

MINUTES Support Staff College Union Committee

Date: February 26, 2015	Location: C315
Present: Lori Bell (Chair), Craig MacKenzie, Cathy Torella, Elaine Murray, Michele Beaudoin, Monika Murphy, Loralei Price (recorder)	
Regrets:	Guests:

Approval of Agenda	
The agenda was approved with an addition of one other item: Support Staff on Hiring Committees.	
Approval of Previous Minutes	
Discussion	Action
The minutes from December 4, 2014 were approved.	
Business Arising	
Discussion	Action
No Business Arising items.	
Standing Items	
Discussion	Action
Bullying/harassment	No discussion.
New Business	
Discussion	Action
Finance PeopleSoft The union asked about the Finance PeopleSoft implementation and if it may increase the workload for particular staff using the system. HR is assessing the impact during the implementation phase. As part of the implementation, training is being rolled out across the college. To find out what courses are applicable to a specific role, information is provided on the staff intranet, Finance Transformation Project Training Plan.	
Workforce Analysis Project Update Human Resources and Finance are meeting with managers to collect position information within each area of the College. The information is being used to validate our existing resources but also to inform potential process improvements for budgeting and approval of staff resources. The goal is to provide observations and recommendations moving forward regarding complement and position control by the end of March.	

<p>Supervisor Training for Support Staff Under OHSA The union asked about further supervisor training for support staff under the OHSA. Lori suggested that Craig raise this at the next Joint Health and Safety Committee meeting.</p>	
<p>Support Staff on Selection Committees The union asked about the College's position regarding support staff on selection committees. Lori stated that if Support Staff have a particular expertise, it may be appropriate to participate on a selection committee. Support staff expertise can also be utilized in various stages throughout the selection process. Lori confirmed that Managers have not been given direction to not include support staff in selection committees.</p>	
<p>Kempenfelt Boot Camp Hospitality and Tourism students will be participating in an experiential learning initiative at the Kempenfelt Conference Centre the week of March 30. HR is working with the program area and Kempenfelt to review the details of the initiative.</p>	
IN CAMERA ITEMS	
Discussion	Action
There were two in camera items.	

Next Meeting:
March 19, 2015
1:30-3:00
C315