

## MINUTES Support Staff College Union Committee

<b>Date:</b> Thursday, December 4, 2014	<b>Location:</b> E201
<b>Present:</b> Lori Bell, Craig MacKenzie (Chair), Cathy Torella, Elaine Murray, Michele Beaudoin, Monika Murphy, Loralei Price (recorder)	
<b>Regrets:</b>	<b>Guests:</b>

Approval of Agenda	
The agenda was approved with an addition of another in camera item.	
Approval of Previous Minutes	
<b>Discussion</b>	<b>Action</b>
The minutes from September 24, 2014 were approved.	
Business Arising	
<b>Discussion</b>	<b>Action</b>
No Business Arising items.	
Standing Items	
<b>Discussion</b>	<b>Action</b>
<b>Bullying/harassment</b>	No discussion.
New Business	
<b>Discussion</b>	<b>Action</b>
<b>Current Status of B Building Renovations</b> The union requested an update of the B Building renovations.	Monika will request John La Brie to send an email update to staff in B Building with a copy of the email to the union.
<b>Professional Development Issues with Support Staff</b> The union asked about professional development for support staff and felt there should be more courses offered in the evenings and weekends. Lori responded stating there are multiple pathways for support staff to participate in professional development or advanced education. The college mandate is to increase on line course delivery. There is a SEM committee focused on this initiative by reviewing/cultivating processes to serve part time credit students efficiently and effectively. The tuition reimbursement program is offered for Georgian courses as well as courses at other institutions-so staff can look beyond Georgian's on line courses. The tuition reimbursement program also applies to Prior Learning Assessment (PLAR) fees. Staff are able to take Georgian	

<p>courses for significantly less fees (\$20 + ancillary) and the College offers flexibility with work hours when possible so staff can take courses. In addition, the new staff Learning Guide offers PD opportunities for staff. To date, any staff member who has submitted a registration has been approved to attend.</p>	
<p><b>Timelines on Positions Description Revisions</b>  The union asked about the service standards of position description revisions. If revisions are required, managers will submit the proposed modifications to HR by completing a Position Description Modification Request Form. All modifications will be made by the HRC in consultation with the manager and input from the incumbent, as needed. Where possible, minor updates will be processed quickly, however, more significant changes will take precedence. Significant changes will usually be processed within a 3-6 month timeframe dependent on the volume of results, degree of change and potential impact to other positions. If the result of a re-evaluation is a change in pay band, this will be retro- active to the date the Position Description Modification Request Form was received in HR. The union requested an update regarding some specific position descriptions.</p>	<p>Monika will send Elaine information regarding the updated position description guidelines.  Addendum: Information was sent to Elaine.  Monika will follow-up on the status of the position descriptions of the staff members that the union mentioned.</p>
<p><b>Unscheduled Campus Closures</b>  The union has reiterated to its members that college closures are location specific. The College is reviewing the Unscheduled Campus Closure Procedure.</p>	
<b>IN CAMERA ITEMS</b>	
<b>Discussion</b>	<b>Action</b>
There were two in camera items.	

**Next Meeting:  
January 13, 2014  
1:30-3:00  
C315**