

LEC Members: Tracey-Ann Prokipczuk, Susan Lau, Melissa Mellor, Paula Golding, Deborah Konig, Sarah Harvie, Sara McArthur, Patrick Angielczyk, Tara Bristol, Roslyn French-Sanges, Dana Leaman, Steve Mikalauskas

Regrets: Karen Finucane, Annie Jong, Jason Kovacs, Tanya Kowalewicz, Joanne MacDonald, Caitlin MacKinnon, Katherine Wawrzkowicz

Required for Quorum: 10 (12 attended)

1. Call to order.
2. Statement of Respect (links: <https://youtu.be/t-XTMx1md7I> or [Statement of Respect](#))
3. Adoption of agenda
  - 3.1. Amendment- move New Business above Business Arising
    - Motion to approve: Paula. Second: Dana. Carried.
4. Minutes of previous (quorum) meeting – November 16/2022
  - Motion to approve: Tara. Seconded: Sara. Carried.
5. New Business
  - 5.1. Welcome and Introductions for New Steward(s) –
    - Patrick Angielczyk (Full-Time), and Roslyn French-Sanges (Part-Time).
  - 5.2. Upcoming Local 241 GMM -
    - LEC discussed communications and set up of GMM to be held on February 15/2023, 12:00 pm-1:00 pm. Elections to be held for Delegates/Alternates/Observers for [OPSEU Annual Convention](#) (April 20-22/2023, Hybrid).
  - 5.3. Stewards Orientation and Information Sessions –
    - Sessions to be offered to Local 241 Stewards this February.
  - 5.4. “Volunteering” for extra work –
    - Many Support staff positions were eliminated during the COVID pandemic and Management ordered Support staff to absorb the extra work (and work hours). These eliminated positions have not been replaced post-COVID and Support staff continue to work these extra, unpaid hours. A Cross-College Information Session is to be held soon on a new campaign for this extra, unpaid work to be recognized and staffed properly by Management and end Support staff working for free.
  - 5.5. Corporate Car policy –
    - LEC discussed that the College is fitting its fleet of vehicles with tracking devices.
  - 5.6. Raising concerns (and resolutions) to Management –
    - LEC discussed increasing awareness to members of practices to follow; namely, Support staff to approach Supervisor with their concerns, and if no resolution occurs, Support staff can approach Local 241.

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- 5.7. PDFs –
  - LEC discussed increasing awareness among Part-time Support staff to request their PDF (job description), as per their right under the Collective Agreement. A number of Local 241's stewards have completed PDF training and are available to assist Support staff with PDF concerns.
  - Part-time Support staff now have a pay grid.
- 5.8. Office Equipment –
  - Purchase of computer equipment for Local 241 business operations up to a maximum \$3000.
  - Motion to approve: Tracey. Second: Susan. Carried.
6. Business Arising
  - 6.1. Grievances and Arbitrations - LEC updated on current cases.
  - 6.2. ESC (Employer Stability Committee) Activities – moved to next meeting.
  - 6.3. Recruitment – discussed ongoing efforts.
  - 6.4. Working together with Local 240 – discussed ongoing collaboration efforts.
7. Reports of Officers
  - 7.1. President – as noted above.
  - 7.2. Vice President – VACANT
    - Caitlin stepping down from internship/shadowing of role. Thanks to Caitlin in appreciation of all her time and hard work.
    - Sarah H. will be taking over internship/shadowing of Vice President role.
  - 7.3. Treasurer - nothing to report.
  - 7.4. Secretary – reminded LEC stewards to submit expense forms.
  - 7.5. Communications Officer – updated Stewards information on the [Contact Local 241](#) webpage of Local 241's website.
  - 7.6. Full-Time Unit Steward – discussed union management software.
  - 7.7. Part-Time Unit Steward – VACANT
    - Sara M. taking over internship/shadowing of P/T Unit Steward role.
8. Reports of Committees
  - 8.1. By-laws - nothing to report.
  - 8.2. PDF - as noted above.
  - 8.3. Health and safety - nothing to report.
9. Adjournment: 6:31 pm. Motion to approve: Tracey. Seconded: Paula. Carried.

Next meetings:

- LEC meeting - Wed. February 8/2023, 5:30-6:30 pm – by Zoom
- GMM – February 15/2023, 12 noon-12:45 pm - hybrid format