



Voting Instructions for the 2013 Campus Affairs Committee Election Administrative Staff

For the purposes of the UTM Campus Affairs Committee election, Administrative Staff means the employees of the University, University College, the Constituent Colleges, and the Federated Universities who are not members of the Teaching Staff.

Please read the instructions and the candidates' statements provided below before voting.

A. Paper Ballots

1. Administrative staff who do not have an email account within the utoronto.ca domain registered in the Human Resources Information System (HRIS) are eligible to vote in the Administrative Staff UTM Campus Affairs Committee election using a paper ballot; they cannot vote online.
2. Paper ballots were mailed by the Office of the Governing Council on February 1, 2013.
3. Ballots must be returned to the UTM Governance Office, c/o Room 3216, W.G. Davis Building, University of Toronto Mississauga, by 5:00 p.m. on Friday, February 22, 2013. Ballots received after this time will be invalid.

B. Online Voting

1. All administrative staff who have an email account within the utoronto.ca domain registered in the Human Resources Information System (HRIS) must vote on-line at the website listed below.
<https://elections.governingcouncil.utoronto.ca/surveyviewer2/index.php?surveyID=SJCYM>
2. **Voting commences at 9:00 a.m. on Monday, February 11, 2013, and concludes on Friday, February 22, 2013 at 5:00 p.m.**
3. You may vote for up to (3) candidates out of the six (6) candidates.
4. To access the on-line ballot, you must enter your personnel number and date of birth¹.
5. Verification of your eligibility to vote in the administrative staff election will be determined by records provided by the HRIS.
6. Once you have accessed the ballot, you **MUST** cast your vote. If you log-on and then exit the ballot without voting, you will not be able to re-access the ballot.
7. If you do not select a candidate, a warning message will inform you that a selection has not been made. If you choose to cast a blank vote, the ballot will be accepted as submitted.
8. After your vote is registered, you cannot access the ballot a second time

¹ Please note that your personnel number and your vote are stored separately in order to protect confidentiality.

Voting Instructions for the 2013 Governing Council Election Administrative Staff (cont'd)

Candidates' Statements

Rishi Arora

I am a committed and experienced staff at UTM for over 14 years. I am currently a member of Learning Technology Team and Technical Operations committees at UTM. I have served as a member of administrative staff representatives on Erindale College Council from 2005-2007. I feel the skills and experience I have gained over the years will be useful and add value to the Campus Affairs Committee.

Arthur Birkenbergs

I have been a member of our community for over 35 years. I have been involved with the ECC and its subcommittees for many of those years. I bring a historic perspective and knowledge base, complimented by a vision and voice for future growth and development of this campus. Over the years, I have represented the staff perspective and will continue to represent and bring forward the issues that are important to our constituency. I will continue to actively participate and share ideas and concerns as a staff representative on the Campus Affairs Committee. Arthur Birkenbergs Parking Operations Assistant

Melissa Berger

I have been a contributing member of the UTM community for the past 7 years, and in my time serving as the Program and Curriculum Officer I have been able to make valuable contributions to the quality and integrity of the campus. I have a great understanding of University policy and procedures, I am passionate about the services and facilities this campus has to offer, and I have a vested interest in maintaining the excellence of programming on campus. I am seeking a seat on the Campus Affairs Committee in order to continue this level of quality service to UTM. <http://about.me/melissa.berger>.

Donna Heslin, MSc PMP

As a U of T alumna with over eleven years administrative experience at UTM I have gained insight into many of the areas that will be beneficial to the Campus Affairs Committee. I currently advise the professional student programs affiliated with the Department of Management on issues relating to budgeting and planning. As co-chair of the staff experience team, we focus on engaging the UTM administrative community. I work closely with graduate and undergraduate programs and students, providing support and developing initiatives. If elected I would like to promote improved interactions between our students, alumni and partnering communities. <http://www.linkedin.com/in/donnaheslin>

Rena Kauldhar

My name is Rena Kauldhar and I am the Research Analyst for the Office of the Dean. In this capacity, I liaise with academic administrators at UTM and outside the division for the purpose of developing new programs and best practices that will enhance the student experience at UTM. My research investigates a broad range of U of T as well as other universities' policies, practices and procedures to design, modify and implement academic programs and initiatives on campus. I am committed to strengthening the quality of campus life and will strive to be a strong voice for our administrative staff.

Rajni Lala

I work for the department of Mathematical and Computational Sciences and have worked for the University for over twenty years—thirteen of which have been here at UTM. I love UTM, and enjoy working here tremendously. I am a member of the Staff Experience Team that works to make day-to-day life better for staff on campus, and I have also served one term on the ECC. This involvement has deepened my understanding of the governing principles as well as my commitment to UTM. I would like to continue my support by serving on the Campus Affairs Committee.

If you are ready to vote, click here:

<https://elections.governingcouncil.utoronto.ca/surveyviewer2/index.php?surveyID=SJCYM>