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**INTERNAL RELATIONS COMMITTEE MEETING MINUTES**

**January 17, 2017  
2:30 p.m.**

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**Attendance:** **Chair:** Sherry Herchak, (Human Resources); Jason Marchand (Human Resources); Kathy Pozihun (VP Administration & Finance); Roy Teniuk (OPSEU); Rob Bell (COPE); Heather Spivak (Unifor); Gautam Das (LUFA); Jason Freeburn (LUTA); Jack Drewes (IUOE); Moira McPherson (Provost and VP Academic); Eric Searle (CUPE);

**Regrets:** Roman Jakubowski (LUSU); Glenna Knutson (LUFA); Mona Amiri (GSA); Amanda Sundell (Sch. II)

**Recorder:** Jason Marchand (Human Resources)

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**1. Approval of the Agenda**

**Moved** by Roy Teniuk that the Agenda be approved.

**Seconded** by Heather Spivak. All in favour.

**Carried**

**2. Approval of the Minutes of the previous meeting of November 15, 2016**

**Moved** by Rob Bell that the Minutes be approved.

**Seconded** by Jason Freeburn. All in favour.

**Carried**

**3. Business Arising from the Minutes**

There was no business arising from the minutes.

**4. Questions for Senior Administration**

**4.1** Roy asked about the Mobile Safety App and the recent Orillia notification. He was wondering about the timing, and if this included staff. He indicated staff were asking. Kathy clarified that the campus was not closed but classes were cancelled. If staff feel that they could not make it to work safely, then they need to discuss with their supervisor. In most cases the University Campus remains open.

**4.2** Jason Freeburn asked if there was an update on the Dean search for Science and Environmental Studies. Moira indicated that an announcement would occur in about two (2) weeks' time.

## 5. Round Table Discussion

- 5.1 Eric Searle (CUPE)** – Lots of GAs starting.
- 5.2 Mona Amiri (GSA)** – (unable to attend, sent written report): GSA had a bowling event at Mario's Bowl for about 100 graduate students in November. GSA has started another semester with coffee hours (2 days a week, 2 hours ea.) where graduate students can get a free cup of coffee or tea or hot chocolate. GSA is working with Faculty of Graduate Studies and CUPE to organize 3-minute thesis competition during the Research and Innovation week in March.
- 5.3 Gautam Das (LUFA)** – no report
- 5.4 Heather Spivak (Unifor)** – Heather reported that her area has a new facility supervisor and that all is good and positive.
- 5.5 Rob Bell (COPE)** – Working with HR on a few things.
- 5.6 Roy Teniuk (OPSEU)** – Roy reported that TSC has had Help Desk shortages but that they were able to meet exam times. Kathy and Moira both indicated that they realized this and thanked the TSC team on the achievement during this difficult time. The rollout of new printers has gone well. TSC is still in the process of 2016 course evaluations. TSC is working on a new version (AWL) process vs. use of Polycom. Currently 20 utilizations from T-Bay to Orillia and 10 WebEx type conferences. Roy gave a savings example in which the TSC area saved 3K by timing the change out of three large projectors.
- 5.7 Jack Drewes (IUOE)** – Jack reported that IUOE staff have been very busy working on the Visual Arts Building shut downs (2 – Heating/Waterline). He also indicated that Alex Bohler, a Mechanic in the department, has retired.
- 5.8 Jason Freeburn (LUTA)** – The LUTA AGM has occurred. LUTA can now meet with HR as discussed previously. They have a list of topics to discuss.
- 5.9 Moira McPherson:** Recruitment for Dean of Social Science and Humanities and Vice Provost Aboriginal Initiatives is occurring. Dean of Science and Environmental Studies is to be announced in approximately 2 weeks. Vice Provost International (James Aldridge) has started and is on site working with an extra focus on international transition services. Budget time is very busy. Strategic Enrolment Management (SEM) activities continue. Question: Jason Freeburn asked about the Strategic Enrolment Management program. Moira indicated the following: Institutional Analysis is creating a good deal of data; numerous meetings on SEM 101 and how faculty is encountered; it will be a multi-year enrolment plan. Five faculties were completed before Christmas and the rest will be completed in the New Year. There is a University-wide project looking at Retention and Recruitment. This has all been happening since the summer.
- 5.10 Kathy Pozihun** – Advised on the recruitment of a new Principal for the Orillia site. Question: Roy Teniuk asked why we used the term Principal. Moira explained, at first the position was called Dean but after 5-6 years this became difficult to manage from a Governance perspective. A review occurred and it was determined that we should

move to new title to align with normal academic structure. The role of Principal includes on-site leader for community and external stakeholders, President's designate, strategic and local issues, on the ground operations, etc.

The second round of recruitment for a new CIO has begun with next set of interviews occurring in early February.

Kathy commended the Physical Plant crew for its work on the Visual Arts Building issues. Kathy also commended the new process for snow removal indicating that it appears to be working very well. Thank you to those involved!

Budget Update – In the previous year, budget instructions were to find 3.65% savings, this year the instructions for modeling is 0%. This was made possible due to lots of mitigating strategies, pension plan market improvements, solvency relief funding, and excellent enrolment. The Executive Team is still doing a number of things to mitigate costs.

The One-Stop asbestos removal is done and the project is on its timeline. International Centre in the Library should be seen by all.

Nothing yet on the Co-Gen.

The CASES tender for CNFER building is out and closes on January 24. It will go to the Board on January 27 for approval and construction is estimated to begin on February 6. This construction will create changes to roadways and parking. Finance has not moved back yet but should be in by February 3.

**5.11 Jason Marchand (Human Resources)** – Trudy McKinnon has moved to work out of the President's office. Mary Kirychuk has been hired into a one-year contract position. An Intern from Confederation College is working on a placement with HR as well.

## 6. Other Business

There was no other business.

## 7. Motion to Adjourn

**Moved** by Heather Spivak

**Seconded** by Jason Freeburn. All in Favour.

**Carried**