

## MINUTES Support Staff College Union Committee

<b>Date:</b> October 28, 2019	<b>Location:</b> C315
<b>Present:</b> Kristen Borland, David Coward (Chair), Craig MacKenzie, Elaine Murray, Lisa Banks, Vanessa Simard (recorder), Cathy Torella	
<b>Regrets:</b> Denise Balfe	

### Approval of Agenda

The agenda was approved.

### Approval of Previous Minutes

#### Discussion

#### Action

The minutes from September 20, 2019 were approved.

### Business Arising

#### Discussion

#### Action

#### Office Ergonomics

The college followed up with Health and Safety and no further action is required as new furniture will not be provided due to the fire but accommodation requests will be reviewed.

#### Environmental Concerns of Trailers by E & H Buildings

The college followed up with Facilities and no further action is required as the stairs have been stabilized and have been marked as high priority for winter maintenance regarding snow and ice. The issues regarding food have been addressed.

### Standing Items

#### Discussion

#### Action

#### Bullying/harassment

No discussion.

### New Business

#### Discussion

#### Action

#### Alternative Work Arrangements (AWA)

David presented the AWA types and the project plan. Next steps will be for the guidelines to be created and rolled out to Full-time Support Staff, Part-Time Support Staff and Administrators.

#### Employee Involvement in Job Descriptions

The union requested that employees be involved in future job description revisions as many managers may be new to the college and may not be aware of all of the duties that the employees perform. They felt this would ensure efficiency and accuracy.

Denise Balfe will provide an update regarding the Job Description process at the next meeting.

<p><b>Education and Work Experience in regards to Recruitment</b> The union would like guidelines on employees who are given the opportunity to do roles without the education, but then when the role is posted they are not considered. These guidelines should also include when an education requirement could be waived in lieu of work experience. Craig provided an arbitration award between Seneca and OPSEU, Local 563.</p>	<p>David will follow up regarding this guideline request.</p>
<p><b>Hiring Committee Guidelines and Process to Determine Successful Candidate</b> The union requested guidelines for selecting candidates as well as notifying the unsuccessful candidates. It was clarified that if the unsuccessful candidate requests feedback that it should be the hiring manager that discusses specific areas to improve in regards to the interview. Craig provided an arbitration award between the Ministry of Labour and OPSEU.</p>	
<p><b>Support Staff Succession Planning</b> The union inquired of a succession plan in place for Full-time Support Staff. David confirmed that the college is just starting to implement succession planning for Administrators and plans to roll out the planning to Full-time Support Staff in the future.</p>	<p>David will provide Full-time Support Staff employees data in regards to retirement eligibility and turnover to the union once the data is available as a planning tool.</p>
<p><b>360 Reviews</b> The union inquired if 360 reviews were being completed for Administrators. The college confirmed that 360 reviews will be rolled out in January 2020 to approximately 1/3 of managers each year to indicate strengths and areas of improvement. Managers will also have a 360 review done in their first year of any new role.</p>	
<p><b>Elections</b> The union indicated that there may be new faces at the next meeting as the union vote will be occurring for the union executive within the next month.</p>	
<b>IN CAMERA ITEMS</b>	
<b>Discussion</b>	<b>Action</b>
<p>There were no in camera items.</p>	

**Next Meeting:  
Dec. 12, 2019**