

MINUTES Support Staff College Union Committee

Date: Wednesday, September 24, 2014	Location: C259
Present: Lori Bell (chair), Craig MacKenzie, Cathy Torella, Elaine Murray, Michele Beaudoin, Monika Murphy, Loralei Price (recorder)	
Regrets:	Guests: Gordon Nicoll

Approval of Agenda	
The agenda was approved as presented with the addition of an Employee Engagement Survey Results agenda item.	
Approval of Previous Minutes	
Discussion	Action
The minutes from June 25, 2014 were approved.	
Business Arising	
Discussion	Action
No Business Arising items.	
Standing Items	
Discussion	Action
Bullying/harassment	No discussion.
New Business	
Discussion	Action
<p>Employee Learning and Development</p> <p>Gordon Nicoll, Manager, Organizational Development outlined the highlights of the recently released Employee Learning Guide and program. The program will be offered at each campus through different mediums. The response to the guide has been very positive. Gord reiterated that he would welcome input and suggestions for further courses and training. Certificates will be offered in certain categories of training to encourage and sustain continuous learning. The union requested an employee split of those that have registered thus far, and suggested that registration and attendance continue to be monitored to ensure support staff have the opportunity to attend. Gord also communicated that training already completed can be recorded through Halogen, (the learning management system) by providing the certificate of completion. Lori informed the committee that a Management Development program is also being implemented this fall.</p>	<p>HR will review the list of registrants and send numbers to the union.</p> <p>Addendum: A summary was provided confirming that with 1 or 2 exceptions, the registrants so far were all support staff.</p>

<p>Employee Engagement Survey Gord informed the committee that participation in the engagement survey increased over the last survey in 2012 with more than 80% participation of full-time staff. The employee engagement index score of 3.9 is slightly lower than the 2012 employee engagement index of 4.14. Despite that, the results continue to demonstrate some very positive indicators of engagement, in addition to some areas needing improvement. In the coming days, a message and summary report will be sent to staff from the President. To communicate the detailed department results, meetings will take place over the next few weeks with management teams to plan how/when to engage staff in discussion about the results. The individual department results will then be shared with all employees at various school/department meetings over the course of this semester.</p>	<p>Loralei will forward the report to the committee. Addendum: Report was provided</p>
<p>Management Update re Kempenfelt Conference Centre The union questioned the plan regarding student placements at Kempenfelt scheduled for January 2015. The committee agreed that the student placements require planning and communication. Fortunately, there is plenty of time to review any operational concerns.</p>	<p>Monika will continue to work with the James Smith and Wes Shedler.</p>
<p>Support Staff involved with SEM Committees The union inquired about FT SS participating on SEM committees and the impact to their regular duties. Lori suggested that support staff involved in the committees are often involved because the work of the committee is related to their regular job. If a committee member needs assistance with balancing priorities, they should follow up with their manager.</p>	
<p>Update on part-time staff working more than 24 hours The union confirmed that a prior email explanation from Monika Murphy was sufficient for this discussion.</p>	
<p>Process for Support Staff Accessing Professional Development (PD) Funds for Academic Areas The union inquired about accessing PD funds allotted for the academic areas. Lori clarified the funds were added as an additional amount to the existing PD budget. Each department has funds allocated to PD, however, the amount will vary depending on the training staff require and historical budgeting allocations. Staff can also access the Tuition Assistance Program and the Learning & Development program.</p>	
<p>Support Staff Schedules and Vacation The union raised the issue of a support staff member who is required to arrange for coverage in order to request vacation or shift changes.</p>	<p>Elaine will email Monika regarding the specific situation and Monika will follow up with the manager.</p>

<p>The union asked for clarification regarding the use of Appendix D. It was confirmed that an Appendix D can be used to replace a FT SS due to vacation, sick leave or leaves of absences when performing the entire scope of the position.</p>	
<p>Unscheduled College Closure The union inquired as to whether there has been a revision to the Unscheduled College Closure procedure. The union expressed concerns regarding closures at other campuses and locations. The union has requested clarification regarding essential services and who is required to work on days when the campus or location may be closed.</p>	<p>Monika will forward the request to Campus Safety & Security for their consideration.</p>
IN CAMERA ITEMS	
Discussion	Action
<p>There was one in camera item.</p>	

Next Meeting:
October 16, 2014
1:30-3:00
C315