



**Local 241 – Mohawk College
LEC Minutes
Wednesday May 19, 2021
5:30pm
Zoom Meeting**

LEC Members: Tracey-Ann Prokipczuk, Steven Mikalauskas, Susan Lau, Karoline Fox, Paula Golding, Deborah Konig, Greg Gagnon, Andre Brouillette, Caitlin MacKinnon

Regrets: Melissa Mellor, Tara Bristol, Karen Finucane, Tanya Kowalewicz, Jason Kovacs

Required for Quorum: 8 (9 attended)

1. Call to order
2. Statement of Respect
3. Adoption of agenda – Moved by Tracey-Ann. Seconded by Susan. Carried.
4. Minutes of previous (quorum) meeting, April 21/2021 – Moved by Caitlin. Seconded by Karoline. Carried.
5. Business Arising
 - 5.1. Updates on ongoing grievances - Work on several grievances continues.
 - 5.2. Updates with ongoing ESC activities - Discussed appropriate supports which could assist successful redeployments (i.e. ideas included basic onboarding, Banner training for all support staff, etc.).
 - 5.3. COVID 19 protocols compliance

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- Discussed the importance of encouraging support staff to follow the College's COVID protocols/ guidelines, and for those requiring an exemption due to medical accommodations to reach out to HR.
 - Discussed safety issues for support staff who operate machinery at the Stoney Creek campus when wearing a hard hat or safety goggles together with a face shield and mask. Mohawk requires the use of face shields, unlike all other Ontario Colleges who are using goggles.
6. New business
- 6.1. Expenses - Stewards reminded to submit any expense claim forms (e.g. reimbursement for meals, cellular data, as per Local 241 By-laws). Recommendation for any Officers' parking allowance to be reimbursed on a monthly rather than annual basis.
- 6.2. "Organizing 4 Power" training program – Stewards advised of a training program on the tools for engaging, mobilizing, and organizing workers.
- 6.3. Jobs classification (Administration or Support) – Discussed reviewing the classification of positions as Admin or Support. Admin job descriptions must include overseeing direct report(s) and financial responsibilities controlling a budget. The College's Collective Bargaining Act (2008) outlines the exact roles of Admin, Support Staff and Faculty.
7. Reports of Officers



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- 7.1. President
 - Motion to not hold LEC meetings in July and August 2021, as per usual practice. Moved by Susan. Seconded by Caitlin. Carried.
 - Discussed potential info sessions for new hires, diversity and inclusion, (including OPSEU Statement of Respect and Mohawk's Land Acknowledgement Statement), and employee benefits in connection with Local 241 website/Zendesk.
- 7.2. Vice President - Nothing to report.
- 7.3. Treasurer - Sent regrets.
- 7.4. Secretary- Nothing to report.
- 7.5. Communications Officer - Reviewed efforts to recruit additional part-time LEC stewards, specifically plans to send Communication to part-time support Staff this Summer.
- 7.6. FT Unit Steward – Received positive feedback about Local 241's website and new Zendesk. The Stewards area of Zendesk now contains OPSEU's manuals on the LEC positions.
- 7.7. PT Unit Steward – Work on part-time collective agreement continues.
8. Reports of Committees
 - 8.1. By-laws – Work on updates continues.
 - 8.2. PDF - Work on updates continues.



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- 8.3. Health and Safety – Discussed the importance of reminding support staff that a review of their PDF is part of their Annual Review.
9. Adjournment: 6:33 pm. Moved by Deborah. Seconded by Susan. Carried.

Next LEC meetings: July & August 2021 – no meetings