

PSAC-NCR Education Committee Meeting Minutes
January 16, 2018
Holland Cross, Ottawa ON

Present	Regrets
<ul style="list-style-type: none">• Chantal Fortin (Chair), USGE/SESG• Lee Palotta, UTE/SEI• Grace Morgan, UHEW/STSE• Diane Girouard, UHEW/STSE• Anna-Marie Melanson, UNE/SEN• Philip Lillies, AGRU/SAGR• Frederica Fredale, UNE/SEN• Annie Noël, UHEW/STSE• Pierre Lebel (Staff), REO/ARE	<ul style="list-style-type: none">• Behiye Cinkilic, UNE/SEN• Ken Zarichansky, UPCE/SEPC• Anna Bogdan, UNE/SEN• Sylvie Leblanc, UNE/SEN

1. Welcome to new member and introductions

- Welcome to Annie Noël.
- Chantal Fortin is away on a 2-month term with the PSAC (February-March 2018).
- Diane Girouard replace Chantal as the elected Alternate-Chair.
- Speaker's list maintained by Lee Palotta.
- Minutes recorded by Annie Noël.

2. Adoption of the Agenda

- Moved by Grace Morgan;
- Seconded by Anna-Marie Melanson,
- Motion is adopted

3. Adoption of the Minutes for the meeting of November 21, 2017

- Moved by Diane Girouard;
- Seconded by Grace Morgan,
- Motion is adopted.

4. Update: Winter 2018 schedule

- *Disability Insurance: How to Help Members* course - new dates:
English and French: moved to March 5.
- *Taking Union Basics (TUB)* January 19-20, 2018
English: currently has 20 participants registered
French: approximately 15 participants registered;
- *Module: The Art of Argument* January 22, 2018
English: 7 participants registered
French session has none;
- Revised *Education Winter Schedule*
Committee members should send the schedule to their networks to increase participation.

5. Leave With Pay for Union Business

- New article of the Collective Agreement came into effect on January 1, 2018. (In the PA Collective Agreement, it is Article 14.14.)
- Treasury Board has not implemented the new leave code (641) into their electronic leave management system.
- A suggestion was made to submit paper leave forms to management.
- Some members are being challenged by management adding to the confusion.
- Anticipated decrease in course registrations until issue is resolved.
- Procedure to follow as shared by REVP Greg McGillis is:
 - Register to a union business (training, conference, event...)
 - Once approved by the union, a confirmation/approval will be sent to participants
 - Submit your leave to your management with this confirmation/approval
- *Winter 2018 Education Schedule* – Information added on the back of the schedule re: new Collective Agreement article on paid leave for union business.
- Recommendation to update PSAC-NCR website to reflect changes to Collective Agreement. (Education Program section of website)

6. Phoenix Lunch and Learn Sessions

- Thirty (30) minute-sessions offered to members.
- Regional Office reaching out to all Locals to organize sessions.
- PSAC has Employer's approval to hold these sessions on the worksite.
- *Pay Advocates*: 1-day training to educate selected members to assist with Phoenix questions and advise members of the appropriate procedures to follow.

7. Ottawa Regional Office (RO) Relocation

- New location at 233 Gilmour Street, February 23rd and 24th.
- Must vacate Holland Cross establishment by March 1st, 2018.
- Gilmour training and meetings will start as of March 1st, 2018.
- Space availability at Gilmour: Ground floor (JK Willie) and 6th floor.
- Pierre Lebel to confirm if there will be an Open House.
- Pierre Lebel to come back with information about parking for days where courses are offered during regular business hours (Mon-Fri, 9am to 5pm)

8. Follow-up in items from previous meetings

- ***Advanced Violence Prevention course:***
 - Phil Lillies provided a brief background of this initiative.
 - Phil Lillies is requesting this to move forward.
 - Pierre Lebel to consult the PSAC National H&S Representatives as to how training can be developed.
- ***Education Committee Meeting Minutes:***
 - Previous Minutes can be found on the PSAC-NCR website under Education Committee (2011-2017).
 - Most past Minutes have been translated (still ongoing).
 - Thank you Pierre Lebel for this initiative and hard work.
- ***Online Registration Form Improvements:***
 - Technical limitations that prevent us from changing the form as the form is linked to the PSAC database.
 - Pierre Lebel will verify with the IT people to see if the recommendations from the working group can be

implemented and to verify if we can select multiple courses within the same form.

- At the last meeting of the PSAC-NCR Regional Executive (Dec 4, 2017) Chantal relayed the committee's recommendation to the REVP that the online form used for NCR Council events be reviewed at the same time as future modifications implemented for the Education Program form.
- Chantal informed committee members that the REVP was receptive to the idea
- ***Electoral Campaigns for Women:***
 - Resolution adopted at the PSAC-NCR Triennial Convention.
 - Chantal Fortin reached out to Chairs of the ORWC and the CRFF, only the Chair of the CRFF has responded.
 - Chantal Fortin encouraged members of the ORWC to follow-up with the Chair of that committee.
 - Chantal Fortin will ask that this be an agenda item for discussion at the next meeting of the Regional Executive on February 2015.
 - It was shared that the Canadian Labour Congress (CLC) has a good training on this topic.
 - Grace Morgan being the Women's Committee Co-Chair would be willing to work on this initiative.
- ***Mentorship Program and survey:***
 - Survey was not circulated to all members during the 2017 NCR Triennial Convention.
 - Chantal Fortin, Annie Noël and Diane Girouard will review the survey to be circulated to members at the AGM of the NCR Council.

9. 2018 Progress Summit:

- Though yearly event, currently no information is available for 2018.
- Typically, four (4) scholarships are funded by the PSAC-NCR Education Program at the cost of approximately \$295 per participant.
- Loss of salary is not covered by Education Program. Members must take paid leave from their employer if they want their salary to be covered during this conference.

- Once date and the registration fee are confirmed, a message to all PSAC-NCR members will be sent to submit their interest in attending and to answer an essay question.
- Last year, a recommendation was made to increase the number of scholarships to this event.
- Motion to increase from 4 to 10 funded participants at this event:
 - Moved by Grace Morgan
 - Seconded by Diane Girouard
 - Motion adopted.

10. Education Retreat: 2019-2021 Education Program

- Tentative date: September 7-9, 2018.
- Chantal Fortin will establish a list of tasks to be completed prior to the retreat and circulate with the Committee members at the next meeting.

11. Varia

- **Women's March:**
 - Event date is January 20, 2018.
 - A message was sent out earlier today.
- **Union School 2018:**
 - Tentative date: December 2018.
 - 100 participants could attend this event.
 - Possible location: Chateau Montebello.
 - Lee mentioned we should have a social committee to organize after-hours activities (e.g. information tables for committees, bonfire, pool opened after hours, etc.)
 - This item will need to be added to the future Committee agendas.

Meeting adjourned at 7:30 p.m.