

## MINUTES Support Staff College Union Committee

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| <b>Date:</b> Sept. 21, 2017                                                                                                                                       | <b>Location:</b> C315        |
| <b>Present:</b> Craig MacKenzie (Chair), Lori Bell, Joyce Goheen, Cathy Torella, Elaine Murray, Tanya Drake, Marina Tomchak, Lisa Banks, Lorelei Price (recorder) |                              |
| <b>Regrets:</b>                                                                                                                                                   | <b>Guests:</b> Roman Calvano |

| Approval of Agenda                                                                                                                                                                                                                                                                                             |                                           |
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| The agenda was approved.                                                                                                                                                                                                                                                                                       |                                           |
| Approval of Previous Minutes                                                                                                                                                                                                                                                                                   |                                           |
| Discussion                                                                                                                                                                                                                                                                                                     | Action                                    |
| The minutes from July 6, 2017 were approved.                                                                                                                                                                                                                                                                   |                                           |
| Business Arising                                                                                                                                                                                                                                                                                               |                                           |
| Discussion                                                                                                                                                                                                                                                                                                     | Action                                    |
| No business arising issues.                                                                                                                                                                                                                                                                                    |                                           |
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| Standing Items                                                                                                                                                                                                                                                                                                 |                                           |
| Discussion                                                                                                                                                                                                                                                                                                     | Action                                    |
| <b>Bullying/harassment</b>                                                                                                                                                                                                                                                                                     | No discussion.                            |
| New Business                                                                                                                                                                                                                                                                                                   |                                           |
| Discussion                                                                                                                                                                                                                                                                                                     | Action                                    |
| <b>MOU RVH Evacuation Agreement</b><br>Roman Calvano presented the draft MOU RVH agreement between Georgian and Royal Victoria Hospital. The document frames the actions that Georgian will take to assist the hospital care for its patients should an unforeseen, catastrophic event happen at the hospital. |                                           |
| <b>Wage rates for Appendix G's this summer</b><br>The EERC has requested the wage rate for this past summer.                                                                                                                                                                                                   | HR will provide a report.                 |
| <b>Payment for 'Less than 12 months' statutory holidays during layoff period</b><br>The union asked that this issue be investigated in light of a past grievance from 2006.                                                                                                                                    | HR will research further and report back. |
| <b>Shift change notice</b><br>The union stated that for any major shift change the union must be notified. The union noted that for an upcoming event, shift changes were not being sent to the union.                                                                                                         | HR will review CA obligations.            |

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| <p><b>Employee Engagement</b><br/>The employee engagement survey results will be rolled out over the fall semester. An email from the President is currently being drafted. Follow-up meetings will be set up with department managers.</p>                                                                          | <p>Addendum: The President's 2017 Employee Engagement Survey Results email was sent to all staff on Oct. 2, 2017.</p>     |
| <p><b>Support on hiring committees</b><br/>The union feels that support staff are not being included in competition panels; in particular for support staff positions.</p>                                                                                                                                           | <p>Recruitment will include support staff where applicable and feasible.</p>                                              |
| <p><b>360° Manager reviews</b><br/>The union requested more opportunities for support staff to provide feedback for managers. It was explained that reviews are arranged on a case by case basis. At this time, Georgian does not have the processes or capacity to initiate a college-wide manager review plan.</p> |                                                                                                                           |
| <p><b>Job Descriptions</b><br/>The union believes that the job descriptions that the Employment Stability Committee uses in its assessments do not accurately reflect the incumbent's duties.</p>                                                                                                                    | <p>For future ESC scenarios, a communication plan will be drafted for all staff impacted to include impact to duties.</p> |
| <b>IN CAMERA ITEMS</b>                                                                                                                                                                                                                                                                                               |                                                                                                                           |
| <b>Discussion</b>                                                                                                                                                                                                                                                                                                    | <b>Action</b>                                                                                                             |
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***Next Meeting:***  
**January 19, 2018**