

BCGEU Labour Management Relations Committee
Minutes
Wednesday, November 19, 2008

Present: Monica Wyllie (CHAIR)
Shawn Cahill
Cathy Rutherford (Observer)

Regrets: Kathy Finn
Jeff Brown
Shinder Aujla

Linda Heska
Jas Parmar
Jody Gordon
Ann Moniz

Recorder: Laura Legg

1. Welcome

2. Additions to Agenda

- 2.1 Poinsettia sales
- 2.2 Training & Support for Front Line Staff

3. Minutes of Previous Meeting

The minutes of the October 28th meeting were provided to the Committee for review. The Union requested that the minutes be reviewed by members absent from the November meeting before final review. The following changes were noted:

Remove the bold print under item 2. and re-word item 5.4.

4. Review Action Items

4.1 Lay-off Procedures

Meeting dates to be finalized by parties involved.

4.2 JJEC

A meeting has been scheduled with Ellen Hill and Debbie Smith of the JJEC and members of the LMRC for December 9th, 2008

4.3 Municipal Pension Plan and STD

Stewards to discuss with Union membership at the fall 2008 meeting.

Action: Union to do a follow-up with HR Services if a blanket announcement or individual letters to be sent out.

4.4 Performance Assessment Update

Union has named Jim Murray, (Book Store), Judy Taylor (Library) and Tracy Bowles (Campus Admissions); and the Employer has named Terri Jones, Carla Deresh and Barb Steele (HRC) as the PA trainers. Union suggested sending out a Kwantlen University Board Notice. A sub-committee is to be formed in the New

Year, with anticipated training to be started by March 2009. This matter has full support of both the Union and the Employer.

Action: Two members of the LMRC to do the write up for the Notice Board.

4.5 **LOU #9**

The Union requests that a sub-committee be struck to review LOU#9.

Action: Employer to respond to Unions request at the December meeting.

4.6 **Organizational Chart**

The Union requested supervisor's names of BCGEU staff.

Action: Employer to provide information in accordance with Article 10.1(b) in the Collective Agreement.

4.7 **Article 3.11**

The Employer does not agree to the splitting of the Faculty Union Leave as requested by the Union. This item is as per stated in the Collective Agreement.

4.8 **Student Job Descriptions**

Item being processed by the Employer.

Action: Employer to develop a template for the Student Job Descriptions.

4.9 **Professional Development Fund**

The parties agreed that this item be deferred to the December meeting.

4.10 **Union Observing**

The parties agreed to meet to discuss Union Observing and Interview locations.

Action: The Employer to schedule a meeting.

4.11 **List of Specialized Positions**

Questions regarding how to update and maintain this list will be discussed at the December meeting.

Action: Employer to send a finalized list to the Union.

4.12 **December meeting**

Parties discussed date, location and time for the December meeting.

5. **Old Business**

5.1 **Union Space**

The Union advised that they will follow-up with Management regarding space allocation at the Surrey and Langley campuses.

5.2 **LOU # 9 & #11**

The Union and the Employer have agreed to adopt the minutes of May 2008 with wording as discussed at the November meeting.

6. New Business

6.1 Schedule for 2009 meetings

This issue is deferred to the December meeting.

6.2 Action Items vs. Old Business

The parties discussed the layout of the Agenda. Old Business is to be moved under the heading of Action Items.

6.3 Poinsettia Sales

Union raised concerns about a notice sent to Kwantlen community regarding sales of poinsettia from 12 noon-3:30, but only through the Langley Campus. Other years the sale has been offered at all campuses.

Action: Employer to follow up with Horticulture Dept.

6.4 Training & Support for Front Line Staff

Employee Development has moved to the Human Resource Services with the recent restructuring. The Union inquired into training and support for Front Line staff from ED.

Action: Employer to follow up and report back at a future meeting.

6.5 Roles & Responsibilities of Positions

The Union requested that the Employer provide to employees, copies of their supervisors job description.

Meeting adjourned at 3:20p.m.

The next meeting is scheduled for Tuesday, December 16, 2008.