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**INTERNAL RELATIONS COMMITTEE MEETING MINUTES**

**April 19, 2016**

**2:30 p.m.**

**Attendance: Chair:** Sherry Herchak, (Human Resources); Jason Marchand (Human Resources); Moira McPherson (Provost and VP Academic); Roy Teniuk (OPSEU); Rob Bell (COPE); Amanda Sundell (Schedule II)**;** Glenna Knutson (LUFA)**;** Jack Drewes (IUOE); Roman Jakubowski (LUSU);

**Regrets:** Kathy Pozihun (VP Administration & Finance); Joseph Talarico (GSA); Heather Spivak (Unifor); Jason Freeburn (LUTA); Eric Searle (CUPE)**;**

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

1. **Approval of the Agenda**

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

**Seconded** by Roy Teniuk. All in favour. ***Carried***

1. **Approval of the Minutes of the previous meeting of March 15, 2016**

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

**Seconded** by Roy Teniuk. All in favour. ***Carried***

1. **Business Arising from the Minutes**
   1. **Digital Suggestion Box (4.2.1)** – Sherry received a response from Toby:

The idea of employing a digital form of suggestion box platform was proposed, researched, and ultimately discussed and turned down, in 2013. Ryerson was using a system that caught our attention, and so we solicited proposals and demos from two different digital suggestion box platform companies, including the one Ryerson used.

After reviewing, it was decided to not implement a digital platform:

* Both potential service suppliers, as well as the Webmaster, believed Lakehead's existing *myInfo* system is not compatible with the digital suggestion box platforms we reviewed.
* The cost to sustain such platforms were greater than originally anticipated as they included an annual fee plus a fee for each subscriber per year.
* There is absolutely no anonymity for those submitting suggestions, and the security of users' Lakehead profiles while using these digital suggestion boxes is not guaranteed (a critical problem, given that users would have to use their [lakeheadu.ca](http://lakeheadu.ca) email account info to access Lakehead's suggestion box server; something Tove did not recommend). We conducted an informal, in-person survey about digital suggestion boxes and found that students, but particularly faculty and staff, would be far less likely to submit a comment if they knew administration could identify them. Anonymity (and paper suggestion boxes), it seemed, were more valued than the expediency of responding to a comment online.
* The person demonstrating one of the platforms to us actually admitted that the biggest complaint they receive from clients (like Ryerson) about these products/services is that they take a lot of time to manage. Because of the expectation of an immediate response or resolution to comments submitted by users, some organizations and institutions have actually had to hire, or dedicate, at least one full-time person to manage their digital suggestion box platform.

In the end, Lakehead elected to install more, and replace missing, suggestion boxes across both campuses.

Media Relations and Web Development Services are working to begin regularly posting comments and their respective responses to the *myInfo* login page for all to see.

* 1. **Thunder Bay Police Training on Campus (4.2.2)** - Jason Marchand met with Lorne Clifford who reported that even though Thunder Bay Police are training on campus, the training isn’t related directly to Lakehead, but it gives them familiarity with out campus. Jason further reported that there is potential in the future to engage the University in mock scenarios. The Violence in the Workplace working groups are in preliminary discussions.

Roy asked if other departments would be engaged, like TSC, Physical Plant, etc. Jason responded that there is good representation of the Committee at this time, e.g. Hugh Briggs, Marian Ryks-Szelekovszky and others.

Lorne Clifford is working to implement a communications tool/notification system.

1. **Questions for Senior Administration**
   1. Jack enquired about when the consultant’s plan would be ready for the Physical Plant review. Moira said that it is expected soon but it must be reviewed first. Kathy will keep the committee updated.

Kathy indicated that TSC is next in line for review. Roy asked if supervisors will be in attendance during employee interviews. Moira responded that there will be an opportunity for employees to meet with just the consultants. All comments will be unattributed.

Roy further asked if an employee can’t attend the meetings, how could they submit their remarks and remain anonymous. Roy also asked the meaning of “full disclosure” in the report. Moira will address these questions with Kathy.

1. **Round Table Discussion**
   1. Glenna Knutsen (LUFA) – Faculty members are busy marking. She also mentioned that LUFA has started negotiation discussions and their General Meeting will take place in early May.
   2. Amanda Sundell (Sch II) – no report.
   3. Rob Bell (COPE) – no report.
   4. Jack Drewes (IUOE) – Jack noted that Physical Plant is feeling the effects of budget cutbacks. Vans and other vehicles are rusting out (last purchase was around 2003). He mentioned that the College and Board of Education all have newer vehicles and that the University really needs upgrades.
   5. Roy Teniuk (OPSEU) – Roy asked if a replacement has been found for Bernie Blake. Moira responded that a draft position outline has been prepared and the search is under way. July 1 is the target to have the position filled.

Roy reported that he attended the OPSEU meeting and met with the Sector 9 for Universities group. He said that many of them have the same Datatel systems and problems as we do and are quite frustrated.

* 1. Roman Jakubowski (LUSU) – Then new Board and Executive will take over at the end of the month.
  2. Moira McPherson – On Kathy’s behalf, Moira announced that the budget is almost through and goes to the Board of Governors tomorrow. The President’s advocacy with the Ministries regarding the Faculty of Education were successful and the final chunk is in the budget.

Moira reported that strategic enrolment management is going forward which will expand support for students to promote a good learning and student experience.

Searches ongoing for Dean and Vice-Provost of Institutional Planning and Analysis.

Early discussions are taking place to proceed to negotiations with LUFA.

1. **Other Business**

Glenna asked about the funding formula. Moira responded that it would be available mid to late June.

1. **Motion to Adjourn at 2:55 p.m.**

**Moved** by Amanda Sundell.

**Seconded** by Rob Bell. All in Favour. ***Carried***