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From: psea
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PSEA

e-bulletin

Communications from the Post -Secondary Employers' Association

PSEA Web

November 1, 2003

Reminder - We've Moved

Please remember that we have relocated our office to Suite #422, 1333 West Broadway, Vancouver, BC, V6H 4C1

If you are attending a meeting at the PSEA office, parking is available off of Birch Street, 1 block East of Hemlock. The parkade is marked "Visitor Restaurant Parking".

Upcoming Meetings

Meetings

- Thursday, November 13, 2003 Support Staff Common Agreement Members Teleconference
- Thursday, November 20, 2003 Excluded Compensation Review Committee
- Monday, November 24, 2003 Employers' Bargaining Council
- Monday, November 24, 2003 Extended EBC Meeting
- Tuesday, November 25, 2003 Board of Directors
- Thursday, February 5, 2004 Executive Committee
- Thursday, January 22, 2004 Employers' Bargaining Council
- Thursday, February 19, 2004 Employers' Bargaining Council

Events

- Tuesday, November 25, 2003 CEO Workshop
- Wednesday, February 18, 2004 Consortium
- Thursday & Friday, February 19 & 20, 2004 5th Annual PSEA Human Resources Conference
- Thursday, June 17, 2004 PSEA Annual General Meeting

More information can be found on the [committees](#) page of our website.

2004 PSEA Human Resources Conference

PSEA's 5th Annual Human Resources Conference is scheduled for February 19/20, 2004. Please mark this date in your calendar along with the following other meetings occurring in conjunction with the Conference. The agenda, actual times and locations will be confirmed in the next few weeks.

- Wednesday, February 18, 2004 - Consortium meeting - 12:00 noon to 4:00 pm.
- Thursday, February 19, 2004 - Employers' Bargaining Council - 8:30 am to 12:00 noon
- Thursday, February 19, 2004 - HRC Conference - 12:00 noon - 4:30 pm followed by dinner at one of Vancouver's top restaurants
- Friday, February 20, 2004 - HRC Conference - 8:30 am to 1:00 pm

The Annual Conference:

- is intended for Human Resources and Labour Relations Directors, Managers, Advisors and Assistants,
- agenda includes topics on contemporary labour relations and human resources issues and practices, and legal updates by our Legal Council, Mike Coody of Harris & Co.,
- can be applied towards CHRP requirements,
- is a fabulous opportunity to meet and network with others in the sector who you normally do not have a chance to mingle with,
- is complemented with an amazing dinner at one of Vancouver's top restaurants including the famous "Chocoholic Buffet",
- is expense covered for EBC members attending the Employers' Bargaining Council on the morning of February 19th.

We look forward to another successful conference and getting together with all of you again.

Support Staff Bargaining Update

14 support staff collective agreements expired in 2002, and another 1 has expired in 2003 (another, Selkirk's, does not expire until December 31, 2003). The current status of each of these with respect to the Employers' bargaining mandate is:

- 12 mandates approved (BCIT, Camosun, CNC, Douglas, JIBC, Kwantlen, NVIT, North Island, Northern Lights, Okanagan, OLA, UCC)
- 3 mandate requests not yet submitted (Capilano, Malaspina, NWCC)

The Camosun, BCIT, CNC, COTR, Douglas, JIBC, Kwantlen, NIC, NLC, Okanagan, and OLA parties have commenced bargaining or have set dates for bargaining. A few of the other sets of parties are in protocol discussions for bargaining.

Institutions are asked to submit both union and employer proposals to the [PSEA Knowledgebase](#) as soon as possible to foster bargaining communications and coordination.

Faculty Bargaining Update

We are in the preparation stages of faculty bargaining which includes the research of key issues, compilation of sectoral clause summaries, and the review of bargaining structure. These matters and other preparation for the 2004 bargaining will be discussed at the November 24th and 25th EBC and CEO meetings.

HRDB Transition to PSEA

The Ministry of Advanced Education has announced that PSEA will be taking over the administration of the Human Resources Database (HRDB). PSEA is working closely with CEISS and the Ministry to ensure that there is no disruption to the version 5.0 and 6.0 projects during the transition period.

The project status of version 5.0 (2001/2002) is that we are waiting for 4 institutions (Selkirk Capilano, Kwantlen & CNC) to verify their data in order for the new version to be delivered to institutions by the end of November 2003.

The project status for version 6.0 (2002/2003 data) is well ahead of scheduled. We are waiting for two institutions (Camosun and IIG) to submit their data. **All institutions** are asked to verify their data as soon as possible in order for the 6.0 project to be completed and

delivered to institutions by February, 2004 to ensure that the latest information is available for current 2002 support staff bargaining and before faculty 2004 bargaining commences.

"HRDB for Dummies" Workshops Feedback

Four 1-day training sessions were held in October to help institutions better utilize the Human Resources Database. Out of 59 participants, we received 45 evaluation forms. 96% of the participants rated the workshops as being excellent or good. Many of the participants expressed an interest in follow-up workshops.

We thank all participants for their enthusiasm and feedback, and Anton Boegman and Scott Shaw of CEISS for their instruction.

Excluded Compensation Review Committee

The Excluded Compensation Review Committee met with its Consultants, Watson Wyatt, and has received a preliminary report. The committee members reviewed the report and have prepared a list of further questions for Watson Wyatt. The next meeting is scheduled for November 20, 2003.

The Committee is on target to present a new set of Excluded Compensation Guidelines to PSEC for approval in the Spring of 2004.

New to the Website

New to our [Website](#) is:

PSEC Communications

- PSEC September 2003 Update

Bargaining News

- CIEA News Release - October 2003
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New to the Knowledgebase

New uploads to the [PSEA Knowledgebase](#) include:

Clause Summaries

- Supplemental Employment Benefits - Actual Language

Queries-Job Descriptions

- 2002 Queries Summary Table
- Query #123 Distributed Learning Projects Manager/Leader

Queries-Policies

- Query #119 Living Allowances
- Query #120 Deferred Sabbatical Leave
- Query #121 Student Support Programs
- Query #122 Emeritus, Honorary Faculty Appointment
- 2002 Queries Summary Table

People Update

Mark Alexander, Director of Human Resources, has left the Justice Institute. In the meanwhile, please contact Rob Bergida who will be Acting Director.

Please join us in welcoming the new Langara College Human Resources Analyst, **Patricia Wong**. Patricia is a graduate of Simon Fraser University and was formerly with Molson Brewery.

Employment Opportunities

Douglas College is posting for the position of "Manager, Pension and Benefits". The closing date is Friday, November 14, 2003.

Competition Number: 2003-007E(W) MANAGER, PENSIONS AND BENEFITS

Douglas College is a comprehensive Community College with campuses located in New Westminister and Coquitlam, British Columbia. Reporting to the Director, Employee Relations, this challenging management position will be located at the New Westminister Campus and play a key role on the Employee Relations Team. Areas of responsibility for the Manager, Pensions and Benefits include pension information and administration, retirement planning, benefits administration, benefits claims management, disability management and rehabilitation.

We are seeking an enthusiastic and experienced professional who has:

- Strong leadership, communication, interpersonal, analytical and computing skills
- A Bachelor's Degree in a related field or equivalent combination of education and experience
- CDMP (Certified Disability Management Professional) designation or equivalent
- Thorough working knowledge of public sector pension plans including defined contribution plans, preferably the College Pension Plan and Municipal Pension Plan
- Practical and administrative experience with benefit plans including claims experience, renewal of insurance contracts and general administration Proven supervisory experience in a Human Resources environment
- Proven experience at a managerial level in a Human Resources Department and in a multi-union environment
- A CHRP (Certified Human Resources Professional) designation would be an asset

A competitive salary and comprehensive benefit package is available.