



**CANADIAN ORGANIZATION OF FACULTY
ASSOCIATION STAFF CONFERENCE**

**HOTEL GRAND PACIFIC
VICTORIA, BRITISH COLUMBIA
MAY 26 TO 29, 2011**

THURSDAY, MAY 26, 2011

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| 6:00 p.m. – 9:00 p.m. | Reception and Registration (photographer will be mingling, taking photos) – [photos will be given to attendees upon request as part of the gift bag] Location: Vancouver Island Ballroom Masala Band at 6:00 pm; Pandora Trio at 7:00 pm <i>Light Refreshments will be served. Cash bar.</i> |
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FRIDAY, MAY 27, 2011

Pender Island Ballroom

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| 8:00 a.m. – 9:00 a.m. | Buffet Breakfast |
| 8:00 a.m. – 9:00 a.m. | Registration continues |
| 9:00 a.m. - 9:15 a.m. | Welcome and Introductions |
| 9:15 a.m. – 10:00 a.m. | COFAS Business Meeting and Election of Officers |
| 10:00 a.m. - 10:30 a.m. | COFAS Salary Survey |
| 10:30 a.m. – 10:45 a.m. | <i>Coffee Break</i> |
| 10:45 a.m. – Noon | Maintaining Positive Relations <i>- A panel discussion on building and maintaining a positive work environment.</i> |

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| Noon - 1:30 p.m. | <i>Lunch on your own</i> |
| 1:30 p.m. - 2:30 p.m. | Moving from Faculty Association President to University President - <i>Royal Roads University President Allan Cahoon will talk about his experience as a Faculty Association President (Calgary) and how that shaped his experience as a Vice President and Interim President (Regina) before becoming President at Royal Roads University.</i> |
| 2:30 p.m. - 2:45 p.m. | <i>Coffee Break</i> |
| 2:45 p.m. - 3:30 p.m. | What's New in the Office? - <i>A facilitated discussion on new trends, ideas and issues arising in our offices.</i> |
| 3:30 p.m. - 4:00 p.m. | Data Management - <i>What is saved? Where to save it?, How to save it? Who saves it? What role does technology play? Technology Options?</i> |
| 4:00 p.m. - 5:00 p.m. | <i>Free Time</i> |
| 5:00 p.m. | Transportation to the Fireside Grill |
| 5:30 p.m. | Dinner at the Fireside Grill (photographer will be taking photos first hour) |
| SATURDAY, MAY 28, 2011 | |
| 8:00 a. m. - 9:00 a.m. | Buffet Breakfast |
| 9:00 a.m. - 10:00 a.m. | Group photograph at the steps of the library, Parliament Buildings |
| 10:00 a.m. - 11:15 a.m. | Retirement - If I had only known... - <i>Recently retired COFASians are returning to tell us what we <u>really</u> need to know to prepare for retirement.</i> |
| 11:15 a.m. - 11:30 a.m. | <i>Coffee Break</i> |
| 11:30 a.m. - 12:30 p.m. | Ethical Issues facing Faculty Association staff - <i>Presentation and small group discussions about some of the ethical dilemmas Faculty Association staff confront.</i> |

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| 12:30 p.m. – 2:00 p.m. | <i>Lunch on your own</i> |
| 2:00 p.m. – 3:15 p.m. | Conflict Analysis <i>- Presentation on various conflict analysis techniques, with an opportunity for small group discussions to try out some of these analysis tools.</i> |
| 3:15 p.m. – 3:30 p.m. | <i>Coffee Break</i> |
| 3:30 p.m. – 4:30 p.m. | Job Specific Roundtable Discussions <i>- A chance to meet with others from across the country who do the same job that you do and take part in a facilitated roundtable discussion.</i> |
| 4:30 p.m. – 4:45 p.m. | Mug Exchange |
| 4:45 p.m. – 5:00 p.m. | Information on COFAS 2012 |
| 5:00 p.m. | Goodbye and Happy Travels! |