

MINUTES Support Staff College Union Committee

Date: Thursday, May 16, 2013	Location: M129
Present: Pat Stupka, Craig MacKenzie, Nick O’Connell, Elaine Murray, Angela Lockridge, Lori Bell, Brandon Lander, Elizabeth Beamish,	
Regrets	Guests:

Approval of Agenda	
The agenda was approved with the following items added	Action
<ul style="list-style-type: none"> Add reorganization 	
Approval of Previous Minutes	
Discussion	Action
The minutes from April 18, 2013 were approved.	
Business Arising	
Discussion	Action
New Business	
Discussion	Action
<p>Reorganization Discussion</p> <p>The union reported that staff have a lot of questions regarding the reorganization and are feeling stressed about the unknown. It was suggested that perhaps a communication from HR to remind staff to utilize EAP would be helpful.</p> <p>There was some concern raised regarding the time it takes to get job descriptions updated. Lori confirmed that this continues to be a workload challenge for HR. Job description changes are prioritized. Minor changes that do not impact pay bands or are needed for posting purposes will be lower a priority.</p> <p>CICE job descriptions were specifically mentioned as staff reported to the union that they had not received a final job description.</p> <p>If individuals are feeling particularly stressed regarding workload or department changes, they are encouraged to use EAP or contact HR directly.</p>	<p>Lori will investigate workshops for staff on the subject of ‘dealing with change’.</p> <p>Lori will review the status of outstanding job descriptions and will specifically follow up on the CICE pdf’s.</p>
ERIP	
Angela noted that the college will look at each position vacant as a result of ERIP retirement to ensure the scope of the work meets the present needs.	

<p>Any changes in utilization of the complement should be discussed before the positions are replaced in kind. This will take some time but the Senior Team and HR will work through a review and communicate expectations with managers as soon as possible. The expectation is <u>not</u> that staff will be overloaded with extra work. If anyone is concerned about workload, they should review priorities with their manager.</p>	
IN CAMERA ITEMS	
Discussion	Action
<p>There are no in camera items.</p>	

Next Meeting:

June 20, 2013

M129