

**DEC MINUTES OF OSSTF DISTRICT 18 EXECUTIVE COUNCIL**  
**Thursday November 23, 2017**

**Present:** P. Rawlinson, M. Lambertus, M. Gardner, D. Hawkins, C. Lampkin, J. Scott, S. Brighton, D. Smith, J. Martinez, C. Scholten, T. Mackie Vlietstra, L. Miszczak, S. Stuckless, R. Dubyk, P. Van Dorp, D. Wallace

**Regrets:** Martha Hradoway, C. Goodsir, L. Tremble, N. Clark, G. Dickinson

**Absent:**

1. **Call to Order**

The meeting was called to order at 1:00 pm. L. Miszczak was appointed the anti-harassment officer. D. Hawkins was chairing the meeting.

2. **Chairperson's Remarks**

- a) 20 copies of reports needed for DEC meetings
- b) Welcome to Dianna Wallace

3. **Adoption of the Agenda**

- a) Renumber item 6 (Special Presentation) as item 4
  - b) Renumber item 4 (Approval of Minutes) as item 5
  - c) Renumber item 5 (Business arising from Minutes) as item 6
  - d) Add a new section as item 12 Reports of Committees and Workgroups with the following subsections and renumber following items accordingly:
    - i. AMPA Review Committee
    - ii. DEC Guideline Review Committee
    - iii. Charitable Review Committee
    - iiii. Violence in the Workplace Committee DEC 23/17-05
  - e) Strike the motion under item 11 c and move to item 12 a.
  - f) Add DEC 23/14-05 to the motion list
  - g) Add Feel Good to New Business
- The agenda was adopted as amended.

4. **Special Presentation: Stephanie Noel Queens University**

5. **Approval of the Minutes from October 3, 2017**

- a) Item 3 b: replace management with manager
  - b) Item 4 : strike sent regrets as J. Scott was not absent
- The minutes were approved as corrected.

6. **Business Arising from the Minutes/Review of Action Items**

- a) D. Hawkins distributed vote counts.
- b) Chair challenged on using FTE instead of headcount.  
Challenge is upheld.

7. **Review of Office Manager's Report: Danella Smith**

Printed copies of the office manager's report were distributed and the following was highlighted:

- a) Environmental initiatives were approved.
- b) Anti-virus has been installed on two computers but access to other computers is needed.
- c) There is a tablet for the electronic sign in and sign out.

- d) Tree downstairs is looking for donations and DEC might want to consider donating as a group.
- e) Physical install of internet will be done on November 27.
- f) Treasurer requests to be notified if tech bill decreases.

#### 8. **Report from Provincial Office**

Printed copies of the report were distributed and the following was highlighted:

- a) Provincial arts roundtable. Let provincial know if there is an information session in area.
- b) OCT raising fee.
- c) Draft PPM.
- d) Concerns over access to student data.

#### 9. **Reports of Executive and Related Motions**

- a) President: Paul Rawlinson

Printed copies of the report distributed and following was highlighted:

- i. See president if interested in co-ordination for blood donor clinic.
- ii. AMPA: president will be sending out welcome email to all delegates and alternate. President needs a list from BUPs with all delegates and alternates and their emails.
- iii. Sick day reporting: no need to report to the board if you are being paid by the union but consider collective agreement language.
- iiii. DEC 11/17-1

Moved by P. Rawlinson

Seconded by C. Scholten

**BIRT DEC approve a contribution of \$350.00 to the OPSUE College Workers Strike Fund. Funds would be provided from District budget line 5350 Political Action.**

Motion Carried.

- b) Vice President: L. Miszczak

Oral report given highlighting the following:

- i. Update on the Marion Drysdale awards: submission are in and available for perusal. Rubric from last year will be used and decision needs to be made by December 4.

- c) Treasurer: Cindy Scholten

No report.

- d) Secretary: Meghan Lambertus

No report.

#### 10. **Reports of District Officers**

- a) Educational Service Officer: Janice Scott

Printed copies of the report were distributed and the following was highlighted:

- i. Workshop was well attended and next one is in May.
- ii. Consider nominations for awards.
- iii. Ensure language from provincial regarding educational services is present in district and BU constitutions.

- b) Communications Officer: Jose Martinez

Printed copies of the report were distributed and the following was highlighted:

- i. Have a look at your sections on the website

- c) Health and Safety Officer:

- i. Tracey Mackie Vlietstra (Upper Grand)

Oral report given highlighting the following:

- 1. Thank you for arranging family to attend award meeting.
- 2. Difficulty appointing health and safety officer with ETFO.
- 3. Online reporting is up and running but there are some challenges.
- 4. Regional health and safety conference attended. Survey on psychological happiness if there is interest.
- 5. Appointed to OSSTF health and Safety WSIA committee for the rest of a

## 12. Reports of Committees and Workgroups

a) AMPA Review Committee

i. DEC 11/17-3

Moved by: J Scott

Seconded by S. Brighton

**BIRT DEC extending the reporting timeline for the AMPA Review Committee until May 8, 2018 in time for AMPA 2019.**

Motion Carried.

ii. Requests for input regarding suite and alternative activities.

b) DEC Guideline Review Committee

i. Will present what has been captured so far at a following date. Request for input.

c) Charitable Review Committee

i. Broke donations down into six categories.

ii. Developed criteria for each request.

iii. Will be meeting again.

d) Violence in the Workplace Committee

i. Met in November to develop ideas regarding reporting violence.

ii. DEC 11/17-4

Moved by:

C. Lampkin

Seconded by: J. Scott

**BIRT DEC extend the timelines for the Violence in the Workplace Workgroup to the January 17, 2018 DEC meeting.**

Motion Carried.

13. **On Time Motions**

DEC 11/17-5

Moved by: M. Lambertus

Seconded by: S. Brighton

**BIRT DEC approve a donation of \$500.00 to support the weekly parent and tot public skate program at the Centre Dufferin Recreation Complex. Funds would be provided from District budget line 5720 Donations and Sponsorship.**

Motion Carried.

14. **New Business**

- a) Feel Good: As a gesture of kindness to occupants in the building coffee and tea will be served in the second foyer. Everything will be ordered from College Heights.  
Estimated cost is between \$100-\$150.

15. **Action Items for the Next Meeting**

- a) Violence workgroup

15. **Adjournment**

Meeting adjourned at 3:12pm.

## **Action Items**

**Items for this Meeting**

Report from Violence in the Workplace Committee

**Items with Specific Recall Date**

Report from AMPA Review Committee (May 8)

**Items when there is an update**

DEC Guidelines Committee

Charitable Review Committee

## DEC Minutes November 23, 2017