

MEMORANDUM

TO: All Presidents and members in Ministry of Training, Colleges & Universities
All Stewards in Ministry of Training, Colleges & Universities

FROM: Brian Gould, OPS Supervisor/Negotiator

DATE: April 3, 2009

SUBJECT: Ministry of Training, Colleges and Universities
Divisional Minutes – November 15, 2008

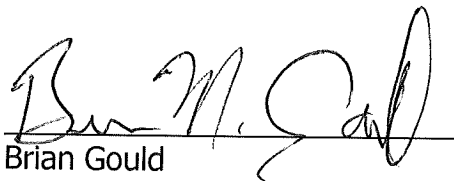
Attached for your information, please find the minutes of the above captioned meeting.

Your making these available to your delegates and members would be appreciated.

AUTHORIZED FOR DISTRIBUTION: IN SOLIDARITY,



Warren (Smokey) Thomas
President



Brian Gould
OPS Supervisor/Negotiator

/gi

att.

cc: Executive Board Members
CERC
MERC Chairs
Ministry ERC
Senior Staff
Regional Offices

**MINISTRY OF TRAINING, COLLEGES & UNIVERSITIES
DIVISIONAL MEETING**

**2008 DIVISIONAL MEETING
NOVEMBER 15, 2008
ROYAL YORK HOTEL, TORONTO**

CALL TO ORDER

Mickey Riccardi, MERC Chair, called the meeting to order at 1:05 p.m.

INTRODUCTIONS

Mickey Riccardi, L-154, MERC Chair
Sophie Ambrose, L-736, Vice-Chair
Maurice Blais, L-628, Member
Danny Beaumont, L-230
Joanna Scholz, L-736
Brenda Macinnis-Bertin, L-205
Terry Sheehan, L-601
Wanda Harris, L-702
Carla Scherle-Thompson, L-101
Laura Thomas, L-230
Marg Simmons, Job Security Officer, OPSEU

ADOPTION OF THE AGENDA

MOTION

Moved: Danny Beaumont (L.230)

Seconded: Joanna Scholz (L.736)

To adopt the Agenda.

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

MOTION

Moved: Danny Beaumont (L.230)

Seconded: B. Macinnis-Bertin (L.205)

To adopt the minutes of the previous Divisional meeting.

CARRIED

ERC TEAM REPORTS

Mickey Riccardi & Sophie Ambrose gave MERC report – see attached

ELECTIONS

Marg Simmons, OPSEU reviewed the election procedures prior to conducting the elections.

MOTION

The election for alternates be ranked for 1st, 2nd & 3rd place based on the number of votes received.

Moved: Terry Sheehan (L.601)

Seconded: S. Ambrose (L.736)

CARRIED

MERC Team

<u>Nominator</u>	<u>Nominee</u>	<u>Stand/Decline</u>	<u>Results</u>
S. Ambrose (L.736)	M. Riccardi (L.154)	Stand	Acclaimed
T. Sheehan (L.601)	Maurice Blais (L.628)	Stand	Acclaimed
D. Beaumont (L.230)	S. Ambrose (L.736)	Stand	Acclaimed

Chair

<u>Nominator</u>	<u>Nominee</u>	<u>Stand/Decline</u>	<u>Results</u>
S. Ambrose (L.736)	M. Riccardi (L.154)	Stand	Acclaimed

ADJOURNMENT

MOTION

Moved: S. Ambrose (L.736)

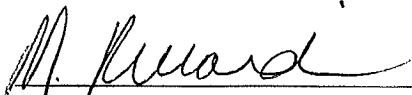
Seconded:

To adjourn.

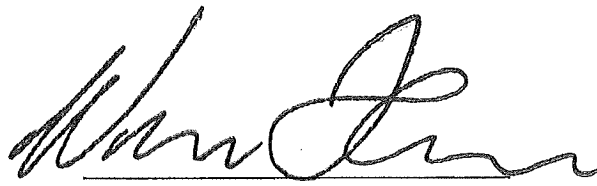
CARRIED

The meeting adjourned 4.10 p.m.

AUTHORIZED FOR DISTRIBUTION:



Mickey Riccardi
MERC Chair
Ministry of Training, Colleges &
Universities



Warren (Smokey) Thomas
President
OPSEU

/ gi

**MINISTRY OF TRAINING COLLEGES AND UNIVERSITIES
MERC TEAM REPORT**

DIVISIONAL MEETING NOVEMBER 16/17 2008

At the last divisional meeting of November 25, 2006, elections were held for the MERC Team. As a result Mickey Riccardi, Sophia Ambrose and Maurice Blais were elected to the team. Mickey was elected as Chair and Sophia as Vice-Chair and Maurice as member. Fern Dumas, Sherry Hunt, George Yarwood as the alternates. Since the last Divisional meeting November 25, 2006 we have discussed numerous issues. We have met with management on the following days; December 12, 2006, February 16, 2007, June 12, 2007, Sept 12, 2007, December 13, 2007, February 21 2008, June 16, 2008, September 16, 2008. The next meeting is scheduled for November 25, 2008...

The following is a brief summary of some of the ongoing items that have been and will continue to be discussed at the table:

Emergency Preparedness- Union reported that the OSAP office in Thunder Bay was left off of the list. Management ensured that an electronic version of the evacuation plan for the OSAP office at 189 Red River road, Thunder Bay is available and linked to the location on the internet.

Local Apprenticeship Committees, OYAP, COOP Teachers, reported that they have an important role in expanding the system. While they may facilitate the completion of the forms. The scrutinize and sign off is the Training Consultants function. Management stated that it had raised this issue with managers at an Operational Management team meeting and asked that they keep an eye out for improper registration practices. It is the Union's view that this practice violates the TQAA as the Training Consultants must be present at the time of the registration. The union asked that management confirm the appropriate practice in writing in a memo to managers (memo attached).

Individual Targets for Apprenticeship Staff- The Union raised concerns with using individual targets for registrations. They would like to see team targets. Staff is competing against one another and some areas, due to an economic downturn; don't have enough opportunities for registrations to enable an individual to meet targets; Inconsistent application of individual and team targets; Staff morale - staff feel disadvantaged when going in for a performance plan meeting if they don't meet an individual target. Would like to see group targets. Management responded by indicating that the Agreement from management to discontinue practice of individual targets (targets not used consistently). Individual targets will not be reflected in individual performance plans. New registration target not yet set. It will focus on completion strategies, retention and quality in setting end and interim target. Sr. Management will communicate this to management throughout the Division.

Meal Policy – Union expressed concerns about the administration of the meal policy. In particular for those employees who want to bring meals from home to eat while travelling? Policy states that itemized receipts are required. The Service and Facilities Manager MTCU attended and provided a response. Purchases made at a grocery store or at a vendor where no receipt is provided (i.e. hot dog stand) are categorized as an exception to the policy and would require manager's discretion for approval (handwritten receipts no required). Where possible should provide a written explanation about the circumstances when claiming such meal expenses.

Bullying in the workplace - Union inquired whether the employer would consider developing a "Bullying in the workplace policy" Management made inquiries with corporate Human Resources and was informed that MGS will be assessing the scope of the issue and the best approach to address it. Management committed to monitor this issue and report any updates to MERC. Under review at corporate level.

OAG Learning Needs – Standing item- This has been an item with many updates and many successes. Once pilot is completed management will assess the pilot and decide whether or not to offer the program more widely. Evaluations have been positive to date. Ministry is working with Regional Interministerial Counsel and forming links with other Ministries. To date pilot completed - 86% satisfaction rating
Taking forward a recommendation to continue this initiative. June 20th – presentation being made to Provincial Inter-ministerial Council

OSAP IT- Renewal Project – Standing item- This project is a total revamp of the OSAP computer system. It began in 2006 and was to be launched in 2009, however, the project experienced a set-back in February with the Deloitte and Touche team pulling out of the project as they realized they couldn't deliver what they thought they could. The ministry is now using internal resources to complete the project and the launch date will be extended. This project has created new positions within the branch and a lot of movement within the branch has taken place. There were many opportunities for existing staff, which is good for everyone. This is a standing item until completion.

Asbestos Abatement Worker- Standing item- The Union continues to express disapproval over the current administration of these tests, stating that this is a modular exam that should be administered by the ministry. Management communicated that the two new programs are not apprenticeship programs and do not lead to a journey person's certification; they are modular training programs. Much like the exemption tests that are administered by third party delivery agents, these two assessments test theoretical knowledge (in-school learning) and not on-the-job training. These programs confirm that an individual can work safely but does not result in a Certificate of Qualification. The theoretical knowledge that is tested represents only a fraction of the program.

Management also explained that these two tests are in fact exemption tests where an individual has received prior theoretical learning or has had previous experience. The Union raised the issue of Exam Invigilators administering exams for TSSA (engineering exams) and questioned why these tests could not be administered under the same process. Management indicated that these exams were in fact parallel with journey-person exams (i.e. leading to a certificate or license to practise an occupation). The Union identified a recent job posting for Exam Administrative Clerk (OAD 9) which stated, "...support in the administration and invigilation of trade/modular examinations" as part of the requirements of the position. The Union also noted that the corresponding job specification incorporated the same language and inquired as to why this group of staff is not administering the Asbestos Abatement Worker and Supervisor Programs tests. Management has not provided us with an adequate response regarding this item. It will continue to remain as a standing item until Union feels it has an appropriate response.

Labour Market Development Agreement (LMDA) - Management and Union continue to discuss issues arising from this issue. The MERC team continues to advocate for fair and equitable treatment of all staff. LMDA is now complete and replaced with Labour Market Agreement.

Classification Review.- Standing Item- Management procured an external consultant for the Classification review- Classification review completed in four phases. Management working on phase 3 and 4 of the review. Management also communicated that Phase 1 of the Classification Review is underway and that the ministry has held a number of discussions with Directors and managers to identify positions for priority sequencing. Management provided the Union with a copy of the Phase 1 roll-out. The following dates were also identified as expected completion targets for the four phases:

- Phase 1: November 30, 2007
- Phase 2: March 31, 2008
- Phase 3: July 31, 2008
- Phase 4: November 30, 2008, with the month of December for final wrap-up.

In response to the Union's inquiry, management indicated that the ITO-1 classification is expected to form part of Phase 2. Management asked for additional time to review the IT01 spec and was not completed in Phase 2. The Union also questioned how this exercise would reconcile with the OPSEU-MGS Job Evaluation. Management responded that the ministry is consulting with MGS as this exercise progresses, adding that there is no intent to duplicate efforts but, should discrepancies arise, the matter will be addressed at that time.

Transforming TCU- Standing Item- Creation of a new policy Division. Work units were moved to the new structure, while others will need to be disentangled.

Disentanglement component being developed and will involve most of the Post Secondary Education Division. Management provided an update about the evaluation of the transformation and staff survey; hired two sets of consultants to review: Blackstone Partners and Oliver Wyman; Prepared initial findings and at the end of the month, hope to have recommendations in to ADM and DM; Looking at staff survey results (employee engagement) from November; Employee reference group engaged on a monthly basis – gaining input from a staff perspective; Staff self-identified to participate – has been around since last year; Organizational Development Unit – spoke to Managers in TCU for feedback (how well has it been working with changes made) Regional Directors and Regional Program Managers interviewed as well. Report from Employment & Training Division (ETD) staff meetings Head Office - ADM and DM spoke to staff and took Q's & A's to gain input and feedback from staff (to be rolled up end of month); No actions yet on recommendations but intent is to wait for second employee engagement survey before final recommendations in place; Union shared that the morale is low with regards to transformation. What is the action plan to address this? (Consultants seeing overall themes with low morale, opportunity to move things along); Management continues to discuss with reference group on how to improve morale; Need to see what is at the root in order to help improve morale. Another employee engagement survey will be rolled out (June 17 – July 4). First one was a benchmark; second one is a follow-up survey. Employee engagement – emails coming out to staff shortly. Union referenced a concern in apprenticeship – quality of work suffering (at field level). (I.e. Apprenticeship completion). Being creative in getting numbers. (address in survey).

LERC's – Standing item- *Both parties expressed an interest to explore this further given the changes to the Ministry's new structure as a result of the LMMA. Union raised concerns with travel costs, since some locals don't compensate travel. The union stressed the importance of up and running LERC's. Both parties will be exploring ideas for a new LERC structure. On September 15, 2008, the Union has created a proposed DRAFT LERC structure, which OPSEU needs to review and provide input. Once the DRAFT has been approved by OPSEU side then it will be presented to management for consideration*

Walk In Service for trade exams - *The Union raised concerns with the current practice at the Apprenticeship office on Church Street only such office in the province to provide walk-in services. The union proposed that this location convert to provide scheduled exams, just as all other apprenticeship offices. The Regional Director met with 8(OPSEU) staff at 625 Church Central Region considered securing a second exam location with possible trial runs during the summer. Also being considered is off-site locations for group exam sessions. Management indicated that Wednesday and Thursday afternoons would be set aside for exams by appointment only.*

CWW Days- *Management explained that CWW days are for all staff. Employees who wish to express an interest in a Compressed Work Week should contact their managers and finalize formal agreements need to be forwarded to the Union for approval.*

