

MINUTES Support Staff College Union Committee

Date: July 6, 2017	Location: C315
Present: Joyce Goheen (Chair), Craig MacKenzie, Tanya Drake, Cathy Torella, Elaine Murray, Marina Tomchak	
Regrets: Lisa Banks, Lorelei Price	Guests:

Approval of Agenda	
The agenda was approved with the following amendments: Added <ul style="list-style-type: none"> Employee Engagement Survey update College Leadership Training for Support Staff update Removed <ul style="list-style-type: none"> N/A 	
Approval of Previous Minutes	
Discussion	Action
The minutes from May 8, 2017 were approved.	
Business Arising	
Discussion	Action
No business arising issues.	
Standing Items	
Discussion	Action
Bullying/harassment	No discussion.
New Business	
Discussion	Action
Faculty strike implications The union inquired how job action may impact support staff, specifically those who support academic areas. The CA expires September 30, 2017. The college is preparing a contingency plan which will include an extensive communication plan in the event it is required. Further discussion will take place at the next SSCU meeting in September.	Add to agenda for next meeting.
ESC meetings for Kempenfelt A meeting will be scheduled for the week of August 14.	Meeting has been scheduled for August 16, 2017.

<p>Wording on I&O postings The question was raised regarding if the phrase related to the expiry of the Collective Agreement has been added to I&Os with expiry dates beyond August 31, 2018. The wording will be on offer letters for applicable I&O positions moving forward.</p>	<p>The phrase has been incorporated into the I&O offer letter template.</p>
<p>Notification and sign-off of less than 15 hours A concern was raised regarding not receiving some forms prior to the less than 15 hour shift date(s). This does not provide the opportunity for the union to discuss it with impacted members. Some forms also only provide a date range vs. the applicable shift dates. HRCs will discuss the timelines and requirements with the applicable managers.</p>	<p>Notify managers to send form ahead of time for signature and include specific dates/shifts</p>
<p>Update on Employee Engagement Survey SLT has received some of the initial high level results. The data will be reviewed and a college communication and action plan will be drafted during the summer. Lori Bell and Gordon Nicoll are leading the initiative. High level, college-wide results will be communicated in September followed by department specific communication and action plans.</p>	<p>Communication will be sent out in September</p>
<p>College Leadership Training College Leadership Training for Support Staff is part of the action plan from the general membership meeting with MaryLynn.</p>	<p>Provide action plan timelines for this action item to SSCU.</p>
<p>Job Postings – Minimum education requirements for short listing It was raised at the general membership meeting with MaryLynn that individuals would like equivalent work experience to be taken into consideration for internal competitions. An action plan is being prepared for all items raised at the meetings. This item is included for review as part of the action plan.</p>	
<p>IN CAMERA ITEMS</p>	
<p style="text-align: center;">Discussion</p> <p>Two items were discussed.</p>	<p style="text-align: center;">Action</p>

**Next Meeting:
September 21, 2017**