



INTERNAL RELATIONS COMMITTEE MEETING MINUTES

May 17, 2016
2:30 p.m.

Attendance: **Chair:** Sherry Herchak, (Human Resources); Jason Marchand (Human Resources); Kathy Pozihun (VP Administration & Finance); Roy Teniuk (OPSEU); Rob Bell (COPE); Amanda Sundell (Schedule II); Glenna Knutson (LUFSA); Jack Drewes (IUOE); Roman Jakubowski (LUSU); Mona Amiri (GSA);

Regrets: Moira McPherson (Provost and VP Academic); Heather Spivak (Unifor); Jason Freeburn (LUTA); Eric Searle (CUPE);

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

2. Approval of the Minutes of the previous meeting of April 19, 2016

Glenna asked that the previous minutes, Item 4.2, reflect that their AGM is in early May.

Moved by Roman Jakubowski that the Minutes be approved as amended.

Seconded by Amanda Sundell. All in favour.

Carried

3. Business Arising from the Minutes

3.1 Consultant's Report for Physical Plant - Jack asked if the report is ready. Kathy indicated that a draft report has been received. A follow up call is required with the consultants prior to the final document being released.

3.2 Searches - Roy asked if Bernie Blake's replacement is on target. Kathy replied that it will not be filled for July 1st, but thinks more like September 1st.

3.3 Violence in the Workplace Working Group - Amanda asked if there is a website for this group. Jason responded that some time ago we brought together Health & Safety, Student Services, AVPs/Directors, Physical Plant and Security to review the University's status with respect to violence in the workplace. The group has met a few times to review where we need to go with this endeavor. Might evolve into a bigger process but not there yet – still in the development stages.

4. Questions for Senior Administration

- 4.1 Roy provided his personal views regarding suggestions boxes. He emphasized that the suggestion boxes are very important to University community. The problem of not having an active suggestion box process has been ongoing for some time with no resolution. Toby's report indicated it would be expensive to operate (digital) but Roy talked to his TSC people and they could put together an anonymous suggestion box that would take only a few man hours of labour. The University has the technology to do it ourselves and it would be digital and anonymous. Sherry asked about confidentiality. Roy said that they could guarantee confidentiality and could move ahead fairly quickly. It has been a sore point and a small thing that can bring a lot of confidence to our relationships.

Roman added that he finds it odd that and there are a lot of anonymous sites already on the internet and doesn't feel it would be difficult to program, to which Roy agreed.

Amanda also added that the Schedule II website is anonymous but you must sign in with your LU email to get access, but once comments are made, they don't know who submitted them. Roy said it could be created so that no LU credentials would be required.

Roman asked how responses to suggestions would be dealt with. Roy said they could be posted via a communications bulletin or via a web page. Responses do not go directly to the person who submitted, same as the paper input. Roy stated that a website could be created to add material as it is vetted – they have the technology.

Sherry asked if it would be compatible with myInfo. Roy said it didn't make sense because it is trackable, not anonymous if they have to log in.

Roman questioned whether individuals outside the university community could submit as well? Roy said yes, same as our paper boxes as there was nothing prohibiting them from submitting on campus. He emphasized that it is important to the University community. Schedule II members have been repeatedly asking for the return of the boxes. Kathy will follow up.

In the meantime, Kathy reminded committee members that the current suggestion boxes are being monitored. Roy was under the impression that there was only one physical box that is active, others are without locks. Kathy reported that boxes are located in the UC, opposite Security, Agora, ATAC, Bora Laskin, Braun Building, Library, Athletic and two in Orillia. IRC members can share these locations with their respective groups and they are checked regularly. Questions and answers from suggestions boxes will be posted on a web page. Roy suggested they should be vetted before they go outside the suggestion tool – could get inappropriate comments or suggestions.

Roman asked who vets the suggestions to which Kathy responded that they are allocated to a Vice-President based on area of responsibility.

- 4.2 Roy suggested that Internal Relations Committee meetings carry on over the summer. A lot of areas are busy throughout the year and meetings are very important to get information out to employees that can't be found elsewhere. This would help employees feel inclusive and not left out.

Glenna spoke to changes to copyrights and there had been a question about bringing it to IRC but Glenna said it wouldn't likely get to IRC before September. So this business could now be dealt with prior to fall.

The Committee usually breaks in June, July and August but Kathy supports summer meetings and suggested if the group decided to extend the meetings, we will schedule them. Jason concurred. Jason said that either he or Sherry would be available for meetings. Kathy noticed changes in IRC over last year – more participation, discussion – and feels it is a valuable committee. It has been very useful as a vehicle for recruitment initiatives and formal groups for hirings.

Sherry requested a motion to set meetings through the summer on the third Tuesday of June, July, and August at the same time (based on availability) as a trial period this year.

Motion: To continue IRC meetings through June, July and August on a trial basis.
Moved by: Roy Teniuk. **Seconded by:** Glenna Knutsen. **Motion carried**

Sherry checked her calendar – June 21 is the Employee Recognition Reception. Sherry will have Karen check summer dates and send to IRC members.

- 4.3 Amanda reported that at a recent meeting of the Schedule II Executive Committee, Violence in the Workplace was discussed and they are requesting mandatory training for managers, similar to Health & Safety training. Managers should know how to deal with different scenarios e.g. if shooter or threat on campus. Although there is information on HR website, training is not mandatory and they hope it will become part of new orientation for all employees, but more specifically for managers. When asked if it could be part of planning for Violence in the Workplace group, Jason responded that it could be something to review. He further added that we take significant direction from police during these situations so our ability to crystalize how we would treat every situation would be difficult, but it would still be important to walk through what we can and can't do in certain situations. Amanda said they view it just as important as Health & Safety standards, e.g. WHIMIS training. Different circumstances will affect different working or office groups. There should be an understanding that if something happens, employee/managers should know who to call. What should be done if there is a lockdown? They are proposing perhaps tutorials or Moodle workshops.
- 4.4 Glenna commented that she appreciates being able to participate in unit reviews.

She asked where we are at with AODA training for employees. She is aware of the training done by faculty but wonders about new employees and obligations for organizations. Would it be possible to have a discussion at IRC this June or July on where this stands? Kathy suggested we invite Marian, Chair of Accessibility

Committee, to provide an update. Jason added that the new Human Rights & Equity Director will start in August and this is a resource that can help with that. Sherry will speak with Marian and invite her.

5. Round Table Discussion

- 5.1 Rob Bell (COPE) – no report.
- 5.2 Amanda Sundell (Schedule II) – Their executive committee meeting was held last week and they met with the Muslim Society which offers services to staff members as well as students and can offer a place of worship. The Society has their own FB page. The Schedule II Committee will continue looking into other wellness initiatives on campus that can be utilized and have the information available to their group members. The Schedule II General Meeting will be held on Thursday.
- 5.3 Jack Drewes (IUOE) – Physical Plant got most issues resolved during the shutdown last Saturday. He stressed how valuable this day is to get things done and hopes it continues.
- 5.4 Roy Teniuk (OPSEU) – There was a lot of anxiety going into the TSC review with lots of discussion. Initial response from most is that it was painless, and now everyone is waiting for the results.
- 5.5 Roman Jakubowski (LUSU) – Karen Keiller has been heading up a Copyright Working Group. Glenna added that LU is not renewing the Access Copyright license and establishing its own copyright process. Most universities are moving away from Access Copyright licensing but there is still worry about copyright infringements. . Some COPE and Schedule II members may be involved (if still using print packages), the rest is on D2L. This prototype is broad based, and includes librarians, Director of Risk Management and Access to Information, employees from the bookstore, student union, faculty and print shop. There are resources on D2L if interested in learning more about copyright. Glenna indicated that LUFA will help to get the message out and faculty will be getting involved.
- 5.6 Glenna Knutsen (LUFA) – Glenna reported that following their general meeting, she is president for another term. LUFA negotiations are starting and faculty are getting ready for convocation.
- 5.7 Jason Marchand (HR) – The University has a new certification – a small USW bargaining unit in Orillia. Bargaining is taking place with IUOE, USW, Unifor and LUFA.

Jason reported that he has hired a new HR Associate in Orillia, Cindy Tindall, who started on May 2nd.
- 5.8 Kathy Pozihun (Senior Administration) – at the last meeting on April 19, Moira reported that the Budget was going to Board and it received approval on April 21st at the full Board of Governors meeting. Kathy shared how proud she is of all the work that was

done to balance the budget. All budgets should now be loaded to respective departments and this is the first time it has been accomplished before the start of the new fiscal year. Work has already begun to prep for the 2017-18 budget.

Applications for fall are reported as stable, but it is still very early in the process. Residence applications are down slightly compared to last year.

There are many capital projects underway. More info will be forthcoming following the Board of Governors meeting in early June. The University was made aware of a Federal application -- the Strategic Initiative Fund Application -- that recently came out for capital funding. There is a short turn around for this application -- it must be done within 2 weeks. Lakehead will be submitting a request for \$18M for the CASES project. This will go towards the existing renovation plus an addition. She is remaining optimistic -- the project had to be shovel ready and we are almost ready. Our architects are working on construction drawings for an early June start. The project includes federal, provincial and university funding, but we already had funding for the existing reno in place.

Renovations will be taking place to the ground floor of the library to accommodate the English Language Program which will be moving for fall. The project is almost ready to go to tender for construction.

There will be more info on the One-Stop-Shop plan following the Board of Governors meeting in June.

The University is in early discussions with Johnson Controls for a co-generation project. Hugh Briggs has an excellent presentation on co-gen and will be invited to next meeting. TBRHSC has recently completed a similar co-generation project.

Roman asked if the co-generation project is green energy. Kathy responded yes, it is a sustainable energy initiative. This will be close to a \$12M investment, with payback over an eight-year period. This would reduce our CO₂ emissions enormously. The project is still going through the approval stages.

The Tuition Waiver Policy was recently updated and approved. It now reflects actual tuition rates and is a great recruitment strategy to bring on new staff.

Lots of searches underway -- the announcement was recently made for the new Human Rights and Equity Director. Dreeni Geer starts her position on August 2nd.

Recruitment is ongoing for a new CIO to replace Bernie Blake.

Moira currently has searches ongoing for Vice-Provost International, Vice-Provost Institutional Planning and Analysis, and for Dean of Science and Environmental Studies.

Convocation will be held next week in Thunder Bay and the week after in Orillia.

The NWOSSA High School leadership event has been held the last several years at Confederation College. Lakehead is hosting it this year in May. There will be an estimated 300 participants and they will be staying in the residences.

Roy reminded Kathy about the huge wireless project – all residences will be wireless by end of summer. Wifi is a real challenge on campus -- infrastructure in Ryan and Centennial buildings are problematic (walls, asbestos). There is a plan for the entire university to have wifi over next several years. Orillia is already 100%.

The Eduroam project is nearing completion allowing staff and faculty to log in to wireless networks using your LU login on other university campuses.

Roman asked Kathy about where the addition will be on the CNFER building. She indicated it would be added in the back towards the parking lot. The project also contemplates a bridge to library.

5.9 Mona Amiri (GSA) – New GSA President for the upcoming year. No report.

6. Other Business

There was no other business.

7. Motion to Adjourn at 3:27 p.m.

Moved by Jack Drewes.

Seconded by Amanda Sundell. All in Favour.

Carried

CAMPUS SUGGESTION BOXES

Thunder Bay Campus Suggestion Boxes

- University Centre (*opposite Security Office*)
- Agora (*on pillar facing Tim Hortons*)
- ATAC (*on wall, near Time Hortons, facing entrance*)
- Bora Laskin (*outside main auditorium*)
- Braun (*facing entrance closest to Forestry Dept. & Dean's Office*)
- Chancellor Paterson Library (*opposite main floor elevators*)
- Athletics (*near reception*)

Orillia Bay Campus Suggestion Boxes

- Academic Building (*Learning Commons, near Library*)
- Heritage Place (*Learning Commons, inside main entrance*)