



INTERNAL RELATIONS COMMITTEE MEETING MINUTES

**November 15, 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); Heather Spivak (Unifor); Laxmi Pathak (CUPE); Gautam Das (LUFA); Jason Freeburn (LUTA); Jack Drewes (IUOE);

Regrets: Moira McPherson (Provost and VP Academic); Roman Jakubowski (LUSU); Glenna Knutson (LUFA); Eric Searle (CUPE); Mona Amiri (GSA)

Guests: Dreeni Geer, Director of Human Rights & Equity; Heather Murchison, Vice-Provost, Institutional Planning & Analysis.

Recorder: Karen Ramsdale (Human Resources)

1. Realizing the Human Rights of All – D. Geer, J. Marchand

D. Geer, Director of Human Rights and Equity, stated that the Office of Human Rights and Equity is an independent office but works with Human Resources and Student Affairs. She went on to explain the key basic concepts of Human Rights and the key functions of the Human Rights office. She also explained some of the Human Rights vocabulary: difference between equality (end goal) and equity (how to get there); Inclusive (comprehensive, leave no one behind) this is done by accommodation; discrimination – positive or negative – positive is accommodating; negative – treating people unfairly.

Realizing human rights: an encompassing term that covers three concepts: section of human rights, promotion of human rights and implementation of Human Rights and Human Rights programs.

Human Rights are governed by International, Federal and Provincial law. Provincial legislation includes: Ontario Human Rights Code; Accessibility for Ontarians with Disabilities Act; Ontario Disability Act; Ontario Health and Safety Act; Sexual Violence & Harassment Action Plan (Bill 132). One amendment of Bill 32 places higher responsibility on universities regarding sexual violence.

Dreeni is a key duty bearer as it is part of her job description but there is also greater responsibility given to members of upper management at the university. The Human Rights Office is arm's length – Dreeni reports directly to Kathy to ensure her office has flexibility and an external approach to be able to look at Human Rights from a fair lens with no fear of reprisal from Human Resources or Student Affairs. Students worry that their contact with the

Human Rights office might affect their marks and employees worry that the information may be added to their personnel record. All information is confidential unless a safety risk is recognized.

Functions of Human Rights office: discrimination, harassment and sexual violence. Dreeni is still working on some of the processes. The Human Rights Office is remedial, not punitive.

Dreeni explained academic accommodation; SAS will act as intermediary between student and faculty/authority role. Dreeni's job is to make everyone aware of policies, services and duties. General advice can be sought from Dreeni or she can be approached to speak to a specific team or create a tool for groups.

J. Marchand added that it is important to understand that the policies apply to all – not just students. Jason covered human rights for employees, prevention of discrimination and response to discrimination regarding employees, e.g. employee/employee, employee/student, employee/management relationships, etc. It must be determined when Human Resources gets involved in working with a supervisor to make corrections.

2. 2017-18 Budget Development and Environmental Scan – K. Pozihun, H. Murchison

K. Pozihun briefly reviewed the 2016-17 budget (which resulted in a balanced position) and followed with an outline of the budget model and budget planning and process functions for the 2017-18 budget and enrolment targets and their effect. The focus from this budget forward is growth.

H. Murchison reported on the Strategic Enrolment Management (SEM) Plan -- a multi-year project that will impact every aspect of the university community. Each department will be contacted about how their department impacts students.

Work has begun on the new Strategic and Academic Plans along with the SEM Plan. All components will drive 2018-19 and future budgets.

Kathy and Heather presented demographical facts and figures affecting enrolment.

Kathy's presentation will be reviewed again at the Town Hall Meeting.

3. Approval of the Agenda

Moved by Amanda Sundell that the Agenda be approved.
Seconded by Jason Freeburn. All in favour.

Carried

4. Approval of the Minutes of the previous meeting of September 20, 2016

Moved by Amanda Sundell that the Minutes be approved.
Seconded by Jason Freeburn. All in favour.

Carried

5. Business Arising from the Minutes

There was no business arising from the minutes.

6. Questions for Senior Administration

- 6.1** Roy asked for an update on the search for a new CIO. Kathy responded that the search is ongoing and the search firm is still actively recruiting for the position with no specific date for it to be filled.
- 6.2** Jack asked why there would be no flu clinic at the University this year and was told that the District Health Unit needed to cut costs and reduced the number of clinics on the road this year. Most drug stores are offering flu shots.
- 6.3** Amanda asked if the University would be closing early for Christmas this year. Kathy indicated that this matter is scheduled to be discussed at the next Executive Team meeting. Research indicates that most institutions are not closing early this year.
- 6.4** Jack asked about the progress of the Co-Gen project. There is activity on campus in this regard. Kathy will speak with Hugh Briggs about the feasibility report.
- 6.5** Jason Freeburn asked about the progress on the search for the Dean of the Faculty of Science and Environmental Studies. Kathy is not involved in that search so she could not provide an update.
- 6.6** Jack advised that the maintenance department is working overtime at nights to keep up with heating/cooling maintenance. Equipment is out of date and he hoped there would be no further cuts to the Plant budget.

7. Round Table Discussion

- 7.1 Roy Teniuk (OPSEU)** – Roy reported that TSC has replaced 18 student printers with new one with remote access capabilities. Faculty and staff areas will follow shortly. He also reported that budgetary funds could be saved by using the high volume printers in the print shop.

He also provided an update on Wifi, technology and security camera installations across campus.

- 7.2 Jack Drewes (IUOE)** – Jack reported that IUOE reached agreement on a three-year Collective Agreement.

- 7.3 Heather Spivak (Unifor)** – Heather was pleased to announce that a new three-year Collective Agreement has been reached between the University and Unifor.

Heather hopes the elevator in the Library will be operational soon as it is needed by Shipping/Receiving to make heavy deliveries to library.

She further reported that a snow plan is in place and machine upgrades have taken place; the Grounds lead hand has retired; trees have been trimmed. Grad Students should ensure that names and departments are shown on purchase orders so Shipping/Receiving knows where to make deliveries. Their forklift is 35 years old and is depended on to make deliveries – they hoping for support in this area. Staffing for snow removal is a concern.

7.4 Gautam Das (LUFA) – no report

7.5 Laxmi Pathak (CUPE) – no report

7.6 Amanda Sundell (Schedule II) – A Schedule II Committee Meeting was held. They are searching for an Orillia representative – or hopefully more than one to increase Orillia presence on the Committee. There are more staff members participating in meetings from Orillia than Thunder Bay.

7.7 Jason Freeburn (LUTA) – The LUTA AGM will be held in a few weeks. LUTA is intending to get back to holding regular meetings with HR – it has been almost 2 years since they last met with HR. Their list of concerns is growing and would like to establish scheduled meetings.

7.8 Kathy Pozihun – Work on the ELP Centre on the ground floor of the library is almost complete. They are expected to move in around mid-December. More info coming on the opening.

One-Stop Student Service Centre is well under way and Kathy hopes a Communications Bulletin with photos will be sent out to update the university community.

CASES funding announcement was made last week – this is the biggest funding announcement in many years -- \$20M project that will include renovation of the former CNFR building plus an addition out toward the back parking lot. Construction drawings are being developed with architect and tendering should take place next month. Construction will start in early 2017.

Kathy urged everyone to download the mobile safety app and pass the information along to members of IRC's respective groups. Kathy said that if more information is needed, she can invite Lorne Clifford, Director of Security to demo it at a future IRC meeting. With 8,000 students and 2,000 staff, there have been only around 1000 downloads so far. The App is used as a safety feature -- if assistance is needed, the app will contact security immediately; it can also be used to communicate with students and employees, for example when there is a snow closure.

7.9 Jason Marchand (Human Resources) – no report.

8. Other Business

There was no other business.

9. Motion to Adjourn at 3:30 p.m.

Moved by Heather Spivak

Seconded by Jason Freeburn. All in Favour.

Carried