

## **OPSEU Local 653 Meeting – LEC Minutes**

**Date:** Friday, November 20, 2015

**Location:** Haileybury Campus, Upstairs Boardroom

### **Attendance:**

L. Shaba, D. Silver, S. Tremblay, W. Schaffer, L. Irvine, N. McNair, K. Whelan, K. Smith

### **Regrets:**

M. Studd, M. Veilleux

### **Taker of Minutes:**

W. Schaffer

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### **1.0 Call to Order**

First Vice-President called the meeting to order at  3:40PM

### **2.0 Adoption of the Agenda**

#### **Additions under New Business:**

None

**Motion:** That the agenda be adopted as amended

**Moved:** Suzanne Tremblay

**Seconded:** Neal McNair

**Carried**

### **3.0 Minutes of Previous Meeting (Oct 23, 2015)**

**Motion:** That the minutes of Oct 23/2015 be adopted as presented

**Moved:** Neal McNair

**Seconded:** Kathy Whelan

**Carried**

### **4.0 Business arising from the minutes**

It was observed that there are items from the previous minutes that will be brought forward to the UCC – items 4.0, 7.1, 7.3 and 10.6.

Information to date would indicate that there are 3 support staff who are teaching courses at Northern College, including 1 who teaches off and on.

It has come to light that when Contact North contracts out invigilation, students do not have their testing at the same time as other students in the course and this is problematic.

David Silver has been accepted as a member of the Quality Assurance committee as a faculty member (not as a representative for local 653 – this distinction is according to his wishes).

## 5.0 Treasurer's Report

Treasurer submitted his financial statement dated November 20, 2015.

The Treasurer was not present for the meeting.

President Lad Shaba presented the financial statement with some explanations.

1) **Motion:** That the treasurer be given the authority to pay all outstanding expenses

**Moved:** Kathy Whelan

**Seconded:** Kathy Smith

**Carried**

2) **Motion:** That the treasurer's tabled financial statements be accepted as presented

**Moved:** David Silver

**Seconded:** Neal McNair

**Carried**

## 6.0 Correspondence

Warren Schaffer provided a brief summary of items that have appeared in the most recent OPSEU newsletter – articles on erosion of the Collective Agreement, Partial Load faculty initiatives, and Distance Education. There is an interest for all LEC members to receive the newsletters and Warren Schaffer will start efforts to assist with this distribution.

## 7.0 Reports of Officers

### 7.1 President

President Lad Shaba provided information on the status of relations and relationship building between local 653 and management. A few months ago the atmosphere was one of optimism and there were signs that management participation and engagement with committees and local 653 had improved. In recent months, management has not engaged with items brought forward by local 653 (including Health and Safety inspection items).

There are concerns with regards to having adequate time on SWFs for modifying course outlines to match the new format. Local 653 put out a press release to guide faculty on this issue (Union Press Release 2015-01, issued on November 10, 2015) in order to be proactive. Management has not adequately responded to this issue to date, and the specific terms and direction to faculty continue to change (including the due dates for the work to be completed). President Shaba pointed out (and shared at the CWMG meeting on November 20, 2015) that Northern College has received funding for the course outline format revisions.

### 7.2 Board of Governors Report (BoG)

None.

### 7.3 Vice-Presidents (1st and 2nd)

#### 1<sup>st</sup> Vice President

David Silver had nothing to report.

#### 2<sup>nd</sup> Vice President

Warren Schaffer shared that an information session about SWFs was conducted on October 30, 2015 on the Haileybury Campus in order to provide information on the contents of SWFs and points that could be used by

faculty to review their SWF. Although no faculty attended the information session (an advertisement was sent to all faculty using a general email), the three campus stewards took advantage of the time to have their own discussion of SWFs that benefitted all the stewards.

Warren Schaffer shared that he has received a report in keeping with the requirements of Article 27.12. He has attempted to connect with Mike Studd to go over next steps for summarizing and presenting the report contents, but this has not happened yet. Warren presented some high points that appear in the report with regards to faculty workloads.

#### **7.4 Chief Steward**

Suzanne Tremblay shared that a grievance arbitration with regards to vacation days worked is scheduled for December 14, 2015.

Grievances with regards to the Faculty Training Event (occurred August 31, 2015 to September 2, 2015) are moving forwards. Faculty are looking forwards to the outcome of the grievances.

Concerns have been expressed by faculty with regards to the extra work associated with the revision to the course outline format. There have not been comments with regards to the press release (Union Press Release 2015-01, issued on November 10, 2015).

### **8.0 Reports of Committees**

#### **8.1 WMG**

Co-chair Warren Schaffer shared that at the November 13, 2015 (this meeting continued on November 20, 2015 because of time overruns) meeting there were discussions of many different topics, including:

- instances of faculty exceeding the 8-hour work day
- meetings between faculty and their supervisor as part of the SWF preparation process – including that management has expressed that this meeting will take place once annually for two SWFs (not every semester) unless there are significant amendments to workload as outlined on the SWF, or faculty initiate a meeting with their manager; in response, local 653 explained that it is desired that management comply with Article 11.02 A1(a) which describes one SWF for the period September to December and another one SWF from January to April that have information on total workload for faculty, where the supervisor calls a meeting with faculty to discuss the SWF contents (one meeting for each individual SWF = two meetings per academic year)
- new format for course outlines – including a statement read by management that the revisions are part of regular workload not requiring special complementary hours on SWFs, that the winter 2016 SWFs will comply with the new format wherever possible, that September 2016 is the deadline for all SWFs to be in the new format, and that templates and samples have been sent out (and they will be resent); in response, local 653 explained that the workload is atypical and that the workload should be reflected on an hour-for-hour basis on SWFs, and that communications from management with regards to this issue have been confusing, not timely and inconsistent. **Also** a workload complaint from Lad Shaba on this item was presented. The CWMG committee concluded that more information is needed before a ruling on Lad Shaba's complaint can be made.
- Local 653 made a request for a mock Microsoft Excel SWF to be made available to the committee to be circulated to all faculty
- Local 653 raised the point that communications from the CWMG committee with regards to rulings of the committee should all have the signatures of both committee co-chairs (this did not occur on the most recent communication)
- Concerns were raised by local 653 with regards to released time for union functions appearing on all SWFs

- Concerns were raised by local 653 with regards to the process and timing of processing of workload complaints

## **8.2 CESC**

No new meeting has occurred.

## **8.3 UCC**

Co-chair Neal McNair presented that no new meeting has occurred. There are agenda items that have been identified, including from the LEC meeting minutes.

## **8.4 Health & Safety (Kirkland Lake, Timmins and Haileybury)**

On the Timmins Campus, the former Health and Safety representative has recently returned.

On the Haileybury Campus, local President Lad Shaba will try to get an update on responses to items that have been brought forward from inspections.

## **8.5 Return to Work**

On the Haileybury Campus, a return to work meeting for a faculty member was called for November 17, 2015. Warren Schaffer was called to act as the local 653 representative. Prior to the return to work meeting, Warren met with the faculty who was returning and he expressed that there should be a gradual return to full work with reasonable accommodation and check-ins with regards to progress/success, and that the faculty member is not responsible for all the work missed. At the meeting, the faculty member expressed interest in making up missed classes. An arrangement was made for assistance with the teaching workload, and with faculty member responsibilities to be implemented on a trial basis with check-ins.

## **9.0 Unfinished Business**

None.

## **10.0 New Business**

During the Enrichment Day (November 19, 2015) there was at least one case of a partial load faculty (the known case is from the Timmins Campus) who did not have log-in access to participate in the training. The partial load faculty had to participate with a full time faculty member and both faculty signed their name to the certificate.

It was observed by members of the LEC that the online training that was part of the Enrichment Day could have been done without cancelling classes and that the other training could have been scheduled so that classes did not have to be cancelled.

## **11.0 Campus Reports**

None.

## **12.0 Adjournment**

Meeting Adjourned at **5:35PM**.

**Moved:** David Silver