

MINUTES Support Staff College Union Committee

Date: November 10, 2016	Location: C315
Present: Joyce Goheen, Tanya Drake, Craig MacKenzie (Chair), Cathy Torella, Elaine Murray, Lorelei Price (recorder)	
Regrets: Marina Tomchak	Guests: Monika Murphy

Approval of Agenda	
The agenda was approved with the changes:	
<ol style="list-style-type: none"> 1. Remove “Managers identifying some support positions as ‘red-circled’” 2. Edit the second item to read “Contracting out parts of full-time support positions” 	
Approval of Previous Minutes	
Discussion	Action
The minutes from August 19, 2016 were approved.	
Business Arising	
Discussion	Action
No business arising issues.	
Standing Items	
Discussion	Action
Bullying/harassment	No discussion.
New Business	
Discussion	Action
Management Representative During Lori Bell’s absence, Joyce Goheen and Tanya Drake will represent Human Resources. A management representative will be identified shortly.	Identify another management representative to sit in the meeting.
Contracting out parts of full-time support positions The union was concerned that some parts of the full-time support position duties were being contracted out in a particular department.	Tanya Drake will review the situation with the manager.
College’s policy on support staff teaching The College discourages teaching during probation. Refer to Procedure 4-115.	
Appendix D positions posted internally first Georgian gives consideration to full-time support staff that have applied to Appendix D positions. It is an excellent professional development opportunity and many have	

<p>taken advantage. Internal and external candidates are considered simultaneously as per the Collective Agreement.</p>	
<p>Full-time Support applying for positions and how Section 17.1.1 applies The college has made a commitment to offer an interview to all full-time support staff candidates that meet the minimum years of post-secondary education requirements in any field. Therefore, the paper screening does not review applicable field of education, required experience or knowledge/skills required to meet the minimum requirements of the position. The requirements of the position are reviewed during the selection process.</p>	
<p>Section 17.1.1.1 – Notification - Applicant A full-time support staff member that was not the successful applicant was not told who the successful candidate was.</p>	<p>HR will speak with the manager.</p>
<p>Does overtime apply for travel that is not part of a job description HR is reviewing the situation.</p>	<p>Tanya Drake will get back to the committee.</p>
<p>IN CAMERA ITEMS</p>	
<p>Discussion</p>	<p>Action</p>
<p>There was one item discussed.</p>	

Next Meeting:
January 10, 2017
3 – 4:30 p.m.