![Lakehead University logo]

# INTERNAL RELATIONS COMMITTEE MEETING MINUTES

## May 16, 2017
## 2:30 p.m.

**Attendance:** Chair: Sherry Herchak, (Human Resources); Moira McPherson (Provost and VP Academic); Roy Teniuk (OPSEU); Annette Graham (COPE)**;** Heather Spivak (Unifor); Courtney Moore (GSA); Patrick Larin (Sch. II); Eric Searle (CUPE); Jason Freeburn (LUTA);

**Regrets:** Kathy Pozihun (VP Administration & Finance); Glenna Knutson/Gautam Das (LUFA)**;** Jack Drewes (IUOE); Roman Jakubowski (LUSU); Rob Bell (COPE);

**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 April 18, 2017

**Moved** by Courtney Moore that the Minutes be approved.
**Seconded** by Jason Freeburn.  All in favour.                    ***Carried***

### 3. Business Arising from the Minutes

**3.1**  Heather asked if the HR positions have been filled yet.  Sherry responded that a tentative offer has gone out for the HR Generalist and hopefully the candidate could start within two weeks.  The second HR position has been converted from full-time to part-time.

**3.2**  Sherry spoke with Security Services about security in the Centennial Building when students are using the labs after hours.  Security indicated that the "Keep in Touch Program" is in place and is addressed during the Health & Safety orientation.  Students should let Security know when they are in the lab and a guard will come by and make checks more often, or call if a student chooses to leave a cell phone number.  Security will also walk students to their vehicles.  Each phone in the labs has a speed dial button that can be used for quick contact with security.  This information should be passed along to all students using labs.  If there are any problems, they should be reported to the supervisor or Security Services.

### 4. Questions for Senior Administration

**4.1** Heather spoke about the ECAP loans that have been discontinued by the University.  Patrick explained that it was originally taken on between the University and the Royal

Bank but it was a huge task to manage.  Employees were actually indebted to the bank, not LU.

**4.2**  Roy asked Moira for an update on the external tech review.  Moira will pass this item along to Kathy to update the Committee at the next meeting.  Moira said that she believed some of the concerns are being addressed in the Strategic Plan.

Roy asked if there were any funds in the new budget for TSC to upgrades.  Again, Moira will refer the question to Kathy.  Moira mentioned there is an investment in the budget to fund technology such as wireless or software updates but she has no particulars yet.

**4.3**  Patrick was concerned that there are no guidelines or policies on how to spend funds on IT/Data Governance.  He mentioned that there are financial policies for international travel, for example, and other specific governance standards.  Nevertheless, on the IT side, funds are likely distributed via to CIO and then filtered down.  He felt it would be beneficial to set up policies to help avoid putting out fires or going in all directions. Moira mentioned that Andrew Brigham, Kathy & Moira made a presentation to Senate outlining the areas that need to be addressed for technology investment, e.g. ERP, Wi-Fi, classrooms, equipment.  A survey was done through the Senate Academic Information Technology Sub-Committee. Moira will have Kathy address this further with IRC.

Patrick stated that there is a need for a policy on security standards (e.g. anti-virus protection) where everyone using a computer on campus (business or personal) should follow the policy.  Roy indicated that this concern is brought forward on a regular basis.  Patrick felt if the policy was not followed, the user would be responsible. Roy mentioned that even if every computer has the most up-to-date virus protection, malware can still cause damage and ransomware is still a threat.  Moira stated that TSC actually does have many policies and guidelines around equipment purchase, renewals, investment guidelines around new equipment, etc.

Senate did have an Information Technology sub-committee which addressed needs for learner technology which operated outside other technology/learning committees but representation from these groups are now all together at one table to address issues.

**4.4**  Jason asked if the budget was approved.  Moira responded that a balanced budget for 2017-19 was approved by the Board with no across-institution cuts, but a few individual cuts.  Jason asked if a compensatory adjustment for non-unionized staff was approved.  Moira believes this information has not yet been made public.

Jason asked for further info on the committee that has replaced the former Senate Teaching & Learning Committee .  Starting with the fall term, the terms of the new and improved Teaching and Learning committee encompasses the library, CEDL, info technology and teaching & learning.  The new Committee is structured similar to the Senate Academic Committee in that there will be sub-committee work that will flow through Senate.

## 5.  Round Table Discussion

**5.1  Courtney Moore (GSA)** – No report.

**5.2  Eric Searle (CUPE)** – The new CUPE executive for 2017-18 has been set. Following two departures, there is a new Secretary and new Vice President. No numbers for summer membership yet.

**5.3  Roy Teniuk (OPSEU)** – Roy spoke to the value of our TSC employees. Christine Singleton & Darryl Willick found a Google phishing attempt ahead of Google and reported this huge breach to Google. Darryl Willick has it locked down and under control at our router to the best of his ability. However, there is never a 100% guarantee.

Darryl is working with four other universities on a pilot doctorate project. Lakehead will receive up to $15,000 in virus surveillance servers to help monitor attacks so we are not as exposed to threats in the future. At the end of the project we will maintain these services for the university.

**5.4  Heather Spivak (Unifor)** – No report.

**5.5  Annette Graham (COPE)** – Collective Agreement negotiations will start in two weeks.

**5.6  Jason Freeburn (LUTA) –** Held a successful meeting with HR in mid-April to discuss a number of issues related to LUTA and set a future date for next meeting.

**5.7  Moira McPherson (Sr. Admin) –** No report.

**5.8  Patrick Larin (Schedule II)** – The schedule II AGM will be held today. They are in the process of recruiting new executive members to replace a few members that have left. Hopefully the new executive will be in place within the next six to eight weeks.

## 6.  Other Business

Sherry mentioned that last year the committee committed to scheduling IRC meetings over the summer and she asked for feedback whether it should continue. Roy was in favour of keeping up to date on issues. Sherry indicated that the schedule might need some juggling due to vacations and calendar conflicts. When asked about quorum, Sherry indicated that there is no quorum as long as a member of senior admin is in attendance.

## 7.  Motion to Adjourn at 3:12 p.m.

**Moved** by Jason Freeburn
**Seconded** by Heather Spivak. All in Favour.                                                 *Carried*