Presentation, Tony Frost, Campus Wayfinding Project (CWP)
- CWP is led by an advisory group and is a navigation system being developed to help people reach their destinations on campus quickly and confidently
- Objectives: Create a sense of arrival; Provide a positive experience for student, staff, faculty and visitors; Is on brand
- Background research and insight development conducted
- Some key findings:
  - 81% of ppl go lost first time visited campus, hard to navigate still
  - Current app not being used, interactive displays use not conclusive, buildings hard to find because not on google
  - Start with physical signage and then move on to digital initiatives
- Presented CWP system - different types of signs, with visual language, and in different materials
- Subphases - 3 phases by year going to 2022
  - Phase 1 - pedestrian signage
  - Phase 2 - maps, etc
  - Phase 3 - East Campus, North campus, Gateway
- Progress to date:
  - Engineering/prototype, signing messaging/graphics, and permits/variances - done
  - Fabrication - underway
  - Excavation/Installation: Building signs complete in March, Ground signs in April.
  - Internal guidelines: 2020
- Contact Tony Frost for presentation/more information

Q: will this be applied to north campus?
A: yes

Q: what about expressway signage?
A: Committee exists, includes UW, Laurier, Conestoga, Regions/cities. Will bring this to this committee. UW doesn’t have a lot of control here.

Q: What is story behind yellow graphic banner on signs?
A: Lots of reasons to use shapes. Not symbolic but triangles have been used in past initiatives and are used to indicate direction

Q: Are there any lighting requirements?
A: No. Most are lit by ambient light and in some cases, lighting will be used if required. Cost of lighting is massive and power would need installed and run to signs

Q: Comment: signs are eye catching and great

Q: Will there be any systems for visually impaired?
A: All signs are accessible

Q: LRT is on campus ... is this a gateway?
A: Yes. Look to sign on busy routes. When new terminal is constructed, UW will sign this too.

Q: Wondering is the university reached consensus of what our brand is? How does this dovetail with UW branding?
A: Design is on brand - colour, fonts, style guide, construction materials and design

Q: Location of signs on building ...
A: See video on website for background/info on pathing. Paths go to accessible entrance. All other entrances will be signed with a secondary sign. Building number is for facilities and emergency services

Q: Naming conventions of buildings: will system be able to scale with how buildings are named?
A: Yes, room and signs designed for changes/additions, etc. but primary makers remain the same (e.g. Path 1, building #)

Q: Has there been a push for internationalization/multi-language of the signs?
A: We have to balance accessibility with language requirements/needs

1. Approval of minutes of Feb 13, 2020
   Approved.

2. President's Report (see Appendix A)
   
   - Pandemic planning ongoing - communications, contingencies, corona virus website
   - Salary negotiations - haven't started yet. May 2020 increases will reflect end of current 3 yr agreement with University. Staff will likely be under the Ontario government 1% regulation but there may be ways to work with this. Send ideas to Laurence
   - Policy work
     - Policy 33 - ongoing
       - Q: are you still receiving feedback from staff or is it too late.
       - A: send feedback to Lawrence Folland or Gail Spencer for review and assessment if already been included in information/discussions or Gail for review - assess if already included
     - Observation: takes long time to get through policy changes. Secretariat is interested in talking about how can improve this
   - Roadshows – still ongoing/on offer

Q: Observation: interesting that policy change takes long
A: there is interest to make smoother and faster but also to make better.

Q: did tax documents go out to all staff?
A: should all be out now. If didn’t received contact Lawrence Folland

Q: Any info on the staff engagement survey?
A: Asked for link to presentations being made. UWSA hasn't gotten data. Some data going out to individual groups. UWSA needs to get better understanding of what questions there are/what data needs are before making a request.

Q: how are we doing membership-wise?
A: Don't have numbers at hand but can have info at next meeting. Board is cognizant of 50% rate. Question about numbers also relate to type of staff (e.g. do contracts 'count', etc)

Q: is roadshow working?

3. Next meeting ideas
   o Benefits
   o How performance appraisal system works

Chair: Lisa Habel
Minutes: JM

Appendix A

President’s Report to Area Reps
2020-03-12

Meetings with Senior Administration:
I continue meeting with Marilyn Thompson (Associate Provost Human Resources) and Jim Rush (Provost) each month. I have discussed Pandemic Planning, the status of our Memorandum of Agreement, upcoming salary negotiations and other topics.

I was sorry to have missed the Area Reps meeting with Feridun last month. I will be asking him to meet and follow-up with many of the questions that were raised at that session.

Pandemic Planning
We asked about what is happening with Pandemic Planning. We have learned that there is an Operations group that has a meeting every day to review updates. While they send out updates via email sparingly (they want to avoid information overload), there is a website that is updated frequently:

https://uwaterloo.ca/coronavirus/

If you have any questions or concerns, you can send an email to:
coronavirus@uwaterloo.ca
This is a good way to get your questions answered or your concerns into their agenda.

At this time, the University is not recommending the cancellation of group events/meetings, but they are working closely with the Region’s Public Health department for guidance. For instance, the upcoming March Break events are currently a “go” pending any changes from Public Health. Keeping checking the web site for updates.
You may also wish to check Ontario’s Coronavirus website:
https://ontario.ca/coronavirus

Salary Negotiations
We are getting prepared for the next round of salary negotiations with the Administration. These would go into effect May 2021. HR is getting market information. We are considered any non-salary items we may want considered. We are also meeting with the Faculty Association to consider items of mutual interest. If you have any ideas/suggestions, please forward them to me.

Blog:
I owe you one for February/March! Working on that …

Policy work:
Gail and I have been very busy in weekly meetings in a joint FRC/SRC (Faculty and Staff Relations) subcommittee going over the extensive feedback to the Policy 33 (Ethical Behaviour) draft. We feel that we are making good progress addressing the many issues raised. We hope to be completed that work this month so that it can go back to the Policy 33 Drafting Committee to make updates based on our feedback and then get it back to FRC and SRC for approval. An updated Policy 33 is critical for handling the many cases that we get involved with. We believe the new version will be very helpful and add a lot of clarity to the process.
There are other Policies also with active committees – Policy 14 (Parental Leave), Policy 57 (Accommodation). Both are hoping they are nearing the end of their process.

Other policies we are looking at addressing in the near future: Policy 18 (Staff Employment), Policy 36 (Dispute Resolution), Policy 29 (Smoking), Copyright and possibly others.

Members’ Advisory
This has been a very busy time. Both Gail and I have been very busy meeting with staff, or responding to queries. We also lean on our past Presidents Bill Baer and Michael Herz, plus our President-Elect Kathy Becker. This is definitely the largest part of our duties. We meet with staff members, supervisors, HR, Chairs, Deans and others to try to resolve issues. Certainly, with Performance Appraisal time upon us, we have had numerous questions/concerns raised about process and feedback received.

Pension and Benefits
We have been meeting with our P&B reps (Ted Bleaney and Michael Herz). Ted let us know that there is a comprehensive review of our benefits being carried out by the Holistic Benefits Working Group. They are looking at all aspects of our benefits for potential changes to the benefits plan.

Roadshows
We continue to have our Roadshows. I visited the School of Architecture in Cambridge – a beautiful space – and met with staff there. I have done sessions with the Student Success Office and the Computer Science Computing Facility. If you would like to have us come to your group, just let me know!
Events
I was invited to be a guest judge in the Mentorship Cooking Challenge. This is a great event that is part of the “Success Through Mentorship” program.

I was also representing staff at the Canada’s Best Diversity Employers awards ceremony in Toronto. This was the result of a lot of work done by our Human Rights, Equity and Inclusion office in conjunction with Human Resources, the Office of Research and others.

Board of Governors
I attended the last Board of Governors meeting February 4th. I also intend on going to the next one April 7th. Please notes that there is now an election to replace our staff representative. Voting can be done here: https://vote.uwaterloo.ca/secretariat/election/38

The candidates’ statements are accessible from that link – please take a look!