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**INTERNAL RELATIONS COMMITTEE MEETING MINUTES**

**January 26, 2016**

**2:30 p.m.**

**Attendance: Chair:** Sherry Herchak, (Human Resources); Kathy Pozihun (VP Administration & Finance); Annette Graham (COPE); Roy Teniuk (OPSEU); Glenna Knutson (LUFA)**;** Amanda Sundell (Schedule II)**;** Jack Drewes (IUOE); Jason Freeburn (LUTA)**;** Eric Searle (CUPE)**;** Li Kang (LUSU)

**Regrets:** Jason Marchand (Human Resources); Moira McPherson (Provost and VP Academic);Joseph Talarico (GSA); Heather Spivak (Unifor);

**Guest:** Tanner Bell, HR Intern

**Recorder:** Karen Ramsdale (Human Resources)

1. **Approval of the Agenda**

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

**Seconded** by Amanda Sundell. All in favour. ***Carried***

1. **Approval of the Minutes of the previous meeting of December 15, 2015**Item 3.1 under Business Arising should have indicated that the second round of interviews for the Human Rights and Equity Officer is complete rather than the first round.

**Moved** by Jack Drewes that the Minutes be approved.

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

Sherry Herchak introduced guest Tanner Bell who is on a work placement from Confederation College and will be interning with the Office of Human Resources for four months.

1. **Business Arising from the Minutes**
   1. Amanda asked about the status of the suggestions boxes on campus. Kathy reported that Toby went to empty them and was going to post the suggestions but the boxes were empty.
2. **Questions for Senior Administration**

* 1. **Accessing Keys to ATAC Meeting Rooms** - Glenna Knutson brought up concerns about the change in process to get keys to ATAC meeting rooms. The responsibility has moved from the Help Desk, which was handy to the meeting rooms in ATAC, to Security where meeting organizers must now wait for security to open the rooms, which often takes quite a bit of time as this is not a priority for Security. Glenna did comment that this could be different for others, but this has been the experience for some LUFA members. Kathy will follow up.
  2. **Space Committee in Orillia** – Glenna informed members that the Space Committee in Orillia is made up of all non-faculty members. She is requesting that a faculty member be added to the Committee to address faculty concerns, such as lack of wet labs (graduate students must wait until prep rooms are free to start their work), and lack of private space for faculty discussions with students. Kathy will follow up.
  3. **Department Moves on Campus** – LUSU would like to be made award of department relocations. Kathy indicated that there is a larger plan regarding moves, and that announcements are being made through the Communications Bulletins.

Jason Freeburn mentioned that he heard that ESL is moving to ATAC and wondered when this was happening. Kathy indicated they should be moved by September.

The University is currently securing an architect to redesign the ground floor of the Library. Kathy also indicated that there are no plans to house other than the law school and the legal aid clinic at PACI.

1. **Round Table Discussion**
   1. **Li Kang** (LUSU) – Li reported that there is no power in 0019B during construction. Kathy suggested putting in a work order or contacting Physical Plant.
   2. **Eric Searle** (CUPE) – CUPE can be contacted only by email at the moment until they can move into their office in a week or two.
   3. **Jason Freeburn** (LUTA) – no report
   4. **Annette Graham** (COPE) – Annette reported that 4,000 parcels needed to be dealt with in the mail room in a short period of time and mail room staff is struggling with the load. In addition to internal mail, the staff also delivers copy paper to all departments. If one employee is sick or on vacation, the remaining employee must do it all alone. Sherry suggested that she and Annette meet to discuss further.
   5. **Roy Teniuk** (OPSEU) – no report.
   6. **Jack Drewes** (IUOE) – receiving complaints of no heat; Jack tells them it’s due to “deferred maintenance.”
   7. **Glenna Knutson** (LUFA) – no report
   8. **Amanda Sundell** (Schedule II) – no report
   9. **Kathy Pozihun** (VP Administration & Finance)

Kathy mentioned the recent announcement of the **new Dean of the Faculty of Law**, Angelique EagleWoman, who will start in May.

Kathy gave a brief summary of the **visit by Premier Kathleen Wynne** and some of her cabinet ministers who met with student and community leaders at Lakehead to discuss how the **Sexual Violence and Harassment Action Plan Act**, if passed, would help deliver on the province's commitments of a plan to stop sexual violence and harassment. The legislation would make campuses and communities safer and more responsive to the needs of survivors by requiring every publicly assisted college, university and private career college in Thunder Bay and across the province to have a stand-alone sexual violence policy. Lakehead was the leader and instrumental in establishing this legislation.

The **search for a Director of Human Rights and Equity** has expanded with a new advertisement. More information will be provided when interviews are being scheduled.

The CNFR building will be renamed the **Centre for Advanced Studies in Engineering and Science (CASES)**. The building will house Grad Studies, research offices and labs.

The **one-stop service project plan** was presented to Senate. The plan is contingent on Board approval as it is a multi-million dollar project ($2.4M). This will not be part of the operating or capital budgets but funded from different sources. LUSU has been approached to contribute to the funding as this is a 100% student-focused project. Also looking for funding through donors and other sources. Targeting September 2017 for implementation. Kathy will continue to provide regular updates and arrange to have the one-stop service project plan presented to IRC.

Student Financial Aid has temporarily moved to where Student Health & Counselling used to be across from Security.

Jason asked whether offices that have been moved temporarily would be moving back to their previous space to which Kathy answered no.

Glenna was concerned about spending on physical structure but not on personnel training. She thought cross-training would be beneficial. Kathy said offices will remain the same. Students are doing more on line.

**Asbestos abatement** work is being carried out on campus. Kathy thanked IRC members for participating in the asbestos session with Robert Thomas from Pinchin. A report will be submitted.

Development of the **2016-17 budget** continues. Senior Admin is proposing a 3.65% cut. Budget discussion meetings have taken place with department heads, deans, etc. who presented why this cut can or cannot be met in their respective areas.

The policy on **Emergency/Crisis Response at Lakehead University Campuses** has been updated to include the Orillia campus and should be on line shortly.

**Thunder Bay Police Services will be on campus** several more times for immediate rapid deployment training.

Glenna asked Kathy what the **long-term plan is for mail/printing services**. Kathy responded that all policies and procedures are being reviewed for mail and printing. Lois Tilson is researching data on usage with the ultimate goal to try to streamline and automate some processes. Postage and printing expenses are minimal.

Discussion took place on whether it is cheaper to print at departmental printers or send jobs to the print shot. Glenna and others were under the impression that it was less expensive to send jobs to the print shot, whereas Kathy thought the opposite but can’t confirm. Glenna thought it would be valuable to clarify printing practices with all departments. Roy noted that there is likely little monitoring or management of printing at the department level. Kathy did, however, encourage the use of electronic documents rather than printed hard copies.

Jason asked Kathy why there was no advance announcement of the **Premier’s visit** to Lakehead. Kathy responded that it was for security purposes.

1. **Other Business**

There was no other business.

1. **Motion to Adjourn at 3:15 p.m.**

**Moved** by Jason Freeburn.

**Seconded** by Eric Searle. All in Favour. ***Carried***