

MINUTES

Support Staff College Union Committee

Date: March 6, 2020	Location: C315
Present: Joseph Lauzon, Craig MacKenzie (Chair), Elaine Murray, Vanessa Simard (recorder), Cathy Torella, Lisa Banks, Denise Balfe	
Regrets: David Coward	

Approval of Agenda

The agenda was approved.

Approval of Previous Minutes

Discussion

Action

The minutes from January 24, 2020 were approved.

Business Arising

Discussion

Action

Guest Speaker: Kim Townes, Director, Total Rewards and People Data - Maternity Leave / Parental Leave Top Up

The union requested a template that employees could use to assist in figuring out their maternity leave or parental leave top up information when making preliminary decisions in regards to family planning. Kim confirmed that outside of the basic situations where examples were provided, that more complex cases would need to be discussed on a one-on-one basis with Human Resources. Union members were directed to contact HR when requesting information regarding specific maternity and parental leaves.

Guest Speaker: Chris Varney, Manager, Safety & Emergency Planning - Update on Covid 19

Covid 19 cases are growing globally and in Canada as well, People returning from Dubai and Iran are being asked to self-isolate and any people returning from South Korea and Italy are being asked to monitor their symptoms. Any students or employees that feel that they may have come in contact with Covid 19 should contact public health. Communications have been provided to staff and students to cancel all unnecessary travel related to College business

The College will continue to communicate with employees and students as new information arises.

Guest Speaker: Chris Varney, Manager, Safety & Emergency Planning - College Cleanliness

The College continues to review the cleanliness across all campuses. Facilities has also installed various hand soap and hand sanitizer dispensers to assist with cleanliness and

David Coward will continue to work with Angela Lockridge in regards to college cleanliness.

prevention. Multiple touch point surfaces will also be cleaned in addition to the regular cleaning services at the Barrie campus to assist with the spread of germs.	
Alternative Work Arrangements (AWA) The program will be presented to College Council for approval and a communication plan will follow.	Vanessa Simard will send draft to Craig MacKenzie to send to other colleges once complete.
Update on Local 349 Restructure Next scheduled vote: March 12, 2020	Once this is finalized, Craig MacKenzie will inform David Coward to ensure management is aware of the changes.
Update on Travel Policy Intended language has been updated to reflect all options instead of prioritizing the travel options for employees.	
Standing Items	
Discussion	Action
Bullying/harassment	No discussion.
New Business	
Discussion	Action
Employee Engagement Comments The union was concerned with a few of the employee engagement comments surrounding managers completing credit checks against employees at a specific campus.	Denise Balfe will follow up.
College Closure Procedure The union was concerned with the College snow day closure procedure and how it was applied to the various employee groups at the college to ensure equity. A specific example was given where a program meeting was scheduled and the attendees consisted of mostly Support Staff but the other employee groups were not represented due to bad weather. The College confirmed that the Procedure applies to all employees. It was also confirmed that if an employee has booked a vacation day on such a day that the College is closed due to inclement weather, that the employee can not remove the vacation day.	
Professional Development Days and Travel The union would like to know if their members are paid for travel on weekends when they are required to attend training. Specific examples were provided and the College indicated that the past practice has been where an employee requests to attend a conference or training, that overtime for travel is not typically granted. In other circumstances where an employee is directed by their manager to attend a conference or training as part of their job, then it is more likely to be considered. In every case, it is important for the manager and employee to have a discussion and clear understanding before they attend the event to ensure everyone is in agreement with the travel and expenses. Each case must be looked at based on the facts and circumstances surrounding it.	
Multi-Factor Authentication All staff will be required to implement multi-factor authentication on their devices that use a Georgian network that may put the college at risk (ex. Georgian email).	Lisa Banks to follow up with Lynne Wood regarding rules surrounding the second authentication device. Consider whether someone from I.T. could attend a future meeting to provide a greater level of explanation.

IN CAMERA ITEMS

Discussion

Action

There were no camera items.

Next Meeting:
April 17, 2020