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## INTERNAL RELATIONS COMMITTEE MEETING MINUTES

June 16, 2020  
2:30 to 3:30 p.m.

*Zoom Meeting*

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**Attendance:** Chair: Adam Shaen, (Human Resources); Kathy Pozihun (VP Administration & Finance); David Barnett (Provost & VP Academic); Alexis Paulusma (COPE); Matthew Benoit (CUPE); Jason Freeburn (LUTA); Sukhraj Grewal (LUSU); Dave Andreason (OPSEU); Pat Larin (SchII); Jack Drewes (IUOE); Md Nazrul Islam (GSA); Gautam Das (LUFA)

**Regrets:** Bernie Chasse (USW); Dave Tommasini (Unifor)

**Recorder:** Kylie Williams (Human Resources)

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### 1. Approval of the Agenda

**Moved** by Sukhraj Grewal that the agenda be approved  
**Seconded** by Matthew Benoit. All in favour.

**Carried**

### 2. Approval of the Minutes of the previous meeting of May 19, 2020

**Moved** by Matthew Benoit that the minutes be approved.  
**Seconded** by Jason Freeburn. All in favour.

**Carried**

### 3. Business Arising from the Minutes

There was no business arising from the minutes

### 4. Lakehead COVID-19 Update – Kathy Pozihun & David Barnett

Kathy advised that the Government of Ontario extended the declared state of emergency until June 30<sup>th</sup>, emergency orders until June 19, and effective June 12<sup>th</sup> is going forward with a regional approach for stage 2 of reopening the province.

To support planning for our return to campus operations, many subcommittees have been created with oversight by the COVID-19 Transition Committee. These groups are leading

consultations with stakeholders to plan for a phased approach back to on campus activity. These subcommittees have been struck in the areas of: Health & Safety, Buildings & Security, Classrooms and Scheduling, Technology, Library, Research, and Athletics.

All staff members will be provided with one Lakehead branded cloth face mask upon their return to campus. These masks will also be available in the Bookstore for purchase. The University is currently sourcing competitive pricing and a supplier for gloves and hand sanitizer. A distribution plan for the masks will be forthcoming.

Regarding Athletics, Kathy advised that OUA has cancelled all sanctioned varsity sports programming and championships up to December 31, 2020. At this time the Hanger and Fieldhouse remain completely closed.

David informed the committee that the Classrooms and Scheduling subcommittee of the COVID-19 Transition Committee has been focused on developing the course timetable which is due to be released on June 18<sup>th</sup>. They have also formed a Technology working group with a focus on addressing remote access for the fall and a Library working group taking steps towards reopening the Library.

## **5. Questions for Senior Administration**

Gautam probed senior administration regarding the consultations undertaken by the University as the faculty do not feel they are being heard. He recommended a process to address the concerns or feedback from the various stakeholders. David indicated that they are working on posting the membership of the various committees on our website. They are also looking at a way to contact the committee with issues that stakeholders would like to share.

Pat indicated that he's received many questions and concerns from Schedule 2 members who have direct contact with the public in their role. He suggested it would be helpful for the community to receive more regular updates on the COVID-19 page. David indicated that there have been no major announcements from the President since May but the FAQs are being continuously updated.

Gautam expressed concerns regarding the draft research plan and questioned why each lab space would need to develop an individual protocol. Requiring students and faculty to keep a log of all interactions seems onerous. The researcher's liability in these situations was also of concern. Adam indicated the checklists and application process are in place to help ensure that people are going through the document and fully aware of the proper protocols. The purpose of the logbooks is to assist the health units with tracing should there be any cases of COVID-19 in the lab space. David added, the individual plans ask researchers to look at the lab space and develop a plan to address and mitigate specific risks in that area such as a shared work bench. The lengthy document is there to help guide people through this.

Sukhraj asked if the University was taking any initiatives to create a more diverse administration. Adam indicated that the new Institutional EDI plan includes many deliverables, objectives and recommendations that pertain to data collection, review, and recruitment efforts with the aim of removing barriers and promoting a more diverse workforce. The Institutional EDI plan is located on the webpage of the Office of Human Rights and Equity.

Jason mentioned there was still the outstanding issue of liability when it comes to asking students to participate in self-directed field work. He asked for clarification as people start to develop specific learning plans. Adam indicated that the risk assessments and processes that would normally be followed should be adhered to.

Jason asked if TSC was looking at technology that would allow students to access software that is normally only available in the labs on campus. Dave Andreason confirmed while he is not involved in the decision making, that TSC is looking at some very good solutions that will fill that role. He has been involved in testing some products and believes they will have a good solution for the lab software on and off campus.

Dave Andreason also expressed that OPSEU members would like the opportunity to discuss and provide information for the return to work plans and ensure their team is on the same page with the University's efforts. Adam indicated that they are trying to incorporate as much input as they can. As we move closer to returning to campus, departments will need to identify their own unique needs and plans, through consultation with their teams. Additionally, comments or concerns can continue to be brought forward to committee chairs, Human Resources, or to their supervisor. Kathy added that developing return to work plans are complex as each department is unique. The committees have had to focus their efforts on certain priorities. Recently that has been getting the course timetable complete. She reiterated that any return to campus activities would be slow, gradual and phased.

Nazrul asked if the University has taken any initiatives to support international students. Kathy confirmed that Lakehead International has information regarding the resources that are available. The COVID-19 student relief fund is another opportunity available to aid students.

Sukhraj asked if the University would be making a public statement regarding how the University is proceeding in the fall term. Kathy indicated that while we do not yet know what the winter term will look like, further information for the fall term will be available once the timetable is released.

## **6. Roundtable**

Deferred

## **7. Other Business**

The committee will endeavor to schedule IRC meetings throughout the summer. The committee's availability over the summer will be canvased.

## **8. Adjournment**

Meeting was adjourned at 3:28 p.m.