

**Staff Association Area Reps Meeting  
Minutes of May 11, 2017**

**Present:**

Andrea Santi  
Annette Dietrich  
Andrew Urschel  
Brian Dietrich  
Danielle Jeanneaujlt  
Kathy Smyth  
Lillian Liao  
Luanne McGinley  
Matthew Fries  
Marina Ivanova

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Murielle Landry  
Philip Demsey  
Paula Ann Zahra  
Robyn Landers  
Stacy Reda  
Jackie Serviss  
Lawrence Folland  
Michael Herz  
Jason Gorrie  
Agata Antkiewicz

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Bill Baer  
**Guests:**  
Catherine Bolger  
Gail Spencer  
Jayne Dean  
**Online:**  
Shannon Taylor

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**1. Michelle Hollis (director of HR client services), Kevin Smith (Talent Acquisition manager)**

Kevin and Michelle briefly described the new recruitment system called iCIMS that replaced PeopleSoft last August. It supports external candidates as well as internal. Feel free to send comments or feedback about the new system directly to Kevin.

A common request is for the ability to support more than one resume and cover letter per person. This prevents people from customizing their resumes and cover letters for each position they apply to. This has been relayed to the vendor but there is no indication of whether or when it will be supported.

It was suggested that clearer messaging is needed on the use of the internal or external portal by internal staff so that internal staff don't get considered as external (unless the seven day internal posting time has expired).

There is an automated notification method that will send alert when jobs matching certain criteria are posted, but it's based on job title keywords so usefulness is limited.

Jobs at high USG levels are posted internally and externally at the same time and are advertised in various channels. They typically take longer to fill and notifications don't happen as quickly.

There are no training sessions for hiring managers but there are on-line guides and it's easier to use than PeopleSoft was. Ask your HR Partner for help.

**2. Approval of minutes of April 13, 2017 Area Reps Meeting**

Approved.

**3. Approval of agenda**

Approved. No business arising from the minutes.

**4. Welcome new members**

Welcome to Kathy Smyth from CEL and Matthew Fries from IQC as new area representatives.

**5. President's report**

See document below.

**6. Update from outreach team – Danielle Jeanneault**

The outreach team is trying to ensure full coverage across campus and to help new area reps have a good understanding of their role. A searchable spreadsheet of area reps has been posted.

The team asked whether we prefer to have UWSA send email to all UWSA members to invite them to area reps meetings, or leave it the way it is, whereby area reps are expected to send invitations. Note that the UWSA is allowed to send email only to its members, whereas area reps are free to communicate with

everyone in their areas, whether members or not.

Danielle raised a concern about overstepping the mandate of this subcommittee when considering certain topics. Michael Herz gave reassurance that they may proceed, since the Area Reps (not the UWSA board) "owns" this subcommittee.

Chair: Jackie Serviss

Minutes: RBL

## President's Report for Area Reps

11 May 2017

### PACSC

May meeting was cancelled, therefore nothing new to report. Next meeting is scheduled June 21<sup>st</sup>, so it will be after then June Area Reps meeting as well.

### SRC

The meeting is tomorrow, in NH3318 at Noon, and as always, everyone is welcome to join for the open portion of the agenda. The open agenda will include information from Katrina Di Gravio regarding the Principles of Inclusivity and Linda Brogden and Lee Hornberger will share some information about Disability Management here at UW, which may be of interest to anyone directly managing staff, as well as anyone working through a temporary or permanent disability themselves.

### MOA

We (Mike, Bill and myself) visited with a very good labour lawyer in Toronto last week and received more information and ideas of how we might be able to realize the benefits our MOA, but it also gave more ideas to consider and questions to explore. We are now investigating all of our options in great detail internally, as well as meeting with the administration again next week. We will share more details with all of you only after we can coalesce the ideas into something more tangible and feasible for sharing.

### Open and pending calls for participation:

#### CRO

We put out a call for a CRO, and received no responses. As such, the call will be going out again in the very near future.

#### **Chief Returning Officer (CRO) (one position)**

**Term:** May, 2017 – April, 2019 (2 years)

The UWSA is seeking a UWSA member to act as the Chief Returning Officer for the annual elections of the UWSA. The constitution requires a CRO be selected from the general membership. The candidate chosen will initially work with the UWSA Secretary, Jason Gorrie and the UWSA Executive Manager, Gail Spencer to assist with the process.

As per the UWSA Constitution, the responsibilities of this position include:

- oversee the election procedures of the Association providing interpretation as required and reported,
- appoint three Election Officers to be selected from the membership,
- act as a liaison between the election committee, the board, and the membership,
- provide a report on the election at a general meeting,
- advertise the vacant posts and receive nominations according to the election schedule,

- ensure that nominees agree in writing to stand for election,
- ensure that all nominations are signed by three members of the Association not including the nominee,
- ensure that the list of nominees for offices be distributed to the members in accordance with the election schedule,
- be responsible for the printing, distribution, counting, and destruction of the ballots.

### Staff Representative on the new Accessibility Committee:

The Accessibility for Ontarians with Disabilities Act (AODA) was enacted in 2005, with the goal of creating a fully accessible Ontario by 2025. The legislation requires organizations to commit to creating an accessible environment for people with disabilities, outlining five specific standards to achieve this: Customer Service, Information and Communication, Employment, Transportation, and Design of Public Spaces.

UW is forming an Accessibility Committee would facilitate collaboration and consultation in order to develop plans to address areas of concern, and we will need one staff representative to commit to a monthly meeting of 1- 2 hours, starting in June, to represent staff interests.

A formal call will be sent out shortly.

### Staff Association Information Sessions

Four UWSA Information Sessions will be held through the summer:

<b>Wednesday, May 31<sup>st</sup></b>	<b>9 AM</b>	<b>EC5 3101</b>
<b>Thursday, June 22<sup>nd</sup></b>	<b>3:30 PM</b>	<b>E5 3052</b>
<b>Wednesday July 19<sup>th</sup></b>	<b>Noon</b>	<b>DC1302</b>
<b>Thursday August 10<sup>th</sup></b>	<b>Noon</b>	<b>HH232</b>

### SIEF Applications

Applications for the Staff International Experience Fund are due on Monday May 15th. Time is running out for those who wish to apply.

### Social Events

#### Jonas and Barry

Although registration is now closed, I hope that those who are going to the Jonas and Barry showing next week will enjoy the performance. Good turnout.

#### UWSA Golf Tournament

Save the Date – July 6<sup>th</sup> Golf. Advertisements and registration information will be shared soon.

#### Ice Cream Truck Day

Wednesday June 28<sup>th</sup>. Details will be shared before then.

#### Keystone Picnic

Will happen on June 2<sup>nd</sup>. Invitations should be sent out tomorrow.