

**Staff Association Area Reps Meeting
Minutes of February 12, 2015**

Present:

Theresa Bauer
Lawrence Folland
Christine Gillis Bilton
Jason Gorrie
Tom Graham
Terry Labach
Robyn Landers
Carlos Mendes
Murray Zink

Annette Dietrich
Darlene Ryan
Dianne Foreman
Erin Campbell
Katie Damphouse
Katy Wong
Michael Herz
Stephanie Filsinger

Kathleen St. Laurent
Andrea Rose Santi
Luanne McGinley
Jeremy Steffler
Paula Ann Zahra
Theresa Dam
Melissa Zapletal

1. Approval of Agenda

Accepted.

2. Approval of Minutes of December 11, 2014 Area Reps Meeting

Accepted. (January 8 2015 meeting was cancelled.)

3. Business arising from minutes

None.

4. Appointment of Vice-Chair

We need a new vice-chair because the previous vice-chair is now on the Board. The committee agreed to set aside the normal procedure for this appointment. Christine Gillis Bilton volunteered and was enthusiastically accepted.

5. Guest speaker: Katrina Di Gravio, OHD

A two year position has been underway to help develop OHD programs. The student leadership program has been transferred to the student success office, freeing up some resources in OHD.

A leadership framework has been drafted along with the Associate Provost HR in response to widespread recognition of need for managerial training. Four core courses are strongly recommended for all employees. Might make them mandatory for new employees during their first year.

1. Principles of Leadership
2. Principles of Inclusivity (First module from a sequence of seven.
Some committees require members to take this course.)
3. Integrity Matters
4. Service Excellence

Other courses include time management, performance evaluations (now a requirement for new managers), and business communication.

Another series is called Leadership Essentials. New nine part program to be run one day a

month. Just in test phase now.

Next level is Leadership Foundation, for those with some managerial experience already. An 18-month pilot including almost 100 people has just completed. Three two-day sessions covering: your leadership style; working relationships; alignment with organizational vision; performance coaching.

Staff Conference has been announced for April 7 and 8. Schedule is imminent.

Thinking about workshops on topics such as psychological health and safety. Some initial work on "mindful management".

Katrina shared that in the interest of employee psychological health and safety, OHD and Linda Brogden, Occupational Health have teamed together and can be booked to do a half-day departmental presentation on Psychological Health & Safety.

Comment from Carlos: as area reps, please draw attention to announcements about these events. Share comments and feedback on OHD with Carlos.

Suggestion: Include social media so that those not at the main campus can still participate in these events.

Katrina's office is still doing an inventory of training opportunities around campus and checking what is available elsewhere.

6. Closing Remarks

Please send feedback on anything to Carlos. Suggestions for guest speakers at this meeting are particularly welcome.

Q: Is anything being done about the cancellation of staff counselling service?

A: Yes, working on this with the Associate Provost HR, and advocating with senior administration. Intending to set up an Employee and Family Assistance Program.

Chair: Carlos Mendes

Minutes: RBL