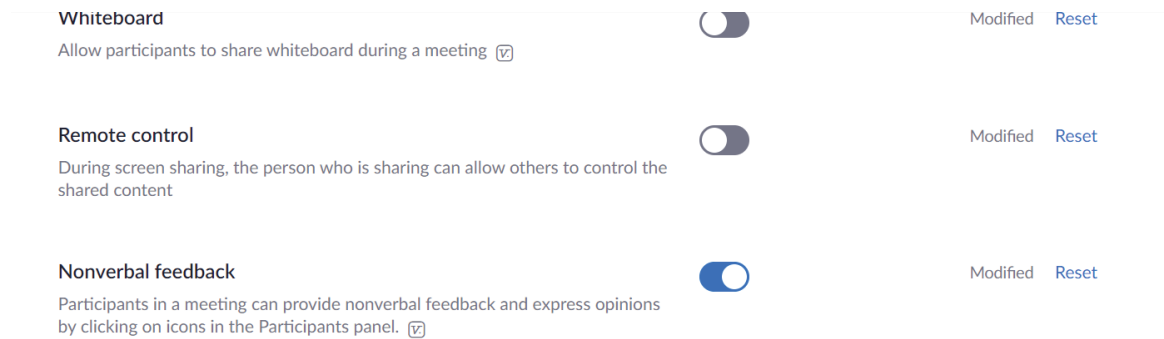


Figure 2.

You will be able to configure your account by clicking options as follows:

- a. Set date and time using Profile: Choose Eastern Time Zone.
- b. Set different meeting options by clicking “Settings”

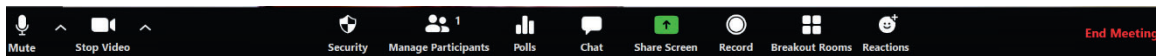


Click “Nonverbal feedback” On. Once the participants join the meeting, they will see the screen below:



Figure 3.

2. How do you join the meeting?
  - a. You can join the meeting by clicking the “Join” and entering the meeting ID.
  - b. You can join the meeting by clicking the Zoom link provided by the meeting Host and entering the password [Easiest way to join the meeting]
  - c. Once you join the meeting you will see the following screen:



Double Click “Manage Participants” you will see all participants of the meeting. Once you are in the meeting room, you can use following nonverbal signs to communicate with the host [Note: the signs will be visible to all attendees]

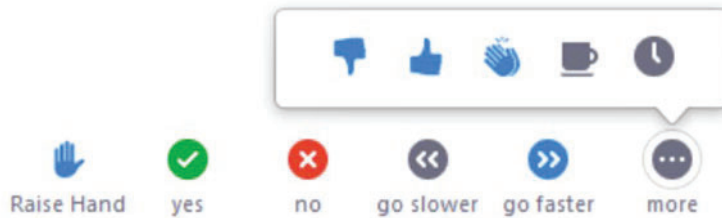


Figure 4

**Raise Hand:** Click the sign, if you want to move a motion, or want to participate in a discussion, the sign will appear beside your name. Please click “Raise Hand” again once you are done. The “Raise Hand” will disappear.

**Yes:** To vote for a motion click “Yes”

**No:** To vote against a motion click “No”

**More:** If you click “More” you will see all the above options.

## BASICS OF ZOOM

3. To set up a poll during a meeting or before the meeting starts please go to “Settings” shown in Figure 2 and activate “Poll”

### Co-host

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.



### Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees.



### Always show meeting control toolbar

Always show meeting controls during a meeting



You can add a poll question during the meeting or can set it ahead of time. It can be a single or multiple-choice question. Further, Zoom has the option to make the “Poll” **Anonymous by checking the box**. The final report will not show any name of the participants, and also tabulate the final results instantly. So we will have an excel file if we need to review the results.

ADD A POLL

Enter a title for this poll.

☐ Anonymous?

1. 

Type your question here.

☒ Single Choice ☐ Multiple Choice

Answer 1

Answer 2

Answer 3 (Optional)

LUFA will offer sessions to assist in setting up your account or if you have any questions regarding any of the options. Also, TSC is providing a Zoom training session every Thursday.