

Annual Report 2006

SPRING - 2006

ASSOCIATION OF ADMINISTRATIVE AND PROFESSIONAL STAFF

photo: Mediaworks



President's Message

It has been over eleven years since AAPS was formed. Since its inception as an informal association of fewer than 900, AAPS has grown to be an organization representing over 2200 members. This year we have turned a corner. The Board of Directors, with the hiring of Executive Director David Harvey and delegation to him of management of the Association, including negotiating on our behalf, have set in place a structure and the personnel for a truly professional

organization. AAPS was for too long managed off the corner of the President's desk. Many thanks must go to our past presidents who, with only 50% release time from their "day jobs", moved the Association steadily forward and provided the momentum which allowed the current Board to accomplish so much. Your Board continues to set the policy direction that guides the organization.

The Executive Director, under the direction of the Board, is charged with ensuring that every member of AAPS receives fair and equitable treatment under the terms of our agreement with the University. When the Advocacy Committee deems a case warrants action, the Executive Director is authorized to take the case to arbitration when a satisfactory solution has not been achieved through meeting directly with the University. In the recent round of negotiations, the negotiating committee came to the table properly prepared with a body of well-researched knowledge to inform our discussions and articulate our points. This was only possible under the Association's new administrative structure that includes an Executive Director with a broad mandate.

There are some who feel that AAPS is looking more like a union. I understand how this impression could arise. AAPS, like a union, exists to ensure that its

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Editor: Petra Ormsby

members are treated fairly, equitably, and according to the terms of our agreement. However, there are important differences that separate us from a union; most notably AAPS does not have the right to strike. Not being a union is no excuse to not be professionally managed, nor is it an excuse to not vigorously defend the rights of our members. I am very proud to say that AAPS has matured from its early days as an unstructured quasi-social group to a become a truly professional organization providing the full range of services and support to its members.

I want to thank the Board, especially Vice-President Susanne Schmiesing, who filled in for me on several occasions throughout the year, the various Board Committees such as Advocacy, which supports our members in work related issues, and David Harvey, our Executive Director, and his staff for the tremendous work they have done and continue to do. I also want to thank the membership for their continued support, and encourage those of you who are interested to become involved in a committee or join the Board. It is through this day-to-day involvement that you can truly have your voice heard.

Barbara Crocker
President



PHOTO: MedLAWorks



Executive Director's Report

When this first annual report is published it will be just over a year since I became your Executive Director. Prior to that my background had been on the management side of Human Resources since I graduated from UBC in 1980. This has been a great opportunity for me to put my HR skills to use in a new way.

A lot has happened in the last 12 months and for a short list of some of the high points please see the listing of our Accomplishments on page 6. When I look at that list, it barely seems possible that we got all that done in such a short period of time. On reflection though, I shouldn't be surprised as I have had the pleasure of working with a very talented and dedicated group of Board, staff and volunteers to bring it all together. One accomplishment that I am particularly pleased with is the improvement in communication with members – both the "On the Radar" electronic newsletter and the member meetings at various campuses have elicited positive feedback.

The work we do is a team effort and so I would like to thank all the members of the Board who have

been a delight to work with. We grappled with some major issues this year and brought life to the Board's decision to provide more of our services in a "staff delivery" model. The staff are few in number but huge in their commitment to providing great service: thank-you Petra, Michael and Sharon. It is important also to thank all the members who assist us in serving you better by volunteering to serve on a variety of committees – they are all listed on page 7. Finally, a special thanks to those of you who have sent messages of support or have contributed useful suggestions at different times during the last year. Your collegueship and support make the work a wonderful experience. Thank-you everyone.

David Harvey
Executive Director

The Purposes of the Association are:

To promote the welfare of the Association's members employed by the University of BC, and the welfare of the University of BC;

To act as the bargaining agent of management and professional staff employed by the University of BC and to govern relations between the management and professional staff and the University through collective bargaining.



Negotiation Report

At the time of writing this report, we have just concluded negotiations for the renewal of our collective agreement. The Members ratified the new agreement on March 30th, 2006. The A.A.P.S Negotiation Committee comprised the following members Barbara Crocker, Susanne Schmiesing, George McLaughlin, Scott Wallace, Bernice Urbaniak, Michael Shepard and our Executive Director David Harvey.

We commenced bargaining in July 2005 but agreed to delay discussion until the fall in order to concentrate our full attention on the salaries grievance mediation. Negotiations resumed in November, but we were not able to discuss monetary issues until February 2006. This was because the UBC Negotiation Committee had not received a mandate from the Public Sector Employer's Council (P.S.E.C.). The negotiations were cordial, with a frank and open exchange of ideas.

When the government announced its "Olympic Labour Peace" bargaining mandate we consulted with the members through an electronic survey and via member meetings. We were told by a 60% margin to try to achieve a settlement prior to the March 31, 2006 deadline in order to access the promised signing bonuses. While it was extremely difficult to address a 5-year contract in the short time-frame available we did manage to do just that. The reality of wage controls in the Public Sector for the last 12 years means that government dictates limits on what our salaries and benefits will be. The announcement of a draft settlement was e-mailed to members on March 15th and the full settlement documents were posted on the AAPS website on March 16, 2006. Your Negotiating Committee recommended that the members ratify the settlement. Member information sessions were conducted at each campus during the week of March 20th.

The settlement includes a signing bonus of approximately \$3260 per full-time equivalent, a retroactive increase of 1.5% for July 1, 2005 and then 2% increases on July 1st in each of 2006, 2007, 2008 and 2009. Also included were some PSEC-approved market adjustments for a small number of jobs and families. The salaries arbitration will go ahead later this year and will hopefully render additional increases by way of market adjustment for all job families. We made progress on a number of issues such as the Supplemental Employment Benefits for Maternity Leave, a new Letter of Agreement on a Health Spending Account, Professional Development funds and several improvements in language in our collective agreement.



There were a small number of serious interpretation issues that we were unable to resolve in bargaining. These will have to be addressed by the parties through discussion, and if necessary, via grievance in the coming years. We are entering into a long-term agreement that will require good will and serious effort by both sides to administer for the next 4 years.

George McLaughlin

Serving You - AAPS Committees

Internal Committees:

Advocacy Committee

Assists and advises M&P staff on their rights under the collective agreement. The committee provides confidential AAPS representation to M&P staff regarding disputes or grievances. They also deal informally with "front-line" issues in the workplace.

Communications Committee

Works with the Board and the Executive Director to ensure good communication between the Board and the members of the Association. They give input to the website and help produce the Annual Report.

Negotiating Committee

Renegotiates the collective agreement with the University Administration.

Professional Development Committee

The AAPS Professional Development Committee was recently revitalized as your Executive Board strongly feels that professional development for AAPS members is an extremely important endeavour. Wendy Ma and Susanne Schmiesing have volunteered as committee co-chairs and the following members have joined the committee: Elena Bobyрева, Jason Congdon, Gerard Chass, Peter Godman.

External Committees:

These committees have Representatives from all UBC employee groups.

Return to Work Committee

Steers the Return to Work Program for ill and injured workers.

Health & Safety Committee

Required under the Workers Compensation Act of BC, this committee plays a critical role in ensuring the health and safety of UBC employees and also fulfills an important oversight role at the University.

The Employee & Family Assistance Program Committee

The primary goal of this committee is to ensure that UBC faculty and staff are aware of the services provided by Interlock, our EFAP service provider, and to ensure that access to these services is made easy.

Professional Development Opportunities

On February 15, 2006, our first PD event for the year took place with two sessions. Garrett Wasney gave a presentation on Advanced Internet Search Tools. Feedback on the sessions was very positive.

The committee has since met to plan out two additional events for Spring 2006.

- Speaker to address the issues of work/life balance.
- Seminar on process planning & mapping for M&P staff who are responsible for cyclical processes.

Advocacy Report

Advocacy issues are handled in confidence by the AAPS Advocacy Committee and by staff. See page 7 for a list of the Advocacy Representatives. With the increasing number and complexity of issues we are handling, AAPS hired Sharon Cory in December 2005 as our Member Services Officer. Sharon works with the Committee and with Executive Director David Harvey on the more complex advocacy issues.

The variety of member issues increased significantly in 2005 and early 2006. This points our attention to the importance of clear language in the AAPS Agreement. Some of the issues we responded to have had significant impact on the individuals affected. The complexity of UBC makes it important to deal both with the issues within affected departments and to understand the total impact across our membership and throughout the campuses.

Advocacy

Most issues are resolved informally with the assistance of your Advocacy Representatives. However, there has been a steady increase of the more complex issues which have required professional staff involvement. There have been 9 issues that we could not resolve in discussion with HR which have resulted in grievances. Of those, 6 relate to "without cause" terminations.

Aside from the 16 terminations in the last year and a half, the issues which have seen the greatest increase are those dealing with conflict between employees. Members are concerned about the words and actions of people (often in senior positions) which amount to bullying.

Throughout the year, a variety of concerns regarding benefits, illness, disability and Income Replacement have required our attention. We have assisted employees in dealing with their department, HR and with benefits providers.

Overwork and overtime pay are ongoing problems. There is inconsistent application of compensation for extra work between departments and sometimes within a department. Article 10 of our agreement is intended to provide M&P staff with significant flexibility with respect to their work schedules. It was not intended that employees would work significant amounts of overtime on a regular or cyclical basis without compensation either by way of money or through additional time off. If you are having a problem in this area, please contact the AAPS office and we will arrange for you to speak in confidence with an Advocacy Representative.

Failure to provide performance evaluations is another significant issue. Performance evaluation (Article 6) allows both the Manager and the employee to be working on the same understanding of responsibilities and performance to ensure that department standards are met. Regular feedback also provides employees with a form of protection in documenting their past contributions. This is especially important when a new manager arrives and suddenly sees an individual as "not contributing". If problems are identified, an employee can work to correct the identified con-



cern by receiving more explicit direction and/or coaching to meet the appropriate standard or expectation. The collective agreement requires that employees be given a formal performance evaluation at least once per year. Probationary employees are entitled to formal performance feedback on a minimum of two occasions prior to the end of the final month of their probation. If you are not receiving regular feedback, it is time to talk to your manager about arranging for that.

Grievances

By the end of February 2006, we have seen 16 terminations affecting both long service and probationary employees (ranging from 4 months to 16+ years). The 6 individuals who were fired just prior to Christmas were terminated under Article 9 of the collective agreement.

UBC asserts that it can terminate any employee at any time, without cause and pay them salary in lieu of notice. Simply put, under UBC's interpretation, if a senior person doesn't want you here, you may be given a letter saying there is "a lack of fit" or that you are "unsuitable" and therefore terminated. AAPS' position is that Article 8.2 requires that UBC has cause for discipline or discharge, Article 6 requires that employees be provided with feedback, Article 2 requires the University to act reasonably and Article 9 is essentially just a lay-off clause that applies only in the event of position elimination, budget reduction or re-organization. This fundamental disagreement will be resolved by an arbitrator in the next few months.

It is particularly interesting to note in most cases where the individuals were terminated due to "unsuitability" or "lack of fit", that there were no performance evaluations completed. On the other hand, in one case there were evaluations on file noting good performance and the individual was given merit for the 2005 year. A new director chose to terminate the employee four days before scheduled surgery.

Being terminated for valid reasons such as reorganization or position elimination is difficult for an employee at the best of times, but when someone is let go for no legitimate reason, it is crushing. It demeans the value of an individual's past contributions and creates real difficulties with the employee's future job prospects.

Arbitrations

Currently 6 grievances have been forwarded to Arbitration. Four of these relate to the previously mentioned terminations. In the other terminations, we have been able to work with the employee and HR to find arrangements acceptable to the employee. The two other grievances awaiting arbitration include a bullying situation and the interpretation of the status of an employee who is on salary continuance i.e. which benefits are they entitled to?

From previous years, we have two arbitrations that are at appeal (one appealed by UBC, one by AAPS). The former is a termination case where UBC was ordered to pay substantial damages by the arbitrator and the latter is the "Bill 66" case where UBC seeks to limit the notice or pay in lieu of notice provided to terminated managers to 18 months rather than the 24 months provided in our contract. Both of these matters should be resolved this year.

Bernice Urbaniak and Sharon Cory



PHOTO: MEDLAWWORKS

AAPS 2006 Meeting Dates

Spring General Meeting
April 24th 12 - 2pm

Fall Annual General Meeting
October 17th 12 - 2pm

AAPS on BIV List

Business in Vancouver identifies AAPS as the 20th largest professional association in BC.

In its annual listing published on January 24, 2006, BIV lists AAPS at 2200 members barely behind the BC Principals and Vice-principals Association at 2230.

Looking Back: Our Accomplishments in the Last Year

Collective bargaining: We hope that when you read this we will have ratified the 4th edition of our collective agreement.

50th Percentile Salaries Grievance: Our collective agreement with UBC has had a requirement since 1995 that UBC will pay the M&P group at the “50th percentile” of a “comparator market”. AAPS has been extremely patient in waiting for UBC to do so. A salary survey in 2000 showed we were 7% to 9% under the target and another salary survey in 2004 indicated that our salaries had slipped further to 9% to 11% below the 50th percentile. We finally filed a policy grievance in the fall of 2004 which is retroactive to October 1st of that year. In early 2005 AAPS and UBC agreed to have Don Munroe a former Chair of the BC Labour Relations Board act as the “mediator/arbitrator” in the matter. AAPS retained independent compensation consultants Caliber Leadership to assist us through the mediation process. We were very successful at mediation in demonstrating that the data was solid and that the proper methodology was to raise the “pay line” (the mid-points of the salary scales) by between 12% and 13.5%. Unfortunately, although UBC accepted these two arguments the University did not ratify the final mediation proposal. We are now entering into the binding arbitration phase of the process. Later this year Mr. Munroe will hear the case and render his decision. AAPS will argue for full retroactivity (to October 1, 2004) and full implementation of “compa ratios” (the relation between current salary and mid-point on the scale). If we are successful there will be nearly \$29 million in retroactivity owing on this much-delayed account.

Member communications: We issued 5 electronic editions of “On the Radar” in 2005 as part of our ongoing efforts to improve communications with members. In addition we held Spring and Fall General Meetings and a number of meetings on all campuses in preparation for bargaining (2005), to explain the salaries mediation and to adjust to the government’s new negotiating mandate (2006). This Annual Report is the first of what we intend to be a yearly publication to members.

Professional development: We re-constituted the Member Professional Development this year and have kicked off the first in a series of presentations and seminars for you. Watch your e-mail for announcements about upcoming events.

New members at UBCO: We acquired approximately 78 new members in Kelowna this year. We have held member meetings in person in Kelowna (September 2005) and via teleconference in both 2005 and 2006.

Expanded & renovated offices: Our membership has nearly doubled in 10 years and we needed more people to conduct the business of your association. Fortunately, two offices adjacent to our premises became vacant and we were able to expand into them in September 2005.

New Member Services Officer: Sharon Cory joined us in December and was thrown immediately into handling nearly a dozen terminations. Welcome Sharon – we would be lost without you!

New financial system: Our old “MYOB” software wasn’t even supported anymore. With many thanks to Office Manager, Petra Ormsby, we converted to Quick Books in July 2005 and now produce excellent financial reports.

Updating database & website: With thanks to Michael St. Claire we have been improving both our member database and the website. The work on this continues into 2006.

Barbara Crocker & David Harvey



We are at a point in the development of both UBC and AAPS where we are redefining our relationship. There was a time when issues were less complex, when this was a smaller community with relatively larger resources and most problems could be solved over a cup of coffee. Times have changed. The employment relationship is very different than the life-long job security AAPS members used to enjoy. The pace is faster and the legal issues are very much more complex than used to be the case.

In the past few years we have found that the University has felt the need to take a more legal approach and a harder line on many issues. We understand the pressures facing the administration – much of the administration is composed of AAPS members. Regardless, AAPS exists to represent the membership and to do so prudently and positively we now ensure that we have

professionally trained HR people on our staff in advocacy and negotiating roles. This assures your elected Board that it is discharging the obligation of doing its best on your behalf.

Additionally we believe that an organization like AAPS must be relevant to members in other ways as well. You have asked us to find ways to assist in bringing relevant, timely and effective professional development opportunities to the membership.

All of this has meant that we needed staff, equipment and facilities to serve the membership appropriately. To improve services to members, we needed additional financial resources. AAPS members approved an interim increase in the dues last year (to just over one-half of one percent). It is our intention to ask the members to make this increase permanent in order that we can sustain the current level of services. This request will go to members at the Spring General Meeting in April of this year.

In the years ahead we would like to be able to make further improvements on those services utilizing our resources in the most prudent manner. For 2006/07 we have a balanced budget and can provide effective services. The biggest fiscal unknown is our legal costs, which will be challenged this year as we represent a number of members who were fired "without cause". Your Board is committed to ensuring that the Association provides excellent service within a prudent budgetary framework. We will continue to assess the short and long-term challenges and will report on these regularly to the members.

Barbara Crocker & David Harvey



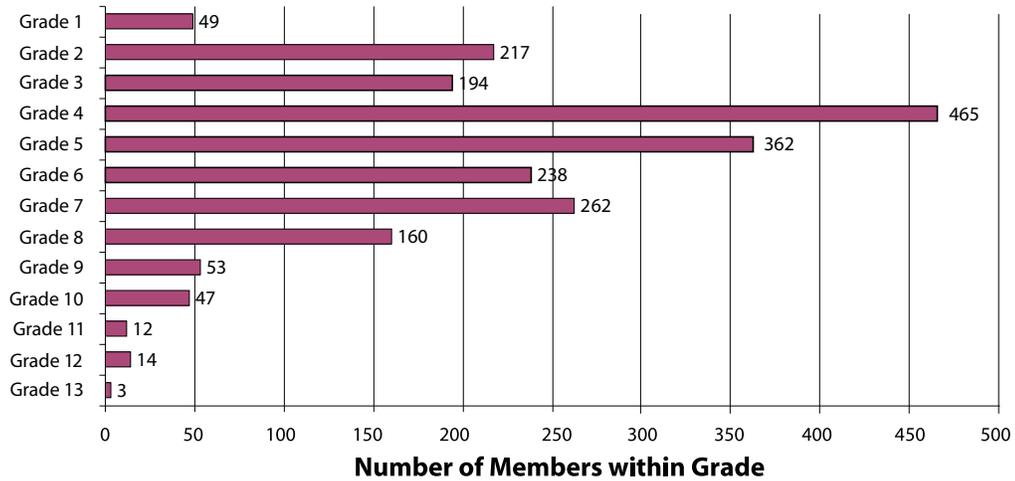
AAPS Volunteers

We wish to acknowledge and thank the many volunteers that have helped AAPS in the 2004-2006 period. The bolded names are currently active Volunteers/Committees.

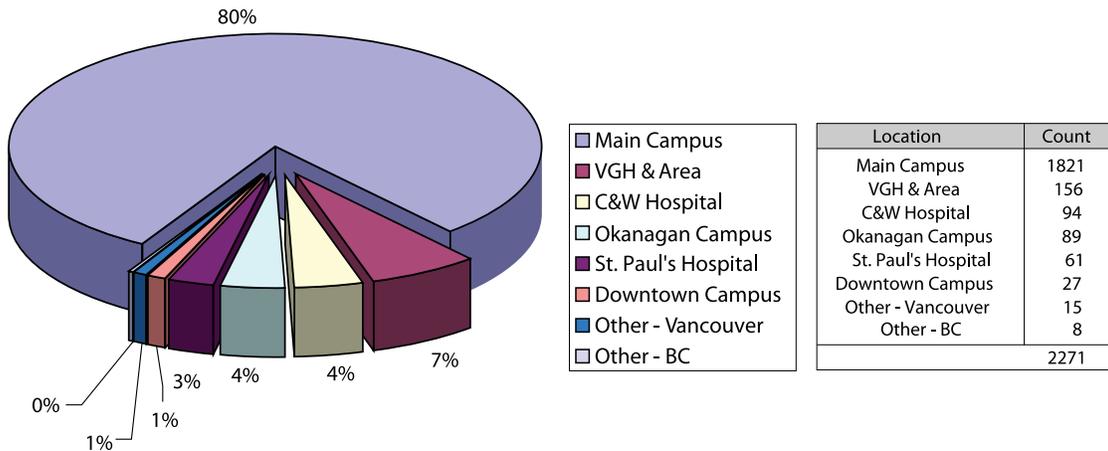
Board	Advocacy	Communications
Tina Chiao Barbara Crocker Damian Duffy Norm Hodges Gord Lovegrove Wendy Ma George McLaughlin Richard Moore Susanne Schmiesing Shawn Swallow Bernice Urbaniak Scott Wallace	Angelina Desjarlais Damian Duffy Anne-Marie Fenger Justin Marples Merry Meredith Suzanne Moore Bonnie Schoenberger Michael Shepard Randy Smith Robert Tudhope Bernice Urbaniak Moya Waters	Yashmin Kassam Wendy Ma Stephen Price Jeannie Scarfe Dominique Yupangco
Negotiations	Neg. Sub-Cmttee Total Compensation	Neg. Sub-Cmttee Hrs of Wrk/OT
Barbara Crocker Gord Lovegrove George McLaughlin Susanne Schmiesing Michael Shepard Shawn Swallow Bernice Urbaniak Scott Wallace	Bell Dale Willis Jim Jensen Michelle McConnachie Steve McConnachie Stephen Price	Karen Fisher Debbie Lin Susanne Schmiesing Maria Trache Scott Wallace
Neg. Sub-Cmttee Tuition Waiver	Neg. Sub-Cmttee Benefits	Orientation Presenters
Shawn Swallow	George McLaughlin Katy Player Julie Stitt Scott Wallace	Michelle McConnachie Clint Meyers Sandra Shepard Chris Skipper Robert Tudhope Scott Wallace Grace Wolkosky
Professional Development		U- Pass
Elena Bobyрева Jason Congdon Gerard Ghass Peter Godman Wendy Ma Susanne Schmiesing		Bob Frampton Carole Jolly Anne-Marie Long Gord Lovegrove Jean-Pierre Rondeau Susanne Schmiesing Lori Tuckwell Scott Wallace
Return to Work	Health & Safety	EFAP
Bernice Urbaniak	Mary Grenier Eddie Ho (alternate) Fernanda Santos Sandra Shepard	Ian Doyle Julie Stitt

At a glance...

Salary Grades



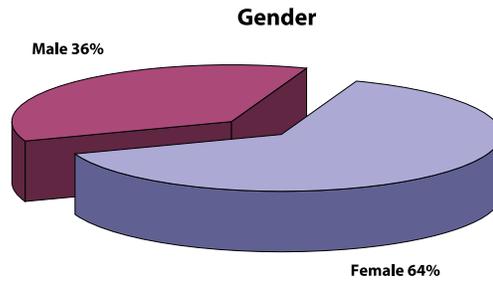
Member Locations



Job Family Number of Members

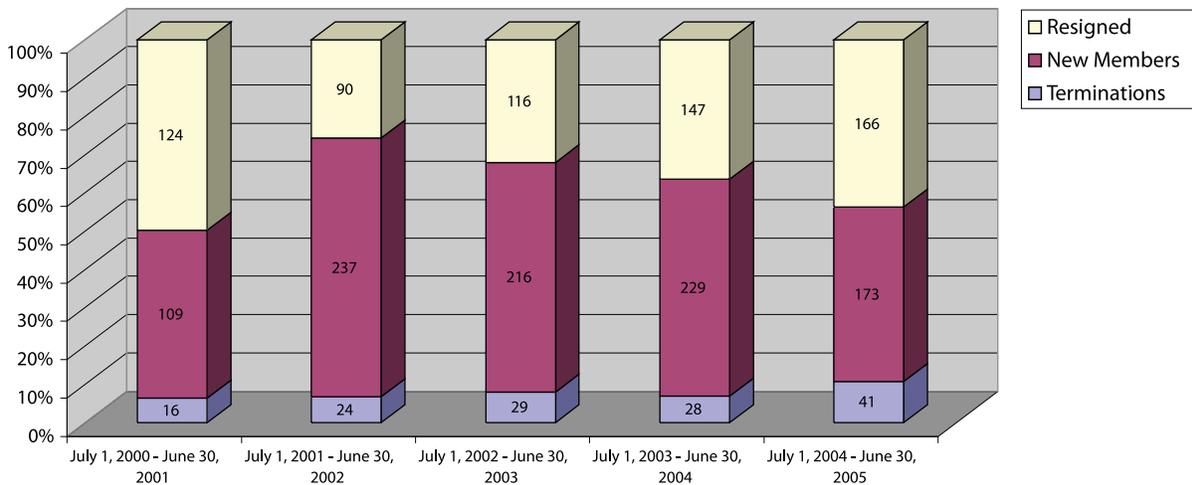
Accounting	94	Editorial & Production Services	18	Investment, Finance & Insurance	6
Administration	255	Educational Programming	121	Marketing & Sales	20
Admissions	40	Facilities Planning & Engineer	40	Media Services	12
Athletics & Recreation	10	Farm Management	1	Museum	16
Awards & Financial Aid	12	Forest Management	6	Nursing	133
Building Maintenance	55	Genetic Counselor	7	Purchasing	13
Business Development	15	Graphic Design & Illustration	7	Research	289
Business Operations Management	26	Health, Safety & Environment	23	Research Grant Facilitator	16
Clerk To Bd. Or Senate	4	Horticulture	2	Residence Life Management	10
Conf, Accom, Cerem & Events	29	Human Resources	39	Scientific Engineering	40
Cooperative Education	21	Industry Liaison	26	Security	4
Counsellors & Psychologists	11	Information Services	46	Statistical Analysis	20
Development Office	108	Information Systems & Tech	408	Student Management & Advising	107
Drug & Poison Information	16	Institutional Analysis	7	Unassigned	153

...info about AAPS members



	July 1, 2000 - June 30, 2001	July 1, 2001 - June 30, 2002	July 1, 2002 - June 30, 2003	July 1, 2003 - June 30, 2004	July 1, 2004 - June 30, 2005
Terminated	12	17	19	19	35
Dismissed	4	7	10	9	6
Terminations	16	24	29	28	41
New Members	109	237	216	229	173
Resigned	124	90	116	147	166

Terminations, Resignations, & New Member Changes per Year



Number of Continuous UBC Service Years	Count	Cumulative Count	Cumulative Percentage of all members
----------------------------------------	-------	------------------	--------------------------------------

Less than 1 year	387	387	16.72%
1+ year	280	667	28.82%
2+ year	216	883	38.16%
3+ year	235	1118	48.31%
4+ year	170	1288	55.66%
5 to 9 years	442	1730	74.76%
10 to 14 years	204	1934	83.58%
15 to 19 years	228	2162	93.43%
20 to 24 years	100	2262	97.75%
25 to 29 years	37	2299	99.35%
30 to 34 years	11	2310	99.83%
35 to 39 years	3	2313	99.96%
40 years	1	2314	100.00%
Grand Total	2,314		

Treasurer's Report

(Click here for an addition to the Treasurer's report)

The annual financial statements for the period ending June 30, 2005 demonstrate the continued growth and strength in the Association's financial position, which enables the Association's Board, Committee's and staff to meet the increasing and complex needs of its 2,168 members.

Results For The Year

Despite costs related to the market survey, salary mediation, departure of Inta Sloman and increased staffing costs as the Association moves to a staff driven service model, the surplus for the year ended June 30, 2005 was \$67,422.02. Revenues rose to \$571,303.34 while expenditures increased to \$503,881.32. These figures represent continued growth founded on a strong financial base.

Assets

The value of the Association's assets, primarily GIC's, increased to \$295,477.00 over the year. It is encouraging to note that despite this level of investment our cash and readily convertible investments provides comfort that the Association is able to manage fluctuations in its operational funding requirements.

Strategy And Future Developments

Following the appointment of David Harvey as Executive Director in March 2005, the Association will be developing a comprehensive 3-year strategic plan to enhance the services provided to members, continue building on its successes of 2004/05 and strengthen its overall financial position including investments.

Scott Wallace, BCom, CHRP
AAPS Treasurer

ASSOCIATION OF AMINISTRATIVE & PROFESSIONAL STAFF OF THE UNIVERSITY OF BRITISH COLUMBIA FINANCIAL POSITION

As at June 30th,	2005	2004
ASSETS		
Current		
Cash	\$ 108,309	\$ 43,725
Dues receivable	<u>47,435</u>	<u>23,460</u>
	155,744	67,185
Reserve Fund		
Term deposits and accrued interest	<u>295,477</u>	<u>439,603</u>
	\$ 451,221	\$ 506,788
LIABILITIES AND NET ASSETS		
Current		
Accounts payable	\$ 44,865	\$ 18,326
Net Assets (note 3)	<u>406,356</u>	<u>488,462</u>
	\$ 451,221	\$ 506,788

Auditor's Report
and notes attached form an integral part of these financial statements

Approved on behalf of
the Board of Directors

Scott Wallace

Barbara Crocker

ASSOCIATION OF ADMINISTRATIVE & PROFESSIONAL STAFF
OF THE UNIVERSITY OF BRITISH COLUMBIA
STATEMENT OF OPERATIONS AND NET ASSETS

For year ended June 30th,	2005	2004
REVENUE		
Member dues	\$ 409,304	\$ 274,372
Interest and miscellaneous	<u>12,471</u>	<u>15,107</u>
	421,775	289,479
EXPENSES		
Advocacy (legal fees)	125,110	15,116
Arbitration	33,484	24,661
Bank charges and interest	43	15
Donations	200	200
Executive board	6,132	18,813
General meetings	8,637	5,542
Membership	48,334	8,456
Negotiating committee	1,793	1,920
Newsletters/bulletins	8,610	17,591
Office and miscellaneous	46,639	21,413
Professional development & education	891	8,111
Salaries and benefits	214,381	112,317
Scholarship & bursary	7,000	7,000
Telephone	<u>2,627</u>	<u>1,978</u>
	503,882	243,133
NET INCOME FOR THE PERIOD	(\$ 82,107)	\$ 46,346
NET ASSETS – opening	<u>488,462</u>	<u>442,116</u>
NET ASSETS – closing	\$ 406,356	\$ 488,462

Auditor's Report
and notes attached form an integral part of these financial statements

ASSOCIATION OF ADMINISTRATIVE & PROFESSIONAL STAFF
OF THE UNIVERSITY OF BRITISH COLUMBIA
STATEMENT OF CHANGES IN NET ASSETS

For year ended June 30th,	2005	2004
Balance at Beginning of Year		
Invested in capital assets	\$ -----	\$ 6,111
Legal Reserve fund	409,129	356,672
Dissolution Reserve fund	50,000	50,000
Equipment Reserve fund (2000 unrestricted)	<u>29,333</u>	<u>29,333</u>
	\$ 488,462	\$ 442,116
Excess of Revenue Over Expenses for the Year		
Unrestricted	<u>(82,107)</u>	<u>(\$ 46,346)</u>
	\$ (82,107)	\$ 46,346
Transfer to Reserve Fund		
Invested in capital assets	(\$ -----)	(\$ -----)
Unrestricted	<u>(-----)</u>	<u>(-----)</u>
	\$ -----	\$ -----
Balance at End of Year		
Invested in capital assets	\$ -----	\$ -----
Legal Reserve fund	327,023	409,129
Dissolution Reserve fund	50,000	50,000
Equipment Reserve fund (2000 unrestricted)	<u>29,333</u>	<u>29,333</u>
	\$ 406,356	\$ 488,462

Auditor's Report
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ASSOCIATION OF ADMINISTRATIVE & PROFESSIONAL STAFF
OF THE UNIVERSITY OF BRITISH COLUMBIA
NOTES TO FINANCIAL STATEMENTS

For year ended June 30th, 2005 2004

1. Purpose of the Organization

The Association of Administrative & Professional Staff of the University of B.C. was formed to be the unifying voice of management and professional staff at the University of B. C.

2. Accounting Policies

- a) Membership fees are recorded as revenue on an accrual basis.
- b) A cash flow statement has not been prepared as it would not provide any additional useful information. This represents a departure from Generally Accepted Auditing Standards.
- c) Use of estimates – the preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from these estimates.

3. Net Assets

Invested in capital assets	\$	----	\$	----
Internally restricted – Legal Reserve Fund		327,023		409,129
- Dissolution Reserve fund		50,000		50,000
- Equipment Reserve fund		29,333		29,333
		\$ 406,356		\$ 488,462

4. Financial Instruments

For term deposits and accrued interest the carrying amounts of these financial instruments approximate their fair value due to their short term maturity rates. Currently rates vary between 1.5 % to 3.75% on term deposits currently invested and have a variety of maturity dates.

5. Commitments

The Association has entered into a long term lease on its business premises on October 1, 2004.

Minimum annual lease payments are \$ 19,280 per annum for the current 3 year term.

Member Highlight: Michelle McConnachie

Human Resources Analyst, Land and Building Services



How do new AAPS members find their way around a large institution such as UBC? How do they get introduced to the new association to which they have recently gained membership?

There could not have been a better time to talk to Michelle McConnachie, than after having just arrived in her office after facilitating an AAPS New Member Orientation session.

Michelle is one of the orientation presenters who help introduce new members to AAPS, its committees, and the various resources available to its members. During these sessions, she ensures new members are informed of current practices, and lets them know how they can get involved with the

Association. It is astounding to find out that there are at least 5 new members in attendance at these orientation sessions almost every week. In addition to facilitating AAPS orientation sessions, Michelle has also been involved with the Negotiation Subcommittee for Total Compensation.

Michelle first came to UBC in February of 1997, working at Land and Building Services (LBS) as a temporary staff employee. She continued to work at LBS in different administrative and managerial capacities, and in 2005, was promoted to the position of Human Resources Analyst as she approaches the completion of her Certificate in Human Resources Management program from BCIT. Considering that LBS has been in existence only since 1996, Michelle is one of its "old hands." Being involved with LBS since its early days has given Michelle a unique perspective within LBS in that she carries with her invaluable institutional knowledge of LBS and UBC.

In addition to working with the Communications Committee at LBS, Michelle is happy to be part of a team behind staff appreciation initiatives. She helps organize staff appreciation events, an initiative that she believes is really important in communicating to staff how highly their work is valued. One can only imagine how much work goes into planning and holding events for a unit of 900 staff--a collection of custodians, engineers, administrators, planners and architects.

Michelle's contributions to UBC whether through AAPS or LBS during these past 9 years show how committed she is in promoting the welfare of UBC. It is no wonder that she was nominated in 2005 for the President's Service Award for Excellence.

Outside the walls of UBC, Michelle enjoys spending time with her husband, also a UBC employee and AAPS member, and their two young children.

Dominique Yupangco

**We wish to congratulate the following AAPS members
who received the President's Service Award For Excellence**

2004

Belle Dale-Wills, Associate Director, Facility Services

Yashmin Kassam, First Year Advisor, English Department

Audrey Lindsay, Associate Registrar & Director,
Student Systems

Suzanne Poohkay, Associate Director, Facilities
& Capital Planning Capital Programs, Campus &
Community Planning

Julie Walchli, Director, Faculty of Arts Co-operative,
Education Program

Member Highlight: Robert Tudhope

Advisor, Student Financial Assistance and Awards



PHOTO: MEDLAWORKS

Robert Tudhope moved up to his present position as an Advisor in the Financial Assistance and Awards office after working as a Career Educator in the Career Services office in Brock Hall for 3 years.

As an Advisor, Robert has a long list of responsibilities. He is part of an office team that handles UBC Bursary Funds of approximately \$13m annually, issued to students with high financial need. Robert's primary function is to provide financial aid information to students. This involves helping students create a financial plan, assisting with financial requests, as well as negotiating loans. He regularly conducts Outreach Workshops for graduating and new incoming students. Robert finds his job very rewarding. He goes home with a feeling of satisfaction at the end of each day, just knowing that he has

been successful in helping students finance their education.

Robert is a graduate from the University of Guelph with a BA in International Development. He also holds a diploma in Accounting from Vancouver Community College, and is currently pursuing a diploma in Guidance Studies through the Faculty of Education at UBC on a part-time basis. Robert's long-term goal is to complete a Masters degree in Counselling Psychology.

Despite his busy job, Robert has found the time to volunteer as a representative on the AAPS Advocacy Committee these last two years. He also volunteers as a presenter at orientations sessions for new AAPS members, an undertaking that he greatly enjoys. In these sessions Robert stresses carefully managing their career development. To do this, he urges them to thoroughly read their employment agreement, effectively handle work-place problems, become pro-active, and develop themselves for future opportunities at UBC.

Robert's other hobbies are travelling and cooking. His current busy life has kept him from travelling to his favourite international destinations. Besides making regular trips to check on his Mom in Ontario, Robert plans to create the time to pursue his travel dreams.

Yashmin Kassam

**We wish to congratulate the following AAPS members
who received the President's Service Award For Excellence**

2005

Tammy Brimner, Senior Manager, Faculty Relations

Darlene Crowe, Manager, Administration, Michael Smith
Laboratories

Anne-Marie Fenger, Assistant Dean, Faculty of Arts

Board



(standing) Bernice Urbaniak, George McLaughlin, Wendy Ma, Norm Hodges, Richard Moore.
(sitting) Scott Wallace, Barbara Crocker, Tina Chiao. (missing) Susanne Schmiesing, Shawn Swallow.

Staff



(standing) Michael St. Claire, David Harvey. (sitting) Petra Ormsby, Sharon Cory.

If undeliverable, please return to AAPS



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Clarifying AAPS Annual Report - Treasurer's Report

AAPS 2004-05 Finances Clarification

In the Treasurer's Report section of the AAPS Annual Report at page 10 there is an inconsistency that a couple of our financially-trained members noticed. The past Treasurer in his notes at the top of page 10 cited AAPS budget figures which mingle BOTH revenue AND reserve funds. **The AAPS Auditor required that we express the year-end revenue and expense showing ONLY revenue without appropriated reserves and thus recorded a deficit at year end on these audited financial statements.** Therefore the Treasurer's figures in his notes and the audited financial statements on page 11 show a variance. Following is the explanation for that variance:

2004-05 Change in Operations

In the 2004-05 fiscal year AAPS had made a change from being basically volunteer-led to retaining professional staff to administer the increasingly complex advocacy, negotiating and HR operations of the Association. In that year the AAPS budget authorized temporarily drawing down reserves in order to provide sufficient resources for operating the Association on this new basis.

Temporarily Operating on Both Reserves and Revenue

The 2004-05 budget provided for withdrawing up to \$230,000 from the contingency reserves on an interim basis and then approaching the members to increase the dues to an appropriate level. The Association operated using both dues revenue and reserves from July 1, 2004 to January of 2005. The members approved a temporary increase in dues in early 2005 from 0.3% to 0.54% of salaries at a meeting in January 2005. That ended the need to continue withdrawing from the reserves and in the end \$149,529 was withdrawn from reserves (i.e. 65% of the \$230,000).

Reconciling the Figures

1. The Treasurer's statement that "*Revenues rose to \$571,304.34*" includes the \$421,775 of revenue on page 11 of our Annual Report **plus** the \$149,529 withdrawn from contingency reserves.
2. Also, the Treasurer says: "*the surplus for the year ended June 30, 2005 was \$67,422.02*" while the expressed **deficit** is \$82,107. Again the difference is the \$149,529 withdrawn from contingency reserves.
3. On page 10 where the Treasurer says "*assets, primarily GIC's increased to \$295,477.00*" that should have read "**decreased** to \$295,477.00" again because of the withdrawals from contingency reserves, partially offset by interest.

If you have any questions regarding the Financial Report, please call the AAPS office at 604-822-9025.