

MEMORANDUM

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

FROM: Ruth Hamilton, OPS Supervisor

DATE: July 8, 2010

**SUBJECT: Ministry of Training, Colleges and Universities
ERC Minutes – June 3, 2010**

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

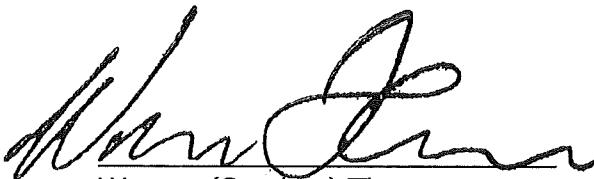
Please post or otherwise make them available to the members in your workplaces.

Also attached is a MERC referral form which should be used when referring unresolved local issues to the ministry level. The referral should be sent care of the Job Security Unit with all the supporting documentation, (e.g. minutes, correspondence, etc.), with any referrals.

PLEASE NOTE: THESE MINISTRY MINUTES WERE PREPARED BY THE EMPLOYER.

AUTHORIZED FOR DISTRIBUTION:

IN SOLIDARITY,



Warren (Smokey) Thomas
President



Ruth Hamilton
OPS Supervisor

/gj
att.

cc: MERC Chairs
Ministry ERC

**MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES
 MINISTRY EMPLOYEE RELATIONS COMMITTEE (MERC)
 BOARDROOM C – OPSEU OFFICE – 31 Wellesley Street East
 June 03, 2010**

For Management:

Pat Macdonald-Rea, MANAGEMENT CO-CHAIR

Robert Dupuis, Director – Eastern Region (ETD)
 Jay Naik, Employee Relations Advisor, CER (MGS)

Guests:

Chris Hahn – Manager, Apprenticeship Modernization Project, BSMB, ETD
 Maria Mellas – Manager, Student Financial Assistance Branch, PSED
 Annette Gljuscic – Human Resources / Labour Relations Project Manager, Ontario
 College of Trades Implementation Project, TCU
 Margaret Watson – Employee Relations Advisor, MGS, CER

For OPSEU:

*Mickey Riccardi, OPSEU CO-CHAIR – Employment and Training Consultant – Western Region

Sophia Ambrose, Communications Officer, Student Financial Assistance Branch
 Stephen George, OPSEU Job Security Officer
 Maurice Blais, Employment and Training Consultant – Northern Region

Regrets:

Carla Scherle Thompson, Employment and Training Consultant, EBSM – Western Region
 Tony Brenders – Director, Ontario College of Trades Implementation Project, TCU
 Noah Morris, Director – Student Financial Assistance Branch (PSED)

*Chair of the Meeting

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
1. Confirmation of Agenda	Agenda was confirmed.	No Action Required
2. Minutes	The March 02, 2010 minutes were signed off on March 17, 2010 and posted to the TCU intranet.	No Action Required
3. Housekeeping Items	<p>Management and OPSEU confirmed that their MERC contact information was up to date.</p> <p>The MERC team welcomed back Mickey Riccardi as the OPSEU Co-Chair for the TCU MERC team and thanked Sophia Ambrose who acted as the Co-Chair in Mickey's absence.</p> <p>Additionally the MERC team said goodbye and thanked Carla Scherle-Thompson for her hard work and efforts on the Committee as Carla stepped down from her position with the TCU MERC OPSEU team.</p> <p>OPSEU and Management will endeavor to draft a Terms of Reference document based on information gathered at the joint Employee Relations Committee training session.</p>	Management and OPSEU will work together to draft a new Terms of Reference document prior to the next MERC meeting.

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
NEW BUSINESS		
<p>1. Apprenticeship Modernization Project</p>	<p>Management invited the Manager, Apprenticeship Modernization Project, Business Systems and Management Branch, Employment and Training Division to provide an update on the Apprenticeship Modernization Project.</p> <p>OPSEU expressed a concern that summer students who are working on the case load cleanup are doing OPSEU bargaining unit work.</p> <p>OPSEU stated that the summer students are being hired to do bargaining unit Employment and Training Consultant work.</p> <p>Management stated that the students are working with ETCs to resolve the case load issues raised by staff.</p> <p>OPSEU questioned whether placing all of the documentation on-line is an exercise in downsizing.</p> <p>Management stated that this is not a downsizing activity. It is a response to what staff have been saying regarding the high demand trades.</p> <p>OPSEU stated that the job of an ETC since reclassification show that there are a lot of opportunities to do community development work. OPSEU stated that when ETCs are in the community as field consultants they generate a lot of work.</p> <p>OPSEU agrees that consistency across the board is alright however there is concern that work is being taken away from ETCs.</p>	<p>Management will provide an update on the Summer Students issue prior to the next MERC meeting.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>2. Job Postings for Systems Officers - OSAP</p>	<p>OPSEU presented a job posting that was found on Clusternet and on the OPS Careers website. OPSEU raised a concern that the job posting does not match the job specification that had been posted. The job specification referred to apprenticeship when the specification should have referred to OSAP.</p> <p>OPSEU raised the following questions:</p> <ol style="list-style-type: none"> 1. Why is it a Ministry of Education Function when it is a Ministry of Training, Colleges and Universities, Function? 2. Why were the Thunder Bay Systems Officers not offered these developmental opportunities? 3. Needed clarification on why there is not a TCU cluster. <p>Management responded that the positions were posted within 125 km within 10 Dundas Street. The positions will assist with the application development work with the Student Facing application. These positions were posted on a temporary basis because there are no FTEs within the program and branch to provide additional support for these initiatives. The FTEs are borrowed positions from the Ministry of Education who happened to have two positions that were vacant. They are temporary positions for one year. The positions expire in May 2011.</p> <p>The positions in no way displaced positions in the Thunder Bay branch. They were meant to assist application development in place. The skill set required to put in place was JAVA. Training has been initiated for Thunder Bay staff to acquire JAVA.</p> <p>Management stated that MTCU belongs to the Community Services Cluster. The Community Services Cluster services EDU and TCU. It is one all part of one cluster called the Community Services Cluster. Ministry of Education is the linked association therefore all staff in the cluster have EDU as their e-mail association. EDU is the administrative Ministry.</p> <p>OPSEU stated that it is their position that these job postings should be withdrawn and reposted.</p>	<p>Management will follow up with the hiring manager regarding the job description and will provide an update prior to the next meeting,</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
<p>3. Pre-Approvals for Everyday Travel / Calendars</p>	<p>OPSEU stated that members are being asked to post their kilometers and have their calendars updated one month in advance prior to approvals being brought forward. Additionally members are being asked to use map quest to verify their kilometers. Central Region members are being asked to implement the checklist. Members are still being told that they are not able to use car rentals. Cars are not being part of a job.</p> <p>Management recognizes OPSEU's concern and will be taking this back to the Regional Directors table for further discussion.</p>	<p>Management will provide a response to OPSEU prior to the next MERC meeting.</p>
<p>4. ETC's Performing Literacy Work</p>	<p>OPSEU stated that there are two specs. One is an ETC spec and one is a Literacy spec. When the LMDA was negotiated between the Employer and OPSEU, OPSEU was informed that while Literacy and Basic Skills Consultants are of the CDO3 classification, they would have a separate and distinct job specification from the Employment and Training Consultants.</p> <p>OPSEU questioned why Employment and Training Consultants were being asked in the regions to take on LBS work. OPSEU stated that the Literacy work is being given to certain individuals and not all ETCs. The work that ETCs were hired to do is falling off to the side because they are taking on additional literacy work.</p> <p>Management stated that the ETC job description does not eliminate Literacy work. ETC / Literacy staff cover vast regions. Those people who had Literacy Consultant positions continue to do Literacy work.</p> <p>OPSEU stated that there is funding for those particular positions.</p> <p>Management stated that the LBS consultant spec would be phased out and that those LBS consultants would be moved into ETC job specifications and would continue to provide Literacy services. Management stated that the ETC job spec covers literacy work.</p> <p>OPSEU asked if the Literacy positions will be filled once vacated.</p> <p>Management responded that it is their intent to move the LBS consultants into ETC job specifications but that no LBS consultants will be losing their</p>	

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	<p>jobs.</p> <p>OPSEU stated their concern that this issue was not at all disclosed and that that nothing formal was presented to OPSEU regarding this matter.</p> <p>OPSEU put Management on notice that this issue will be referred to CERC.</p>	
<p>5. Apprenticeship Caseload Outreach</p>	<p>See Apprenticeship Modernization Project</p>	<p>Management to provide OPSEU with a response prior to the next MERC meeting.</p>
<p>6. Corporate Travel Cards</p>	<p>Item Deferred to Next Meeting</p>	<p>Deferred</p>
<p>7. Bluetooth</p>	<p>Item Deferred to Next Meeting</p>	<p>Deferred</p>
<p>8. Temporary Assignments</p>	<p>Item Deferred to Next Meeting</p>	<p>Deferred</p>
<p>9. The Employment and Training Consultant Development Initiative</p>	<p>Management provided a presentation on the proposed Employment and Training Consultant Development Initiative</p> <p>OPSEU questioned who will be encompassed by the initiative.</p> <p>Management confirmed that all ETCs will be going through this. The competencies will be gained through range of assignments, etc.</p> <p>OPSEU asked about On-the-Job Training.</p> <p>Management stated that On-the-Job Training will be part of the initiative.</p> <p>OPSEU stated that if individuals do not want to do this will they be disciplined.</p> <p>Management confirmed that they will not be disciplined. Management stated that those close to retirement could be use as Mentors.</p> <p>OPSEU stated that the technical transfer piece needs to move forward faster.</p> <p>Management stated that the technical component will be moved forward</p>	<p>Management to set up a separate meeting with OPSEU to discuss the initiative further prior to the next MERC meeting.</p>

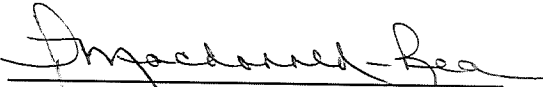
AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>on cross training as part of the initiative.</p> <p>OPSEU asked how the group will be selected to review the competencies.</p> <p>Management stated that they are open to having volunteers. Volunteers will be selected on the range of programming experience that they have.</p> <p>OPSEU raised concerns about competency pieces. OPSEU stated that competencies are identified as the knowledge and skills on the job specification.</p> <p>Management stated that the competencies will not relate to the job specifications in the sense that the job classifications will not be impacted by the competencies developed as part of the initiative.</p> <p>OPSEU has asked if there will be a Provincial Lead that will be responsible for implementing this process.</p> <p>Management stated that Regional Directors will be the lead. Organizational Effectiveness.</p> <p>OPSEU asked about when a communications plan will come out.</p> <p>Management stated that it is their intent to roll this out immediately.</p> <p>OPSEU asked about how Management is going to communicate the initiative to their members.</p> <p>Management stated that there is a communications plan being developed.</p> <p>OPSEU requested a review of the plan prior to anything going out to members.</p> <p>Management stated that they will be having a separate meeting to discuss the initiative in greater detail where the communications plan can</p>	


AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	be shared.	
BUSINESS ARISING FROM NEW BUSINESS (LAST MEETING)		
<p>1. College of Trades</p>	<p>Management invited the Human Resources / Labor Relations Project Manager, Ontario College of Trades Implementation Project, TCU to provide an update.</p> <p>On March 24, 2010 there was a meeting between OPSEU and Management regarding various staffing issues with respect to the College of Trades.</p> <p>On March 30, March 31 and April 08 the Management representatives met with the affected members to introduce the role of the project implementation office and speak to the staff. An update on the college of trades was provided to members at these meetings. The change management plan was also presented.</p> <p>OPSEU asked if there were a lot of questions from their members.</p> <p>Management stated that there were quite a few questions around pensions, the appointment council's role and successor rights.</p> <p>OPSEU stated that members are asking questions for example regarding successor rights.</p> <p>Management agreed with OPSEU that there needed to be clarification on these issues.</p> <p>OPSEU stated that there are a few things that could be done such as pulling back Qs&As and adding new questions to the Qs&As providing updates.</p> <p>On April 19, 2010 a joint ADM slide deck and memo was sent out and it was intended to be a reiteration of what had already been posted about the College of Trades. It outlined some of the milestones that had been achieved. It is posted on the ETD intranet site under the College of Trades.</p> <p>On May 20, 2010 the first learning workshop was held regarding Managing Stress and Addressing Change management. The Assistant Deputy Minister of Strategic Policy and Programs Division came to speak to staff. The OPSEU MERC Co-Chair attended.</p> <p>OPSEU commended the Ministry on its ability to handle this kind of change with sensitivity.</p>	<p>Management will provide updates as they become available.</p>

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>On May 21, 2010 a news release was issued regarding the 8 Ontarians appointed to lead the College of Trades. An e-mail was sent to staff announcing the release.</p> <p>The Director of the College of Trades Project Director will be meeting with the leads shortly for strictly orientation purposes and not decision making purposes.</p> <p>The Council is not in a position to make decisions until July 01, 2010 when the act is proclaimed.</p> <p>OPSEU stated that it is officially requesting a meeting with the Council.</p> <p>Management stated that they are committed to maintaining communication with staff regarding updates with regards to the College of Trades.</p> <p>Management is committed to sharing communications with OPSEU in advance.</p> <p>Career Planning, Resume Writing and Interview workshops are being offered on June 09 and June 10, 2010 for staff who are not interested in moving to the Colleges.</p> <p>These workshops are designed to support the individuals.</p> <p>OPSEU questioned if the individuals on secondments / temporary assignments have been kept up to date regarding the College of Trades.</p> <p>Management has confirmed that those individuals are being communicated with.</p> <p>Management stated that staff have approached the manager requesting one on one career counseling through the Employee Assistance Program.</p> <p>A retirement planning workshop has been scheduled for June 28, 2010. To date there are approximately fifteen people registered for the retirement planning workshop.</p> <p>Other staff information sessions will be scheduled for the future.</p> <p>Management stated that they would like to partner with OPSEU for future sessions.</p> <p>OPSEU asked who will be facilitating the retirement planning.</p> <p>Management stated that it is an external service provider that provides the</p>	

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
	<p>training however there are representatives from Ontario Shared Services and the Ontario Pension Trust.</p> <p>OPSEU questioned if Management is on track with the 2012 timeline.</p> <p>Management stated that at this point in time they are on track.</p>	
2. Second Career	Item Deferred to Next Meeting	Deferred
3. Travel Expenses Central Region	<p>Management confirmed that the previous, mandatory checklist used by Central Region has been withdrawn. Central Region has instead developed a travel tip sheet / check list which is not mandatory for employees / members to fill out when submitting their claims. The tip sheet is supposed to be an aid for employees to help guide them when they want to claim an expense and be reimbursed. Members will not be penalized nor will valid claims be upheld should they wish not to submit the tip sheet with their claims. The tool is supposed to allow both the Members and Management to speed up the processing of approving claims and thus it is hoped that it will be used effectively in this way.</p> <p>OPSEU provided management with a copy of a Memo sent by Management outlining the requirements of the mandatory checklist.</p> <p>Management stated that it will review the memo and follow up on this matter and get back to OPSEU.</p>	Management to respond to OPSEU prior to the next MERC meeting.
4. Pilot Project - Examination Preparation Initiative	Item Deferred to Next Meeting	Deferred
5. Cell Phones	Item Deferred to Next Meeting	Deferred
6. Ministry Diversity Initiative	Item Deferred to Next Meeting	Deferred
6. French Language Services Testing	Item Deferred to Next Meeting	Deferred
7. Rental of Vehicles	Item Deferred to Next Meeting	Deferred
8. Portfolio Change	Item Deferred to Next Meeting	Deferred

AGENDA ITEMS	DISCUSSION	ACTION REQUIRED
STANDING ITEMS		
1. Redeployment	Item Deferred to Next Meeting	Deferred
2. Seniority List / True Vacancy Report / Unclassified Report	Item Deferred to Next Meeting	Deferred
3. Regional Employee Relations Committee	Item Deferred to Next Meeting	Deferred
4. Training Updates: <i>(a) Employment Service Transformation</i> <i>(b) Cross-Training: EBSM, Apprenticeship, Literacy and Job Connect</i>	Item Deferred to Next Meeting	Deferred
5. Business Process Re-Engineering <i>(a) Future of Target Wage Subsidy</i>	Item Deferred to Next Meeting	Deferred
6. Next Meeting	It was agreed that an interim meeting would be taking place on Wednesday July 07, 2010 from 11:00 am – 2:00 pm in order to finish discussion on the deferred items. The meeting will take place at the OPSEU office at 33 Wellesley Street, Board Room C.	No action required.


 Pat Macdonald-Rea, for Management


 Mickey Riccardi, for the Union

July 7, 2010
 Date

July 7/10
 Date