ARTS STAFF ADVISORY COMMITTEE

Monday May 15, 2017
1:00pm, PAS 2438

Present: Rita Cherewski, Emma Courlander, Marina Ivanova, Kathryn MacDonald, Doug Peers, Stacy Reda, Victoria Salim, Jameson Schildroth, Sharon Secord, Maureen Stafford

Absent: Bonnie Bishop, Janice DaSilva, Julie Thomson, Stephanie Bromley (on Secondment)

Notes

Dean’s Report and Q & A

- Arts Service Awards Event (2 weeks ago)
  - Went over well
  - Happy to receive more nominations for service award
- Federal and Provincial Budgets - No new money but there wasn’t a target increase
  - Expert Witness Committee report in November which may yield some funding from the government
  - Provincially - no new information
  - Priority seems to be on student experience (tuition, grants)
- Spent 10-15 years talking about research so we expect changes to the way universities position/differentiate themselves
- Submit SMA’s (Strategic Mandate Agreement) which goes into enrollment projections
- Going into corridor funding
  - Government hasn’t clarified what they mean by it
  - Burning Question: What happens if we increase our enrollments outside the corridor
  - The risk is that we have been told we were going to be kept at 2016/2017 enrollment levels
    - 2016/2017 enrollments are going to be our corridor
    - If we go above that, we may only get tuition and no grant
    - If you go over, government may penalize you as that’s taking students away from another ON university
    - They do not want universities to increase enrollments at the expense of another university
    - We have lost 500 majors in core Arts disciplines
- Looking to improve our local recruitment and admission
- Retention
  - High rate between 1st and 2nd years
  - Lose students in the 3rd-5th years when they are generating the highest BIUs

Communications report (Rita)

- Met during the first week of May
- Discussed the main ASAC email address and a new Newsletter
- ASAC email address:
Found out it was already created but no one is receiving messages or monitoring the email
- All ASAC members should have access to the email so that they can send out emails if needed
- Incoming emails can be managed and forwarded to the appropriate people

- Newsletter:
  - Models based on Finance’s monthly newsletter or the Scheduling Office’s newsletter
  - Will include: events, how to’s, highlights, etc.
  - Will be sent out bi-monthly

**Learning and Development Committee (Emma)**
- QPR Suicide awareness talk
  - 62 registered (1/3 faculty, 2/3 staff)
  - Good presentation
  - Mentioned to presenter a more hands on course might be good
- Planning something for the Fall term
  - Waiting to hear about follow-up courses from CMAHRO

**Staff Relations and UWSA Area Reps (Stacy)**
- Feedback on the new Talent Acquisition System (iCIMS):
  - Issues with applying for jobs and only being able to have 1 resume and Cover letter (single document) on your profile in the system at a time
  - Hiring manager will only see the last one uploaded
  - Suggested to message hiring manager, HR Team or Kevin Smith with any questions or feedback.
- Questions on training for managers
  - No plans, but HR can do training on a 1-on-1 basis
- If you don't apply for an internal job within 7 days of it being posted, it disappears and you have to apply as an external
- New HR software was chosen for its Social Media usage, so that jobs could be posted to Twitter, Facebook, etc, as well as the iPhone App giving you flexibility to review applications from your iPhone.
- UWSA’s President report:
  - Staff compensation review being done in June
  - MOA - met with employment lawyer and presenting to the Administration next week
  - Looking for volunteers for CRO (Chief Returning Officer) - 2 year position
  - Outreach, more volunteers/Area Reps needed
- Upcoming Events
  - June 28 - Ice cream social
  - July 6 - Golf Social Tournament
  - Staff International Experience Fund applications are due today (May 15)
- Staff relations committee
  - Visit from OHD (Katrina Di Gravio) regarding their award winning "Principles of Inclusivity" Training
    - Talked about 7 modules available to staff
  - Disability management
Community Outreach and Social Committee (Sharon)

- The Coffee break in April had 26 people in attendance
- Another coffee break planned for July, possibly host in the DP library outside patio area
- Waiting for dates for Arts summer Staff BBQ
- Question about whether to do another Coffee break with the BBQ also happening in July
- Mention of low turnout for Coffee break due to another event being held the day before
- Talk to ACO about Tech Savvy sessions to talk about social media applications (Snapchat, Facebook, Twitter, etc.)
- Discussion on survey results and having some events in remote locations (i.e. Stratford, East Campus)
  - Mentioned new MPS space in EC5
  - Stratford (transportation issue)
  - HR hosted orientation session in Stratford and also had a tour of Stratford Theater prop and costume warehouse, possibility to do the same for an event in Arts?
  - Rotation of locations to showcase the different Arts departments for events/coffee breaks

Changes to Employee Termination checklist (requested by ACO)

- Recent termination happened and issues with getting take home equipment returned before they leave
  - Employee was a faculty member, but this applies for staff as well
  - Discussion around how some faculty members don’t know that items they purchase with research funds are actually owned by the UW
    - Including books and computers, but we don’t really expect books to come back, but equipment (computers/tablets) should be returned
    - Some Admin Assistants are informing staff/faculty that if they claim equipment purchases (on research, operational, FPER accounts) they become the property of UW
  - Do we need to come up with a faculty termination checklist with more items to check (i.e. Research Grants, etc.) or just add this additional checklist point to the bottom of the current exit form?

Other business arising

ASAC budget - Not official, but ASAC budget of $650 will be approved.

Next Meeting – Monday June 19 at 1:00 p.m. PAS 2438