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**INTERNAL RELATIONS COMMITTEE MEETING MINUTES**

**March 24, 2017  
2:00 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); Mona Amiri (GSA); Roman Jakubowski (LUSU); Eric Searle (CUPE);

**Regrets:** Moira McPherson (Provost and VP Academic); Glenna Knutson (LUFA); Amanda Sundell (Sch. II)

**Guest:** Andrew Brigham (TSC)

**Recorder:** Karen Ramsdale (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 January 17, 2017**

**Moved** by Mona Amiri that the Minutes be approved.

**Seconded** by Gautam Das. All in favour.

**Carried**

**3. Print as a Service – Andrew Brigham**

Andrew Brigham presented information on a new print solution. TSC will be delivering an opt-in print program through the Print Shop. Problems with the old machines, consumables, and software have also prompted a change in TSC's support model.

TBXI will be providing Xerox units. Papercut is the new print management software that will be used by both students and faculty. Eighteen student printers were replaced last fall. "Print release" will be added in the spring of 2017. The software is compatible with Macs and PCs. The existing wireless print system in Orillia has known challenges. TSC is testing a new wireless print solution in Thunder Bay and is working towards a printing for "bring your own device" (BYOD).

On a departmental level, all Print Shop Toshiba copiers are scheduled for replacement with new Xerox units by July. They will be setup only as copiers unless a Toshiba unit is already being used for printing purposes. Consultations with departments will be held to determine print needs and enable these units for printing between July and January.

Effective May 30th 2017 TSC will end support for desktop (single-use printers). January 2018 TSC will end support for departmental printers outside of the new print management contract. Departments may still continue to use these devices at their own costs to support and maintain them. Generally, these older units cost more to fix than replace, lack security and privacy features and are more costly to operate. The new system is more secure, includes increased privacy options, operates at a lower cost and is supported by a service level agreement. The Helpdesk, Print Shop, and TBXI will be ready to help with any related challenges.

Active Directory (AD) is a tool built into the Windows operating system. AD currently prevents tampering with student computers in labs. AD can also be used to deploy software and perform security patches / updates on computers. The new print system requires AD to provide print drivers to Windows computers. TSC will be implementing AD on any Windows or Macintosh computer needing to print to the new Xerox units.

There is no immediate cost to put these new printers in departments. Costs are recovered on a per page use which is billed to the department at a rate lower than the majority of the existing printers/copiers.

Gautam asked what the charge per page would be using the new copiers. Current rates are around 8-9¢ per page and with the new machines they would run around 5-6¢ for black and white copies. Colour printing/copying on the Lexmarks now run between 25-32¢ average per page and the Xerox copies come in around 25¢. Colour copying/printing is where departments would save more money on copying/printing.

TSC is looking at ways for departments to track their costs online, similar to the long distance tracking that is currently in place. The new Xerox units and Papercut will allow you to copy, print and scan documents. There is no charge for scanning.

Andrew invited staff to call him with any questions or concerns. TSC is open to any questions about this new opt-in program and can demonstrate the "Print release" process, discuss the benefits or have a conversation around print needs with any department at their convenience.

Andrew left the meeting at 2:30 p.m.

#### **4. Business Arising from the Minutes**

There was no business arising from the minutes.

#### **5. Award to Staff for Outstanding Performance and/or Contributions 2017**

Still need a rep from Senior Admin and one union rep to complete the Committee. Kathy will follow up for a Senior Admin rep.

#### **6. 2017/18 Budget Development Update – Kathy Pozihun**

Kathy provided an update of the 2017/18 budget process. The budget development plan was presented formally to the Senate Budget Committee and to Senate and again at the Town Hall. The process is well underway and nearing completion. Since Kathy's report at the January IRC meeting, instructions went out to all departments and faculties for a status quo budget. Budget proposals and presentations came in and were submitted to Financial Services. A two-week retreat was held where the executive team met with all leaders of

departments who presented their priorities for the coming year. The budget is in a balanced position primarily due to strong enrolment results for domestic students this year and very, very strong results for international students, which will also flow through to next year.

Next steps:

- presentation to Finance and Operations Committee of the Board of Governors;
- then to full Board in April for approval
- then budgets get loaded to departments via Datatel system

Fiscal year end is April 30<sup>th</sup>. Should have Budget approval by April 27<sup>th</sup>.

Moira reported at last meeting about implementation of strategic mandate agreements. This is the method the Ministry is moving towards to negotiate with each university and will ultimately dictate what our funding will be. The process is still ongoing and the Ministry will be visiting LU in April.

A new Strategic Plan will be in the works over the next year. The current plan ends in 2018 but requires to be tweaked and refined only.

Mona asked if the budget is based on a tuition increase. Kathy responded that within the government framework there will be an increase but it cannot go above 3% for domestic tuition.

Kathy noted that the Strategic Plan, the renovations/addition to CASES and construction of the Kendaaswin Centre, drive the capital budget. Deferred Maintenance and repairs are always built in to the budget.

Jack asked if any new vehicles are included in the budget and Kathy directed Jack to speak with Hugh Briggs.

## **7. Questions for Senior Administration**

**7.1 Roy Teniuk (OPSEU)** – Roy indicated that OPSEU would like to be part of the Benefit Review Committee. Sherry indicated that the Committee had been established when a complete overhaul of benefits took place in 2003. Roy would like to see us looking at a whole new benefit plan because benefits are outdated. Jason noted that the plans are fairly consistent across the nine groups. However, there will be some changes coming into effect in July and September of this year that would include LUTA and non-union employees and through upcoming bargaining.

**7.2 Rob Bell (COPE)** – Rob mentioned that the Library offered their shelving and book carts to other libraries in town following the LU Library renovation. Habitat for Humanity took what was left over. Rob then asked if there was a policy where staff can acquire surplus furniture and fixtures first before being offered elsewhere. He noted that a lot of material from the CASES reno is going in the dumpster. Heather thought that if it is deemed as refuse, employees could ask Hugh Briggs if they could take it. Rob indicated that this is not common knowledge. Cathy thought disposal of surplus items is a responsibility of the Purchasing Department. Cathy will follow up.

**7.3 Jason Freeburn (LUTA)** – Jason asked if the CASES reno/addition was on schedule. Cathy responded that it was. The interior has all been demolished. A Communications

Bulletin will go out today and weekly with updates to announce changes to roadway and parking lot access, etc. due to the construction.

## 8. Round Table Discussion

- 8.1 **Jason Marchand (HR)** – Bargaining is ongoing with USW and may be finalized next week. COPE and CUPE will be the next to bargain. HR will be meeting with LUTA very soon and work is being completed on the One-Stop Student Central processes.
- 8.2 **Jack Drewes (IUOE)** – electrical panels and fire panels were removed from CASES and stored for future use.
- 8.3 **Roy Teniuk (OPSEU)** – Work being done on network cables and internet and security cameras at Student Central; Residence laundry rooms now have security cameras; Elevator security cameras were installed in Orillia; 11 new security cameras installed in the Library; Nursing Building is getting a complete overhaul on networking infrastructure; work being done in the renovated Financial Services area; emergency phones being replaced with 1-button emergency phones in Residence; HD cameras have been installed in CASES to watch the construction progress; security cameras in Apartments 1 and 2 installed; new employee starting at the Helpdesk on Monday; Darrell working with Security IT on new web pages to help minimize threats to campus. With the budget in mind, lamp changes were made in four projectors (2 lamps in each projector). The cost would normally be \$1,000 US, but this year they bought just lamps instead of whole cages and the price dropped to \$125 each.
- 8.4 **Rob Bell (COPE)** – working with HR on some issues with Student Central and a few other things they are working on.
- 8.5 **Gautam Das (LUFA)** – No report
- 8.6 **Eric Searle (CUPE)** – CUPE served notice of intent to bargain. CUPE annual meeting will take place next Tuesday where the bargaining committee will be struck. Membership is sitting at 390 salaried members and almost 150 hourly employees – the largest it has ever been. There will be a changeover in two executive positions – Vice President and Recording Secretary.
- 8.7 **Mona Amiri (GSA)** – 3-Minute Thesis competition (3MT) was carried out for grad students during Research and Innovation week in collaboration with Faculty of Graduate Studies and CUPE. The top winner is going to represent Lakehead University at Provincial level hosted by Waterloo University. GSA is hosting a social dinner event for grad students on March 31st. GSA AGM is on April 5th, where incoming executive will be elected for 2017-2018 year.
- 8.8 **Jason Freeburn (LUTA)** – Meeting scheduled for April 10<sup>th</sup> with HR. LUTA will provide a detailed agenda to ensure a productive meeting.
- 8.9 **Heather Spivak (Unifor)** – There was a critical injury to a union member and as a result, the supervisor provided ice cleats to attach to boots for use when icy.

Heather's position with Unifor may be coming up for election soon. Heather hopes to continue in her role.

**8.10 Kathy Pozihun** – Capital projects – Kathy already spoke about CASES but added that the \$20M+ contract was awarded to local company Finnway Construction. The first phase reno is underway and they will begin the addition to the building in the spring with a March 2018 complete target. Kathy encourages staff to watch the construction on the webcams. Student Central is on target, scheduled to open spring/summer 2017. Renovations of Financial Services is complete. The International Student Centre/ELP is complete in Library. Still some work to be done on tunnel entrance. Will be starting work on the fifth floor of the Library to incorporate the Teaching Commons project – more info to come. Contemplating changes to Agora – an inexpensive facelift to complement new the Student Central. Looking at an update to the donor wall as well.

Many activities going on this spring/summer through Conference Services. We are hosting the NWOSSSA Conference – 300 high school student delegates will be on campus for 5 or 5 days. Could turn into a great recruitment initiative. As well, the President is hosting a prestigious Can-Mex Conference at the beginning of July with presidents of both Canadian and Mexican universities taking part. We also won the bid to host firefighters that need a place to reside when fighting fires in NWO. Do training on Lake Tamblyn too. International students coming to both campuses. Large aboriginal event as well. Cathy will get a full list from conference services.

Lakehead's New Chancellor, Lyn McLeod, will attend both convocations. She is from Thunder Bay but now resides in Orillia.

The Executive Team went through a planning exercise with the tactical commander of the TB Police Force; did a full morning briefing to prepare for emergencies: cyber threats, bomb threats to power failures to ensure we have a plan in place. Additional security cameras on campus. Exec Team is proud of support from our Security Services staff. Working on emergency planning and mass notification system to alert everyone – biggest challenge.

## 1. Other Business

Roy congratulated the ladies LU curling team that brought home silver and the women's hockey team that earned gold.

## 2. Motion to Adjourn at 3:10 p.m.

**Moved** by Rob Bell

**Seconded** by Gautam Das. All in Favour.

**Carried**