1. **Guest speaker: Michelle Hollis, member of the UW Pandemic Planning Committee.**

   Steve Bradley introduced the Michelle Hollis. As Director of HR Client Services, Michelle leads Talent Acquisition, Client Partnering, Job Evaluation, and HR Administration. With almost 30 years of international HR experience, Michelle is passionate about people and her personal contribution in making the University of Waterloo a great place to work. Prior to joining Waterloo in 2010, Michelle worked in the manufacturing, publishing, IT consulting, and voluntary housing sectors. She is a Chartered member of the Institute of Personnel and Development (MCIPD) and is certified in Alternative Dispute Resolution and Change Management (ADKAR model). Michelle is currently undertaking her Masters in Interdisciplinary Studies focusing on conflict analysis, change and higher education leadership. In her free time, she enjoys spending time with her family on the golf course in the summer and on the slopes in the winter.

   Q – Have there been any layoffs of staff to date?

   A – Only casual and seasonal staff have been issued ROEs as is normal but a bit early due to the pandemic. Contracts will be addressed as they come up for renewal and will be sent to leadership. New contracts will be decided by the Provost and HR is waiting to hear his answer. Contracts depend on what stage they are in processing.

   Q – What about new hires, specifically for Research orders?

   A – You should put your request in as normal, but there will be additional layers of approval. Co-op hires should look at different ways of getting things done. Fall contract hires will have the same process but you need to go through your leadership. Look at options. We need to protect regular staff and already some of these are being temporarily re-assigned to different units and departments, depending on the need. For example, Retail Services staff have moved to CEL. A Covid code has been created to allocate this type of funding change. Connect with your HR partner to discuss reassignments.

   Q – Will the Internet charges incurred by working at home be reimbursed?

   A – This is being looked at But many Internet providers have waived additional fees with this pandemic. Check with your’s. These charges will also be tax deductible. A communication will be sent from Admin with more details.

   Q – What about vacation carry-overs?
A – Anything over 10 days needs to be approved by the Provost. As it is very difficult to manage carry-overs, consider getting away from your work computers, especially if you are caring for children at home. Take your vacation now if possible. Past request of carry-overs will be examined when requests are made and we will look at what is reasonable; five days vs. six weeks for example.

Q – How are we to balance childcare with working at home?

A – We are connecting with other universities to find out how they are handling this issue. Some departments have reached out to their staff to ask about their availability during the day and then work around that. Anyone unable to work 35 hours per week may consider a leave of absence. Managers are being sent guidelines. Staff dealing with parents’ health issues are being considered in this discussion, too. Anyone needing emotional support should reach out to colleagues offline if possible.

Q – What about mental health of staff?

A – This is an ongoing discussion. Take vacation if at all possible if you are unwell.

Q – What about job reclassifications?

A – Some are moving ahead, but also looking at moving work around and stipends.

Q – Some staff do not have enough work.

A – There are no decisions about this yet. People are being redeployed and we are looking at some government programs.

Q – What about merit increases?

A – There is no difference in this process yet.

Q – Is there any point submitting performance appraisals?

A – Yes, this is still very important for salary change decisions. Use the same process as always.

Q – How do we seek job redeployments?

A – Talk to your manager, who will move it forward. Step up and offer your services.

Business Meeting

1. The minutes of March 12, 2020 were approved as presented.

2. UWSA President Lawrence Folland submitted his report (see Appendix A)

3. A speaker for the May Area Reps meeting is being sought. There were many thank you’s expressed to the Area Rep leaders for arranging to hear from Michelle Hollis today. At one point, there were 88 attendees in this meeting. The next Area Rep meeting takes place
Thursday, May 14. Folland asked for feedback on today’s meeting format.

Appendix A

President’s Report to Area Reps
2020-04-09

Overview
Well, this has been a wild month for us all! My last President’s report to Area Reps was the week before the University moved to work-from-home. A lot has changed since then. We are now teaching courses online for this term and Spring 2020. Fall 2020 is still under consideration. Most of us have been learning a variety of video conferencing tools, using the VPN and other technologies to facilitate our ability to work at home. Many of us are struggling with the challenges of having kids, partners, pets and others around us while trying to work. But systems are running and that is, in large part, due to the hard work that all of you are doing. We have heard from you on a wide variety of topics and we have been taking those to the Administration. They have been responsive to many of them, formulating policy and sending out information. Some things have not gone the way we may wish (vacation carry-over, for instance) but they are still talking and trying to work things out. We have been communicating regularly with our members and hope that has been helpful. We are also working on getting an email out to all staff, not just UWSA members, to keep them informed.

Pandemic Planning
We are now meeting weekly with the HR Pandemic Planning group. This includes myself, Bryan Tolson - President of the Faculty Association (FAUW), Greg Macedo - President of CUPE, Marilyn Thompson - Associate Provost Human Resources, Michelle Hollis - Director of Client Services HR, Kelly Tunney – Emergency Planning and Fire Safety Officer, Sarah Hadley – Director of Finance, Karen Trevors – Science Executive Officer, and Samantha Murray – Change Management Advisor HR. This group is where we can raise any of the concerns we are hearing from our membership. Marilyn can then take those into the Emergency Control Group, which she is a member of.

Any updates regarding pandemic planning are posted here:

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.

You may also wish to check Ontario’s Coronavirus website:

https://ontario.ca/coronavirus

Meetings with Senior Administration:
I have a meeting today with Marilyn Thompson. I will be discussing pandemic planning, Staff Relations Committee vacation carry-over, and other topics. My recent meeting with Jim Rush was postponed due
to his heavy schedule, but will be rescheduled in the near future.

**Salary Negotiations**
As I mentioned in my last report, 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. I can imagine that these discussions may be delayed as we deal with the current issues. However, we will continue to press this forward.

**Blog:**
We have turned my recent messages into blog posts. Please check them out here: [https://uwaterloo.ca/staff-association/blog](https://uwaterloo.ca/staff-association/blog)

**Policy work:**
A lot of policy work ground to a halt as the University pivoted to focus on keeping operations moving while moving all of our teaching online and staff working from home. As we get things in stride, we will revisit the policy work that was underway.

**Members’ Advisory**
We continue to be busy working with staff and their concerns. Gail and I, plus our Past-Presidents Michael Herz and Bill Baer and President-Elect Kathy Becker, have been working on a number of cases that continue to need our attention and support.

**Roadshows**
These have come to a stop, however, I would like to consider ways that we can do this remotely. I will discuss this with my colleagues but, if you have any suggestions, I’d love to hear it!

**Events**
All of our short-term events have been postponed or cancelled for now. We have contacted those with tickets. We are optimistic that most, if not all, will be rescheduled.

**Board of Governors**
I attended the online version of the Board of Governors meeting this past Tuesday. You can view the recording of the whole open session [here](#). In general, I felt that it was fairly positive news. We have full enrollment for the Spring term and registration is strong for the Fall. We have a proposed budget but it is understood that it will likely need adjusting based on the impact of COVID. The administration has removed some fees for students based on the courses being online. The University has been recognized for its contributions to the community and may yet be called upon to provide physical space if needed by the Region. The decision about whether the Fall term will be conducted strictly online is still being considered. We have a good slate of International students for the coming term. The President was asked if the University will be “shovel ready” if the opportunity comes for some major infrastructure projects and Feridun quipped that he “carries a shovel in his trunk, just in case!” It seems the University is well placed to rebound once we come out of this period.

Adjourned 1pm
Chair: Lisa Habel
Minutes: Catherine Bolger