

BCGEU Labour Management Relations Committee

**MINUTES**

Wednesday, May 27, 2009  
Surrey Campus

---

Present:

Monica Wyllie	Linda Heska (CHAIR)
Andrea Davis	Jody Gordon
Jim Murray (Stand In for Kathy Finn)	Jas Parmar
Maurice Bedard (Observer)	Gordon Lee
Laura Legg (Recorder)	

Regrets: Ann Moniz, Shawn Cahill and Jeff Brown

---

**1. Welcome**

**2. Additions to Agenda (Item # 6)**

1. Evening Parking
2. Appendix B
3. LOU #11
4. PD Funds for Specialized Positions (Interest Added)
5. September LMRC Meeting

**3. Minutes of Previous Meeting**

The minutes of the April 15, 2009 Meeting were adopted as read and will be posted on the HR webpage.

**4. Review Action Items**

**4.1 Appeal to LMRC**

A response was sent to the appellants from the LMRC supporting the decision of the Professional Development Committee. This item is complete.

**4.2 Article 30.10 (Notification to Employee & Union)**

The Employer continues to collect information on this item.

**4.3 LMRC Meeting Process**

Refer to New Business Item 5.1 Terms of Reference.

**4.4 Sick Leave Report**

The Union expressed concern with some of the information requested on the report as well as the currency of the wording on the report. The Employer acknowledged that this form has not been reviewed for some time and likely needs updating.

*Action: The Employer to review the report and provide a draft of the revised form at the next meeting.*

**4.5 Labour Market Adjustment (LOU #11)**

The Employer has requested an update be sent to the LMRC after the LMA group has met.

**4.6 JJEC**

The JJEC's response to the LMRC's memo has been received and distributed to the LMR Committee. This item is now complete.

**4.7 Lay-off Procedures**

This item is pending until the Fall.

*Action: To remain on the Action Item list until complete.*

**4.8 LOU #9 (Salary Grid Structure Review)**

The parties exchanged names of the members for the sub-committee. The meeting for the sub-committee is scheduled for the latter part of June, 2009.

*Action: The parties agreed that the sub-committee will also be tasked with writing a report which shall be forwarded to the LMRC by the fall.*

**4.9 Student Job Descriptions**

HR Consultants will send Student Job Descriptions to their respective clients. This item is complete.

**5. New Business**

**5.1 Terms of Reference**

The Terms of Reference, dated May 2, 2007, were revised to omit the third paragraph under Operation, regarding the chairperson distributing a meeting agenda, remove the bold print from the third to last paragraph on page 2 and change any references of College to University. The mandate of the LMRC is for the Union and Management to discuss and resolve issues and areas of concern.

**5.2 Co-Op Student Training Committee**

After discussing the Employer and union obligations, the parties agreed that a Co-Op Student Training Committee is not required at this time.

**5.3 Recycle Program**

The Union inquired about "blue boxes" distributed throughout the Kwantlen campuses. The Facilities Department has received enough boxes at their warehouse for the University. The distribution of the boxes is underway. The parties noted that more education on this topic is needed at Kwantlen.

**5.4 Workplace Smoking**

The Employer requested the Union's assistance in education with respect to restrictions on smoking at Kwantlen.

**5.5 Olympic Tickets**

The Employer confirmed that Kwantlen has purchased Olympic Tickets and a sub-committee has been struck to look at ways to distribute the tickets through cost recovery.

**5.6 Update on New Assessment Training/Roll-Out**

The Employer advised that the training manual has been delivered and is ready for review by a joint committee. The parties agree on the importance of training for supervisors and are looking to offer the training in the Fall.

*Action: A joint committee will be struck in the Fall to review the manual. Dates for training supervisors will be determined after the review.*

**5.7 PDSS Technical Courses**

The Union expressed a need for technical courses such as MSWord, Excel, Access, Banner and Lotus Notes for their members. The Employer provided information on the changes that have occurred in PDSS.

*Action: Employer to take the Union's concerns forward to the Vice President, Human Resource Services.*

**5.8 Article 23.2 (Specialized Positions)**

The Union had requested that the Specialized Positions list be posted on the Common Drive. This action has been completed.

**5.9 Article 31.10 (Job Descriptions)**

The Union continues to have concern with respect to the timeliness of receiving information from the JJEC committee. The parties discussed the issue and a recommendation was made that the Union be copied on the communication that advises the employee and the supervisor of any changes to their position – i.e. title or pay level.

*Action: The Employer to follow up with the JJEC.*

**5.10 Post-Secondary Support Staff Conference 2009**

The 2009 PSSSC will be held on June 10<sup>th</sup>. The Union queried as to the leave restrictions to attend the conference. The Employer advised that where operationally feasible, leave will be granted to staff wishing to attend. To obtain funding for the registration, regular employees can apply to the PD Fund. Leave is granted at the discretion of staff supervisors.

**6. Additions to the Agenda**

**6.1 Evening Parking**

*Action: Employer to confirm parking at Surrey Campus in reserved areas is permitted when working late at night.*

**6.2 Appendix B**

The Employer alerted the Union to problems with the accuracy of Appendix B. The Union inquired as to whether the inaccuracies on the Appendix B would affect the reliability of the Specialized List.

*Action: The Employer to correct the inaccuracies and to look into the Union's question.*

**6.3 Labour Market Adjustment – LOU #11**

The parties to continue discussions.

*Action: Employer requests that an update be sent to the LMRC after the LMA Science group has met.*

**6.4 PD Funds for Specialized Positions (Interest Added)**

The Union inquired as to whether or not interest on these funds is added to the fund.

*Action: The Employer to look into the question and report back at the next meeting.*

**6.5 September Meeting of LMRC**

The September meeting will be held at the new BCGEU Office.

**Meeting adjourned at 3:10 p.m.**

**Next Meeting is scheduled for Wednesday, June 17, 2009 at Surrey Campus.**