



INTERNAL RELATIONS COMMITTEE MEETING MINUTES

April 1, 2020
11:00 a.m. to 12:00 p.m.

Zoom Meeting

Attendance: Chair: Adam Shaen, (Human Resources); Kathy Pozihun (VP Administration & Finance); David Barnett (Provost & VP Academic); Alexis Paulusma (COPE); Gautam Das (LUFA); Matthew Benoit (CUPE); Jason Freeburn (LUTA); Masoud Manzouri (LUSU); Dave Andreason (OPSEU)

Regrets: Bernie Chasse (USW); Dave Tommasini (Unifor); Pat Larin (SchII); Connor Jones (GSA); Jack Drewes (IUOE);

Recorder: Kylie Williams (Human Resources)

1. Approval of the Agenda

Moved by Matthew Benoit that the agenda be approved
Seconded by Dave Andreason. All in favour.

Carried

2. Approval of the Minutes of the previous meeting of March 10, 2020

Moved by Kathy Pozihun that the minutes be approved.
Seconded by Gautam Das. All in favour.

Carried

3. Business Arising from the Minutes

There was no business arising from the minutes

4. Strategic Enrollment Management – David Barnett

David summarized efforts undertaken earlier this year to reach out to community members and faculties regarding enrollment, with a focus on enrollment and retention trends. He emphasised the importance of everyone's role in the student experience at Lakehead.

5. Roundtable

Jason Freeburn (LUTA) – LUTA members have been adjusting well with the transition to online instruction and delivery. The labs have completed an inventory of the Personal Protective Equipment the University has in stock should health care require additional supplies. Lab spaces have also been appropriately decommissioned or made safe for the extended absence of staff and students.

Gautam Das (LUFA) – Gautam thanked the members of leadership for their timely decisions and communications in the recent weeks. He also specifically recognized the amazing job that TSC and the Teaching Commons have been done to support faculty and students.

Matthew Benoit (CUPE) – With their members working from home CUPE's annual general meeting has been postponed until such time as it can be rescheduled. Until then, CUPE's current executive will remain in place.

Masoud Manzouri (LUSU) – Masoud thanked senior administration for their role in leading the University through these current challenges. He advised that all LUSU clubs and services are currently shut down. Despite this, it has been a very busy time, students have many questions that LUSU is receiving and directing them towards the appropriate resources. The current executive and board positions have been extended for another month. LUSU is working with External Relations and will be making a donation to the COVID-19 student relief fund. In addition, promotion of the food bank is taking place to ensure that those students in need are provided with essential groceries.

Alexis Paulusma (COPE) – COPE members are working through the challenges and struggles of working from home.

Dave Andreason (OPSEU) – TSC has been very happy with the quick action and communication received from senior management. Members are working very hard to transition support people to work at home. He praised the efforts of Andrew Brigham who pushed to acquire Zoom. Without Zoom, the University would be in a much worse position with the need to work remotely. Derek Jewell is another member whose contributions were recognized as he works with the new firewall and VPN.

Kathy Pozihun (VP Administration & Finance) – Budget development continues with the current draft budget projecting a deficit of \$1.3 million. As enrollment forecasts could potentially be impacted by COVID-19 the Executive Team will be looking at mitigation strategies to eliminate this projected deficit. Kathy stressed the University's continued commitment to avoid layoffs, while noting all options remain on the table as we progress through short to mid term planning. The Executive Team is currently meeting daily, staying in close contact with the hospitals and local health units and working rapidly to provide communication to the University community.

ATAC and the University Centre are the only buildings that remain open to the public in Thunder Bay and everyone who can work remotely has been instructed to do so. TSC was praised for everything they have done to enable staff and faculty to work remotely. Currently, a number of required services remain on campus.

There are 376 student who currently remain in Residence at the Thunder Bay campus and 24 in Orillia. All dormitories have been closed and their occupants have moved into townhouses or apartments in groups of 2 or 3.

David Barnett (Provost & VP Academic) – David stressed that enrollment at this time is critical and current forecasts are based on numbers gathered prior to the COVID -19 pandemic. As enrollment may be impacted, we are generating projections to prepare for the fall semester.

It was confirmed that examinations for the Winter semester have been moved online. Also, Senate has passed temporary changes to provide students with a pass/fail grading scheme option. Spring and summer courses will go ahead in an online format and alternatives to field schools and labs are being explored. The University will continue to evaluate the situation as it unfolds looking into the fall term.

Adam Shaen (Human Resources) – Deferred

6. Questions for Senior Administration

Gautam asked if the computer labs are being supervised to ensure users are keeping their social distance. It was indicated that signage is posted restricting the number of people in each lab space to no more than 5 at a time. Security and other staff are completing random walkabouts to promote social distancing and advanced cleaning is being complete in these labs..

Masoud asked if the students would still be permitted to access the food bank. Kathy stressed that the University is not closed, student services such as the food bank can assist the remaining student population. Specific plans were requested on how the food bank would be accessed for review.

It was asked how long Residence was going to remain open. Kathy confirmed that at this time Lakehead will not be closing our Residence. In a survey of those students who remain on campus, it is estimated that approximately 150 will not be able to return home at the end of the Winter term. The University is committed to continuing to support them.

Matthew asked how library and interlibrary loans would be handled with no means to return them. David indicated there would be no fines for late returns at this time and specifics would be provided and added to the website if necessary.

Dave asked if the university's 3D printers were able to support the hospital. David confirmed that the Office of Research Services has been supporting discussions with the hospital.

Regarding the temporary change to pass/fail grading it was asked how this change would be communicated. David indicated this information would be posted on Lakehead's website and emailed directly to students and faculty instructors.

It was asked if there would be any refunds for Residence fees or parking passes. Kathy confirmed that Residence credits are being processed and a refund will be provided for those students not returning in the fall. Food service credits have also been processed but no decision has been made regarding parking passes or athletics fees at this time.

7. Other Business

There was no other business to discuss.

8. Adjournment

Meeting was adjourned at 11:45 a.m.