

**Staff Association Area Reps Meeting
Minutes of January 10, 2019**

Present:

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|-----------------------|----------------------|--------------------------|
| 1. Agata Antkiewicz | 12. Steve Bradley | 22. Cassandra Bechard |
| 2. Andrea Rose Santi | 13. Joel Hartrick | 23. Jeremy Steffler |
| 3. Andrew Urschel | 14. Michael Herz | 24. Kathleen St. Laurent |
| 4. Brian Dietrich | 15. Dave McDougall | 25. Paula-Ann Zahra |
| 5. Edward Chrzanowski | 16. Peter Tam | 26. Shelley Jordan |
| 6. Heather Vo | 17. Dana Mohapl | 27. Teresa Wilson |
| 7. Jenny Conroy | 18. Ted Bleaney | 28. Sarah Landy |
| 8. Kathy Smyth | 19. Lawrence Folland | 29. Murray Zink |
| 9. Lisa Habel | 20. Michael Herz | 30. Jason Gorrie |
| 10. Robyn Landers | 21. Rose Vogt | 31. Jasmin English |
| 11. Sue Fraser | Online: | |

1. Presentation by Sue Fraser, Centre for Career Action

Sue Fraser explained services available for staff about career issues and development, e.g. resumes, cover letters, exploration of skills goals and values, work search, mock interviews, advice on further education, and pre-retirement support. Drop-in workshops are conducted on various topics. Online resources are also available, e.g. careerhub.uwaterloo.ca. See uwaterloo.ca/career-action, and select the Employee section.

This position was created and funded for its first year by the UWSA which advocated for it at PACSC.

2. Approval of the minutes of the November 8, 2018 meeting

Approved. (The December meeting was cancelled.)

3. President's report – Rose Vogt

The president's report was circulated along with the agenda prior to the meeting. In response to desire expressed at previous meetings, the report includes many highlights of the UWSA Board's recent activities.

A question arose about recognition of supervision of co-ops in the context of job descriptions and performance reviews. A report was written last year on this topic. The intent is to develop materials to train co-op supervisors and also to develop events welcoming students who work at UW as co-ops. (Other companies do that so why shouldn't we?) Happy to receive feedback from those who do supervise co-ops.

Interest is high for having more UWSA roadshows and individual meetings.

Look for call for nominations for membership on two committees soon. Serving on the nominating committee is a great way to learn about the wide variety of roles around campus.

4. Open discussion

There are organizational charts available for higher administrative levels of the university but what about staff below that? Yes, with Workday, this is now available at all levels. Supposedly this also shows positions that are vacant. Examination of departmental organizational charts might suggest opportunities for improvement; however, broad public input into reorganizations seems problematic due to confidentiality and other issues.

Is there any interest in asking HR to hold more orientation sessions for Workday? Let Rose know if so.

Chair: Rose Vogt

Minutes: RBL