

**Staff Association Area Reps Meeting  
Minutes of March 15, 2018**

**Present:**

Charles Boyle  
Dave McDougall  
Jenny Conroy  
Karin Staley  
Kathy Smyth  
Paula Zahra  
Rebecca Boyd  
Robyn Landers

Lawrence Folland  
Michael Herz  
Agata Antkiewicz  
Rose Vogt  
Bill Baer  
Gail Spencer

**Online:**  
Cassandra Bechard  
Jason Gorrie  
Shannon Taylor  
Shelly Jordan  
Kathleen St. Laurent

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**1. Presentation by Jennifer Gillies, Associate Director of AccessAbility Services**

Post-secondary institutions must ensure that facilities and services are accessible and that those whose disabilities need accommodations have them. AAS ensures the university meets its obligations under OHRC/AODA/Charter. This is achieved by designing academic accommodation plans, increasing awareness, assisting instructors, identifying legal risks, etc. UW health professionals assess a student's medical documentation and design a plan in consultation with the student. Services include assistive technology, learning strategies, note takers, tutors, and so on.

Under the OHRC, a student's medical diagnosis and related information should not be disclosed to academic or administrative departments other than AAS. Other OHRC requirements may affect records handling, training of faculty and staff, etc.

See <https://uwaterloo.ca/accessability-services/>

**Q:** How can staff be made aware, if necessary, that a student's claim of having special accommodation is valid? Should this be included in staff training?

**A:** AAS can provide authenticated confirmation on a need-to-know basis. Ask.

**Q:** Is there follow-up on efficacy of accommodation plans?

**A:** Depends on situation. Some are very straightforward. Some have an expiry. Some have evolving plans that are assessed and revised. Documentation is kept in accordance with Secretariat's policy on retention.

**Q:** Are there special tools other than the van? E.g. wheelchair, specialized mouse and keyboard.

**A:** Whatever is needed based on assessment can be arranged.

**Q:** What about students who are hired as staff?

**A:** Staff are handled by Occupational Health, not AAS.

**Q:** How do students request service?

**A:** There are forms available on the AAS web site that they can fill in.

**Q:** What kinds of conditions qualify for AAS other than visibly obvious ones?

**A:** About 2500 students are being supported now. There is a large grey area on what qualifies.

**Q:** How does this fit with Co-op?

**A:** Working on mutual enhancements with Co-op.

**2. Approval of Minutes of February 8, 2018 Area Reps Meeting**

Approved.

**3. President's Report**

Have had a few very productive PACSC meetings; close to agreement. The MOA team met with the Administration recently and made good progress. There are a couple of things still to work on. Feeling more confident about getting close to a conclusion.

Other items were not presented verbally due to time constraint and will be attached to the minutes.

**4. Outreach report – Lawrence Folland (for Shannon Taylor)**

The committee has been refreshing the membership list and looking for areas that need coverage. Following up with reps who have not confirmed their intent to continue. Look on the UWSA web site for a spreadsheet listing areas and their reps. Thinking about whether the name of the Area Reps meeting should change, since it is open to people who are not area reps. Thinking about reversing the nature of meeting so that a UWSA president/board member doesn't chair it.

**5. Other business**

It was observed that there was no mention of staff at yesterday's President's event on student mental health. It was all about faculty, and no staff were on the panel giving the presentation. But staff will need to be involved when recommendations are implemented since we have plenty of student contact. Should UWSA act on this?

Bill Baer agreed. Michael Herz said there were staff members on some of the involved committees, but agreed they were not visible at this event. Emphasis on faculty arose because most of the pressure on students comes from academic side, i.e. faculty. Staff are often a first contact point for student though, so will need to include staff in implementation. Messaging around the recent student suicide was not handled as well as it could have been.

Chair: Bill Baer

Minutes: RBL