#

**INTERNAL RELATIONS COMMITTEE MEETING MINUTES**

**February 16, 2016**

**2:30 p.m.**

**Attendance: Chair:** Sherry Herchak, (Human Resources); Jason Marchand (Human Resources); Rob Bell (COPE); Amanda Sundell (Schedule II)**;** Jack Drewes (IUOE); Joseph Talarico (GSA); Heather Spivak (Unifor); Roman Jakubowski (LUSU); Jason Freeburn (LUTA);

**Regrets:** Kathy Pozihun (VP Administration & Finance); Roy Teniuk (OPSEU); Glenna Knutson (LUFA)**;** Eric Searle (CUPE)**;** Li Kang (LUSU); Moira McPherson (Provost and VP Academic);

**Recorder:** Laura Rovere (Human Resources)

**Presentation by:** Andrea Tarsitano, Associate Vice-Provost Enrolment & Registrar

1. **Approval of the Agenda**

**Moved** by Roman Jakubowski that the Agenda be approved.

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

1. **Approval of the Minutes of the previous meeting of January 26, 2016**

**Moved** by Amanda Sundell that the Minutes be approved.

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

1. **One-Stop Service Project Plan Presentation**

Andrea Tarsitano, Associate Vice-Provost Enrolment & Registrar provided the committee with an overview presentation outlining the function and design of the proposed One-Stop Service plan.

Following the presentation the committee members inquired about the following. Responses to those questions are outlined below:

Q - What are some examples of other services that wouldn’t be included in the One-Stop Service Plan?
A - Residence, Student Accessibility Services.

Q – Is there an on-going cost to run this service?
A – There is a one-time cost for set up, but no further costs or reduction in costs. There will be a reorganization of positions and we do not anticipate an increase in staff.

Q – Which departments will be participating in this proposed plan?
A – Recruitment, Admissions, Records and Registration, Accounts.

Q – With the new open concept, will the Agora be more of a distraction?
A – We currently experience distractions from the Agora so it should not be much of a difference but we have been working with the architect regarding sound barriers and acoustics.

Q – Will academic advising be impacted?
A – Advising will continue to compliment faculty/Chair advising.

1. **Business Arising from the Minutes**
	1. Jason Marchand provided follow up information from questions raised at the last meeting, on behalf of Kathy Pozihun.
		1. Access to keys in ATAC – It had been the impression that staff were required to wait for security to come open ATAC doors. Instead, staff may pick up the keys at the security desk, and will be required to provide ID.
		2. Space Committee Orillia – Currently there is no space committee designated in Orillia. It is likely that office space is managed by the departments.
		3. Print Shop Policy – There is no University policy that requires staff to bring printing or copying to the printshop. Mr. Bernie Blake is looking into the cost discrepancies between using your own printer/copier and going to the printshop.
	2. Amanda Sundell brought forward two suggestions from the Schedule II group.
		1. Could we create a digital suggestion box? The group’s new blog is both digital and anonymous and they wondered if something similar could be created for university suggestions in place of the paper system. Sherry Herchak will look into this.
		2. Could the Thunder Bay Police perform scenarios within the offices to practice for things like a campus threat? Jason has offered to speak to Lorne Clifford about this. It was noted that there is a Violence in the Workplace group that is working on strategies for these situations. As well there are other measures in place to alert staff of emergency situations such as Blazecast, and a pre-recorded announcement with instructions.
2. **Questions for Senior Administration**

There were no questions.

1. **Round Table Discussion**
	1. Amanda Sundell (Sch II) – The Schedule II group met to discuss a Health & Wellness campaign. Topics included the availability of counselling by Sister Alice Greer through the chapel. The group is looking into finding someone to offer counselling through the Muslim Society. They are also looking into opportunities for lunchtime yoga.
	2. Roman Jakubowski (LUSU) – LUSU elections are now complete.
	3. Joseph Talarico (GSA) – There were no updates.
	4. Jack Drewes (IUOE) – There were no update.
	5. Rob Bell (COPE) – The new library layout is still in progress. Annette and Rob will be meeting with HR regarding the mailroom, printshop and library.
	6. Heather Spivak (Unifor) – There were no updates.
	7. Jason Feeburn (LUTA) – There were no updates
	8. Jason Marchand (Human Resources) – We have moved to a 2 portfolio structure. Chris Brassard will be maintaining the Academic & Research side, and Sherry Herchak will be maintaining the non-academic side. We are building a communications plan to help employees identify who their HR person is. If your role fits under Moira or Andy Dean’s supervision, then you belong with Chris Brassard. Amber McCart will be returning next week in the Recruitment and Special Projects role. There have been no changes to the Health & Safety roles except that Tiffany Moore has been temporarily relocated to CB 4049.
2. **Other Business**
	1. Award to Staff for Outstanding Performance and/or Contributions

Sherry Herchak reminded IRC members about nominating a member to sit on the Award to Staff Committee based on the Policy which is attached to the agenda.

The deadline for this is March 1st.

1. **Motion to Adjourn**

 **Moved** by Roman Jakubowski.

 **Seconded** by Heather Spivak. All in Favour. ***Carried***