

## MINUTES Support Staff College Union Committee

<b>Date:</b> January 10, 2017	<b>Location:</b> C315
<b>Present:</b> Joyce Goheen, Tanya Drake, Craig MacKenzie (Chair), Cathy Torella, Elaine Murray	
<b>Regrets:</b> Marina Tomchak, Lorelei Price	<b>Guests:</b>

Approval of Agenda	
The agenda was approved.	
Approval of Previous Minutes	
Discussion	Action
The minutes from November 10, 2016 were approved.	
November 2016 Minutes updates: <ol style="list-style-type: none"> <li>1. A management representative will be identified to the committee.</li> <li>2. The situation regarding travel and overtime was reviewed. The employee does not have travel as part of their job description. The manager asked them to travel for a professional development opportunity. This request was optional and not mandated. HR will continue to encourage managers to have upfront communication regarding expectations.</li> </ol>	Addendum: Lisa Banks has agreed to represent management on the committee.
Business Arising	
Discussion	Action
No business arising issues.	
Standing Items	
Discussion	Action
<b>Bullying/harassment</b>	No discussion.
New Business	
Discussion	Action
<b>International Recruiters</b> HR confirmed that all of the International Recruiters have direct reports.	
<b>Workload versus job description and hours per week</b> Union members are concerned that as part-time support is being reduced, they are required to take on additional work beyond their job description. The union can encourage their members to speak with their managers and request help with prioritizing work.	HR will remind managers to update position descriptions, as required.

<b>Applicants for Clinical Model</b> The committee agreed to continue working on this together.	
<b>Internal Applicant's HR files</b> It was confirmed that HR does not provide an internal applicant's HR files to the hiring manager.	
<b>IN CAMERA ITEMS</b>	
<b>Discussion</b>	<b>Action</b>

***Next Meeting:***  
**March 23, 2017**  
**10:30 a.m. to noon**