

## MINUTES Support Staff College Union Committee

<b>Date:</b> January 24, 2020	<b>Location:</b> C315
<b>Present:</b> Joseph Lauzon, David Coward, Craig MacKenzie (Chair), Elaine Murray, Vanessa Simard (recorder), Cathy Torella	
<b>Regrets:</b> Lisa Banks, Denise Balfe	

Approval of Agenda	
The agenda was approved with one addition of Pandemic Planning.	
Approval of Previous Minutes	
Discussion	Action
The minutes from December 12, 2019 were approved.	
Business Arising	
Discussion	Action
<b>College Cleanliness</b> The college is currently completing an Integrated Resource Planning process where departments are presenting their needs in regards to new positions and/or funding for the next fiscal year. The outcome of these meetings for facilities may affect the necessary conversations regarding the college cleanliness.	Once the IRP process is complete, David Coward will work with Angela Lockridge to plan for next steps.
<b>Alternative Work Arrangements (AWA)</b> Once the draft of the program is complete, it will be presented to SLT for approval and a communication plan will follow.	Vanessa Simard will send draft to Craig MacKenzie to send to other colleges once complete.
Standing Items	
Discussion	Action
<b>Bullying/harassment</b>	No discussion.
New Business	
Discussion	Action
<b>Update on Local 349 Restructure</b> The union's Local 349 has proposed a new structure plan that will include, separate PT and FT stewards as well as elected unit stewards for both the PT and FT employees. There will also be elected VP's for the PT and FT employees.	Once this is finalized, Craig MacKenzie will inform David Coward to ensure management is aware of the changes.
<b>Travel Policy</b> The union brought up concerns regarding the language within the travel policy in regards to preferential modes of transportation. David Coward indicated that until the policy can be reviewed, employees should continue to	Denise Balfe will follow up with any updates to the policy.

make informed decisions to the best of their ability to do whatever makes the most sense for them. The intent of the policy was to protect employees but the policy will be reviewed as the language is not clear.	
<b>Options for Support staff with children during elementary and high school job actions</b> The union would like to know if the college has a plan in regards to the potential upcoming job action for elementary and high school students.	Denise Balfe will prepare a communication plan regarding possible options for employees that may be affected.
<b>Vacation Blackout Periods</b> The union would like to ensure that the collective agreement language indicating that employees should be able to take 3 consecutive weeks of vacation should be considered when created the vacation blackout periods. Specifically, in question, is a recent vacation blackout schedule that was presented to the Registrar's Office which includes a Sunday (November 15, 2020).	Julie Lawson will continue to work with the Registrar's Office in regards to the vacation black out schedule.
<b>Pandemic Planning</b> Given the recent media coverage of the coronavirus in China, the union would like to know what precautions the college has in place should a pandemic occur.	David Coward will discuss this with the Manager, Safety & Emergency Planning.
<b>Parental Leave Top Up</b> The union would like to know more information about parental leave top up and EI.	The committee will invite Kim Townes to the next meeting to discuss.
<b>IN CAMERA ITEMS</b>	
<b>Discussion</b>	<b>Action</b>
<b>There was 1 in camera item.</b>	

**Next Meeting:  
March 6, 2020**