

**CONFERENCE OF FACULTY ASSOCIATION STAFF (COFAS)
BUFFALO MOUNTAIN LODGE, BANFF
JUNE 18-21, 1993**

Friday, June 18

6:00 - 8:00 p.m. REGISTRATION AND RECEPTION

Saturday, June 19

8:00 - 9:00 a.m. CONTINENTAL BREAKFAST

8:30 - 9:00 a.m. REGISTRATION CONTINUES

9:00 - 9:30 a.m. INTRODUCTION AND ORGANIZATION OF BUSINESS

Alan Meech (CAFA)

Lori Morinville (CAFA)

Helen Breslauer (OCUFA)

Donna Gray (OCUFA)

9:30 a.m. - noon NETWORKING IN SMALL GROUPS

In this session, staff members who perform similar tasks will have the opportunity to compare notes with one another about their work. We encourage everyone to bring along a copy of her/his job description for this session.

There will be a Refreshment Break from 10:30-10:45 a.m.

noon - 2:00 p.m. LUNCH

2:00 - 3:15 p.m. MADDEN REPORT: COFAS SALARY, BENEFITS AND PENSION SURVEY

Frank Madden (Toronto)

Donna Gray (OCUFA)

A summary of the results and an analysis of the responses to the 1992-3 COFAS Compensation and Benefit Survey will be presented.

3:15 - 3:30 p.m. REFRESHMENT BREAK

3:30 - 4:45 p.m. **PROCESS OF NEGOTIATIONS: MODELS FOR SETTling THE TERMS AND CONDITIONS OF EMPLOYMENT**
(2 concurrent sessions)

- Group A: Management
Sylvia Johansson (Manitoba) - Facilitator
Roseanne Hood (UBC)
Gordon Piche (CAUT)
- Group B: Panel
 - One Person Offices:
Aurora Wait (Trent)
 - Unionized Offices:
Maureen Kilgour (CAUT)
 - Non-Unionized Offices:
Allison Hudgins (Toronto)

How do we structure discussions with our employers concerning our terms and conditions of employment, including compensation and benefits? Group A will consider issues related to how the salaries and terms of employment of all staff in the association are set, including those of management. Group B will compare three separate models for setting the terms and conditions of employment, and discuss the unique elements and issues within each.

Sunday, June 20

8:00 - 9:00 a.m. **CONTINENTAL BREAKFAST**
MAKING THE OFFICE WORK

9:00 - 9:45 a.m. **EVALUATING HOW ASSOCIATIONS ARE RUN**
Gordon Unger (Alberta)

9:45 - 10:30 a.m. **MUNFA ORGANIZATIONAL REVIEW**
Marian Atkinson (Memorial)
Jill Diamond-Strong (Memorial)
The staff at Memorial University Faculty Association will present the results of a recently completed internal review of the organization of the MUNFA office and the job descriptions of the MUNFA staff.

10:30 - 10:45 a.m. **REFRESHMENT BREAK**

10:45 a.m. - noon (2 concurrent sessions)

i) **INFORMATION MANAGEMENT**
Laura Heller (OCUFA)

ii) **ORIENTATION AND PROCEDURES MANUALS**
Pat Finn (Carleton)

- noon - 12:15 p.m. BUSINESS MEETING TO DISCUSS COFAS '94
OCUFA Staff
A discussion of the central Canada site and agenda for COFAS 1994 will be held. Start lobbying for your choice early!
- 12:15 - 2:15 p.m. LUNCH
- 2:15 - 2:30 p.m. OVERVIEW OF COMPUTER TECHNOLOGY
Frank Madden (Toronto)
- 2:30 - 4:45 p.m. USING COMPUTERS:
i) TO ACCESS THE SUBJECT MATTER OF DOCUMENTS
Laura Heller (OCUFA)
ii) TO PRODUCE DOCUMENTS
Sheila Hildred (Simon Fraser)
iii) FOR COMMUNICATION
Gary Russell (Winnipeg)
Computers, whether we like it or nor, are becoming increasingly important in our offices. A series of workshops, hopefully with hands on demonstrations, will introduce participants to a broad range of applied software programmes. Our facilitators will identify the potential of computers from putting out your newsletter to transmitting messages across the country.
There will be a Refreshment Break from 3:30-3:45 p.m.
- 6:30 p.m. COFAS '93 GROUP DINNER - LE BEAUJOLAIS 212 BUFFALO STREET
Monday, June 21, 1993
- 8:00 - 9:00 a.m. CONTINENTAL BREAKFAST
- 9:00 - 10:30 a.m. STAFF DEVELOPMENT: HOW DO YOU KNOW WHAT YOUR OPTIONS ARE
Presenter and Discussion Leader: Alan Meech, CAFA
How do we find out what possibilities are available to develop ourselves professionally in ways that we think are important? Those who have been fortunate enough to have had such experiences should come tell us what they did and share any resources they might have. Those who aspire to do so should come with questions. Alan Meech will share some of his ideas on the subject and then facilitate a discussion among us.
- 10:30 - 11:00 a.m. BUSINESS WRAP-UP
Glen Brown (OCUFA)