

MINUTES

Support Staff College Union Committee

Date: Thursday, February 21, 2013	Location: M129
Present: Nick O'Connell, Elaine Murray, Pat Stupka, Craig MacKenzie, Elizabeth Beamish, Angela Lockridge, Lori Bell, Brandon Lander	
Regrets:	Guests:

Approval of Agenda	
The agenda was approved with the following items added <ul style="list-style-type: none"> • HR Policies • 360 Reviews 	Action
Approval of Previous Minutes	
Discussion	Action
The minutes from January 17, 2013 were approved.	
Business Arising	
Discussion	Action
<p>Legal Coverage for staff members</p> <p>The College has a third party liability insurance policy for civil claims brought against the College and any named employee in that claim.</p> <p>For Human Rights claims we would complete an internal investigation and each case would be assessed individually. The College recently supported an employee through a claim.</p>	
New Business	
Discussion	Action
<p>Tim Horton Cameras</p> <p>A camera has been mounted to allow staff to view the Tim Horton's line on the intranet. This was the most requested intranet feature by staff. It is not intended to monitor productivity but rather for staff to use as a tool to decide when they will go to Tim Horton's. There will be signage noting the existence of a camera. It was suggested that messaging to staff should note the cameras are provided by Tim Horton's.</p>	Lori to provide the suggestion regarding messaging to the Web Team.
<p>Academic Area Review</p> <p>Angela Lockridge advised the committee that there is an Academic review underway; which is being led by Joy Warkentin, a former Vice President Academics. She is reviewing various roles and responsibilities at Georgian. Academic Officer's had an individual</p>	

meeting with Joy on Wednesday Feb. 20 th . A report is anticipated in April.	
Support Staff Work Schedules The union asked questions regarding work load and schedules including numbers of staff on averaging of hours, flexible hours being utilized, workload issues, and positions not being replaced. The union did later find an annual report that provided the scheduling information. During discussion it was noted that as the College reviews structures, there may delay in filling certain positions to give flexibility and build capacity around business process improvement. Workload concerns can be/should be raised with the Manager who can make decisions regarding priorities.	It would be helpful if the committee could identify areas for business process review.
Work Refusal due to environment (heating) issues This issue is being addressed with the health and safety committee. There was a work refusal in the Book Store due to the temperature. The issue is being addressed by placing heaters in the area. If there are issues in other areas staff should inform their manager. The manager should contact physical resources to address any issues. Staff is looking for feedback on what is happening once they bring their concern to their manager. Presently there are issues in the Book Store and Registrar's Office.	Lori will add the issue of follow-up to the Management Update sessions scheduled in late March.
Leave of Absence Nick and Lori met concerning a staff member who applied for an unpaid leave of absence which was denied. This is not a college wide direction; each case is reviewed individually.	
Tuition Policy Staff are wondering how Georgian compares to other colleges in the system concerning tuition and professional development for staff members. Georgian is presently reviewing our policy and benchmarking with other colleges. We are looking for consistency across the organization. We plan to revitalize Georgian Day by rolling it into a one week program and engaging other campuses and professional development sessions will be offered throughout the week. The timing will be coordinated with the faculty Teaching and Learning Day organized by CTEL.	If anyone has ideas around professional developments please share with Angela.
HR Policies There have been some inquiries from staff regarding HR procedures that are not on the intranet. Lori noted HR is reviewing and refreshing policies before they are loaded onto the Intranet. The existing policies are still available for staff to review; if anyone would like to view a policy please contact Human Resources.	
Reciprocal Reviews It was asked if the reciprocal reviews (360) are still available for Support Staff. Lori confirmed this is still available; it is a tool that the manager and staff member can decide to utilize, however there is no requirement to complete a reciprocal review.	
IN CAMERA ITEMS	
Discussion	Action
There are no in camera items.	

Next Meeting:
March 21, 2013, M129