

**CONFERENCE OF FACULTY ASSOCIATION STAFF
3rd Annual Meeting**

**June 27, 28, 29 and 30th, 1986
Delta Barrington Inn, Halifax, Nova Scotia**

Friday, June 27

- 8:00 am REGISTRATION
- 9:00 am OPENING SESSION AND WELCOME
- 9:30 am OLD BUSINESS
Joan Gaetz, U of C, Principal Investigator
Presentation of the Staff Profiles Study, commissioned by the 2nd Annual Conference of Faculty Association Staff, June, 1985.
- 11:00 am THE STAFF MEMBER'S ROLE IN CONTRACT NEGOTIATIONS
Howard Epstein, OCUFA
Denise Beley, U of Manitoba
- problems, skills, training.
- 12:30 pm - 2:00 pm LUNCH
- 2:00 pm - 3:30 pm CONTRACT SETTLEMENT DEVICES
F.O.S. - Gordon Unger, U of A
Conciliator - Anne Diego, Dalhousie
Arbitration - John D'Orsay, NSCUFA
What are the politics, risks, and benefits of not settling at the table?
- 3:45 pm - 5:30 pm UTILIZING CAUT AND OTHER ECONOMIC RESEARCH SERVICES AND DATABASES AT THE BARGAINING TABLE
Rosalind Riseborough, CAUT Research
- what's available, how to make requests, who knows what.
- 6:00 p.m. NETWORKING SESSIONS
Networking Group Facilitator/Host:
Association Secretaries Mary Ellen MacDonald, TUNS
Administrators/Single Person Offices Jane Cunningham, NSCUFA
Professional Staff Anne Diego, NSCUFA
Will be held, by rough categories of employment function, to provide an opportunity for informal conversation and discussion of problems and issues relating to the type of work we do. The Facilitator-Hosts have each been chosen for their facilitative abilities and the intimate knowledge of the local dining scene.

Saturday, June 28

- 9:00 am - 10:30 am **PROVINCIAL LOBBYING STRATEGIES AND SKILLS**
Geoffrey Crampton, UBC - Use of the Public Poll
John D'Orsay, NSCUFA - Reply to a Royal Commission
Ron Levesque, CAUT
Organizing National Lobbies - what's been done this year and how did it work, including specific implicaitons for local association staff. Also, a discussion of the proglems of organizing national lobbies.
- 10:40 am - 12:00 pm **DEVELOPING POLICIES, PROCEDURES AND PRACTICES**
Bob Moore, CAUT Research
- for cataloguing, indexing, filing and archiving hardcopy documents, electronic documents, resource materials, ordinary files, etc.
- 12:00 pm - 1:30 pm **LUNCH**
- 1:30 pm - 3:20 pm **NEW BENEFIT PROGRAMMES**
Mike Capurso, Guardian Legal Services
- there will be sessions on a number of new ideas in the benefits field, including pre-paid legal services, and establishing Trusteed Funds for employee benefits.
- 3:40 pm - 5:30 pm **COMPUTERIZING THE BOOKKEEPING FUNCTION**
Penny Plammondon, CAUT Business Office
- is it appropriate and/or effective for the Association.
- 7:00 pm **AN OLD FASHIONED LOBSTER SUPPER**

Sunday, June 29

- 9:00 am - 10:20 am **COMPUTERS I**
Industry Representative - Halifax Computerland
*Deciding on the purchase of an office computer.
- criteria and considerations.*
- 10:40 am - 12:00 pm **COMPUTERS II - THE SEARCH FOR SOFTWARE**
Sonja Breau - Olivetti ETV
Renate Green - Visicalc
Joan Gaetz - Wordperfect
Cheryl Conklin - Appleworks
Joan Field - Supercalc II
Fawn Curry - Multiframe
Donna Ede - Wordstar
Sue Anne Elite - Database III
Lori Morinville - Lotus 123
- a session which briefly describes the kinds of work which may be accomplished on various wordprocessing, electronic filing, desk management and spreadsheet

software. The session won't teach you how to run the programme, rather, it will attempt to provide a sense of the relative advantages/disadvantages of using a computer programme to attack specific tasks. Also, for those in the market for software, it will provide an indication of what's on the market.

12:00 pm - 1:30 pm

LUNCH

1:30 pm - 3:30 pm

WORKSHOP ON GRIEVANCES

Joan Gaetz, U of C - Working with Grievors

Gordon Unger, AAS:UA - Administrative Practices

Pat Finn, CUASA - Working with Grievance Officers

Aurora Waite, Trent - Administering the Process

- administrative practices, administration of grievance process, working with faculty grievors, working with faculty grievance officers.

3:40 pm - 5:30 pm

COMPUTERS III - NEGOTIATING AGREEMENT

Rosie Riseborough, CAUT Research

An Update on Electronic Mail Services - a national standard and proposals for usage.

5:30 pm - 7:00 pm

DINNER

7:00 pm - 9:00 pm

BUSINESS SESSION

- 1. Planning of 4th Annual COFAS - site selection - in keeping with the idea of moving the conference annually to even out the costs of attendance, COFAS'87 should be held somewhere in the West.*
- 2. COFAS Newsletter - to share ideas, information gathered at conferences which only some staff people attend, etc. Do we want one?*
- 3. Studies - last year we commissioned two studies, the results of which will be presented here. Are there other topics we wish to investigate?*
- 4. Organization and Structure - should we establish a formal structure? A discussion paper will be circulated to encourage consideration of the issues.*

Monday, June 30

POST CONFERENCE INSTITUTE

9:00 am - 12:00 pm

TIME MANAGEMENT

1:30 pm - 4:00 pm

Eileen Pease, Consulting Psychologist

- a workshop to help us reduce stress through managing the time of others and ourselves. Sessions on Memory techniques and communication skills will be optional components if participants express the desire.

5:00 pm - 7:00 pm

DINNER

7:00 pm

INFORMAL GATHERING

Hosted by the CAUT Status of Women Committee Member, Jane Gordon, Mt. St. Vincent U.

- for those with an interest in the area of Affirmative Action and developing a local faculty association-based Status of Women Committee.