



BCGEU Labour Management Relations Committee  
Minutes  
March 26, 2008

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Present: Monica Wyllie (Chair)  
Kathy Finn  
Jeff Brown  
Shinder Aujla

Regrets: Jody Gordon  
Jas Parmar  
Shawn Cahill

Linda Heska  
David Ross  
Ann Moniz  
Recorder: Selene Chan

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**1. Introductions**

**2. Additions to the Agenda**

Approved with the following additions:

- 4. 8 Article 6b and Article 30.10

**3. Minutes of Previous Meeting**

The Union provided the Committee with an update of the Staff Representative assigned to Kwantlen University College. Shinder Aujla will remain the Staff Representative. The minutes of the January 31, 2008 meeting has been adopted.

**4. Old Business**

**4.1 Performance Assessment Report**

Management requested clarification on the proposed next steps for the implementation of the performance assessment form memo. The parties agreed to ask Alice MacPherson to walk us through the document in a special meeting.

**Action:** The Union will contact Alice Macpherson, Instructor for the Professional Development Support Services, to check on her availability to attend the meeting.

**4.2 Support Staff Award**

The Union requested an update from Management.

**Action:** The Union will follow up with the department on the status of the award and report back to the Committee.

#### **4.3 Richmond Microbiology Lab**

This item has been concluded.

#### **4.4 Power Outages**

Policy is currently under review.

#### **4.5 Union Observers**

This item has been resolved.

#### **4.6 Lay Off Procedures**

A sub-committee has been established to review current procedures and practices on lay off.

**Action:** A meeting will be scheduled.

#### **4.7 Professional Development Funds**

The parties revisited the proposed changes to Article 22 submitted by the Union.

**Action:** Union to provide the LMRC with written guidelines with processes outlined, criteria and expenditures. Management to provide feedback on requested changes to PD Form.

#### **4.8 Article 6(b) and Article 30.10**

Management has asked the Manager of Employee Services & HR Information Systems to approach the Banner Group to see if it is possible to create a report that combines the information of Article 6(b) and Article 30.10 for the Union as long as it is not shared with all the members. If the competition numbers are included, then the Union has the ability to run this report whenever it desires.

### **5.0 New Business**

#### **5.1 Article 16.9(b)(i) – Notification to Union**

The Union sought clarification for the process for hours of work changes. Management provided information.

#### **5.2 Article 31.10 – Job Description Database**

The Union inquired when the job description database will be updated. Management clarified that this database is part of a newsgroup that Human Resources has never participated in.

### **5.3 Date for Fall New Employee Orientation**

The Union requested the date for the next Fall New Employee Orientation. Management suggested that they check with Alice MacPherson.

### **5.4 Hiring Information**

The Union requested that Human Resources provide them with the status of the job postings. Management is hoping that the report that they have asked Human Resources to create will contain this information.

### **5.5 Union Mileage**

Discussion took place on the clarification of charging mileage based on Union matters versus duties for the University College.

Meeting adjourned at 3:30p.m.