

LEC Members: Susan Lau, Dana Leaman, Sara McArthur, Melissa Mellor, Paula Golding, Chris Arndt, May Benoit (new), Tara Bristol, Annie Jong, Deborah Konig, Joanne MacDonald, Nancy Reyes

Regrets: Sarah Harvie, Patrick Angielczyk, Roslyn French-Sanges, Jason Kovacs, Tanya Kowalewicz, Caitlin MacKinnon (on leave), Gustavo Marcano Valero (new), Tracey Prokipczuk

Required for Quorum: 10 (12 attended)

1. Call to order
2. [Statement of Respect and Land Acknowledgment](#)
3. Adoption of agenda
 - Motion to approve: Susan. Second: Paula. Carried.
4. Minutes of previous (quorum) meeting – November 15/2023
 - Motion to approve: Susan. Second: Tara. Carried.
5. Business Arising
 - 5.1. Grievances and Arbitrations – LEC updated on current cases.
 - 5.2. ESC (Employer Stability Committee) Activities – LEC updated on current events.
 - 5.3. Recruitment and Part-Time Bargaining – Work on new memberships continues. Local now receiving monthly report on new RPT hires from the College, as per the Part-Time Collective Agreement. Support Staff can find more information and a link to the membership form on Local 241's website <https://opseu241.ca/>.
 - 5.4. December GMM – Excellent attendance by members. 2024 Budget was approved.
6. New Business
 - 6.1. Welcome and introductions for new Stewards – Mary Benoit (Full-Time). Gustavo Marcano Valero (Full-Time) sends his regrets.
 - 6.2. Part-time Bill 124 Retro Pay Survey and Past-Member Outreach – LEC updated on work to solicit information from part-time members on their retro wage payments.
 - 6.3. Lunch and Learn Week (December 11-15/2023) – Local's educational Lunch and Learns have been well attended with positive feedback received from Support Staff. Topics covered included Benefits, Grievances, Full-time PDFs (Position Description Forms) and Classification, etc. LEC plans to offer additional sessions in 2024.
 - 6.4. Union One Onboarding - The new union digital management platform was approved in the 2024 Budget. Roll out to begin in 2024.
 - 6.5. Holidays Social for LEC – December 19/2023, 7:00 pm at Turtle Jacks.
7. Reports of Officers
 - 7.1. President – Susan update the LEC on the new Stewards' Google Workspace with homepage for Stewards to access union resources. If you have questions, please contact Susan.
 - 7.2. Vice President – Sarah sends her regrets.
 - 7.3. Treasurer – Melissa reminded the LEC to submit outstanding expense claims by December 15/2023. LEC can file expense claims up to as three months prior, as per Local 241 bylaws.

- 7.4. Secretary – Paula noted nothing to report.
 - 7.5. Communications Officer – Chris’ work on new video content continues. Officers are planning to meet bi-weekly after LEC monthly meetings for a round-up on action items. New union Buttons have been designed plus information/ marketing cards on part-time pay for the upcoming Recruitment and Marketing Campaign for Part-time Union Bargaining for distribution across the College. If you would like to receive Buttons for your department, please contact Susan or Sara.
 - 7.6. Full-Time Unit Steward – Dana noted nothing to report.
 - 7.7. Part-Time Unit Steward – Sara updated the LEC on planning for the Recruitment and Marketing Campaign for Part-time Union Bargaining, starting January 2024. Union Bargaining’s focus is “Part-timers deserve more”. Dates for Part-time Bargaining to be determined. If you would like to assist this Campaign, please contact Sara. Lunch and Learn sessions had a high turnout of Part-time Support staff. LEC discussed making the Lunch and Learn slide decks (minus any union financial information) available for sharing with Support staff. LEC discussed recognition and celebration of Support staff in college areas which show a strong union engagement.
8. Reports of Committees
- 8.1. By-laws – By-laws posted on Local 241’s website <https://opseu241.ca/>
 - 8.2. PDF (Position Description Form) – Lunch and Learn educational to be held on December 14/2023
 - 8.3. Member Engagement – A new committee in Local 241. Developed and presented Local 241’s current Lunch and Learn educational sessions for Support staff.
 - 8.4. Creative – A new committee in Local 241. Developed and worked on the new union Buttons and marketing materials.
 - 8.5. Health and Safety – Susan gave the LEC a report on behalf of Tanya, LEC Steward and Representative on Mohawk’s Joint Health and Safety Committee. If Support Staff bring a safety concern to their manager’s attention and it is not addressed, our Local will assist staff on contacting the Joint Health and Safety Committee for assistance. Currently, attention is on fulfilling Ontario AODA (Accessibility for Ontarians with Disabilities Act) requirements for 2025. The new Teams-enabled phones at Mohawk have issues with calling 911. Mohawk to offer Mental Health First Aid training in January 2024. Mohawk to offer employees an Virtual School Wellness Fair of informational sessions in February 2024.
9. Adjournment: 6:30 pm. Motion to approve: Susan. Second: Dana. Carried.

Next meetings:

- LEC meeting - Wed. January 17/2024, 5:30 pm-6:30 pm – by Zoom
- GMM – February (date TBD)