



**Voting Instructions for the 2019 UTSC Campus Affairs Committee Election
Administrative Staff**

For purposes of this 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 thereof, and who hold their major appointment at the University of Toronto Scarborough.

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

1. 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://uoft.me/2019UTSCCACADMIN>

2. **Voting commences at 9:00 a.m. on Monday, February 4, 2019, and concludes on Friday, February 15, 2019 at 5:00 p.m.**
3. You may vote for one (1) of the four (4) 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 the system has recognized you as a valid voter, you will be directed to the Administrative Staff ballot.
7. 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.
8. 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.
9. After your vote is registered, you cannot access the ballot a second time.

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

Voting Instructions for the 2019 UTSC Campus Affairs Committee Election Administrative Staff (cont'd)

Candidates' Statements

Jennifer Adams-Peffer

As Campus Architect, I am deeply invested in UTSC, its people, places and community and am in daily conversation with faculty, staff and students to better understand their various needs and requirements. Should I be the successful candidate, I will bring to this role 19 years of experience as a UofT administrative employee, including service on the Design Review Committee, PM Advisory and Agenda Committee, Rose Patten Mentoring Learning Partnership and UTSC LEAD Program, UTSC Study Space Committee and CDD Committee and the Faculty Club Board. If elected, I pledge to be a strong advocate representing all administrative employees.

Elizabeth (Elsa) Kiosses

Elizabeth (Elsa) Kiosses, R.N., M.N., is the Health Promotion Nurse at the Health & Wellness Centre at the UTSC for the past 18 years. She works on health and wellness initiatives, outreach and programming through experiential learning, collaborations and partnerships with students, staff, faculty and community agencies. In addition, she provides students with direct nursing care in a clinical setting at the Health & Wellness Centre. As alumni, she has a strong commitment to the university and interest in being involved in its future priorities.

Naureen Nizam

My candidate statement to serve on the Campus Affairs Committee stems from my strong desire to make a positive impact on the quality of student and campus life at UTSC. In my 5 years with UTSC, I have worked at the Office of the Registrar, overseeing business intelligence and data analysis, scheduling of courses and exams and student records and convocation. I also teach in the Department of Computer and Mathematical Sciences. I believe that my experience in both administrative and teaching capacity has allowed me to gain unique insights that will be valuable to the committee.

Frank Villiva

I am seeking the support of my colleagues to fill the administrative staff member position on the UTSC Campus Affairs Committee. In my role as Manager, Conference & Events in the Office of Retail & Conference Services, I have had the pleasure of working with every facet of the UTSC Community. In all my dealings I have always provided positive support and contribution and actively participated with the various campus entities in this regard. I believe this exposure uniquely qualifies me to be your voice to represent the administrative staff constituency and be an effective and supportive member of the Committee.

If you are ready to vote, please click:

<https://uoft.me/2019UTSCCACADMIN>

Thank you for participating in this Campus Affairs Committee Election