



**Minutes**  
**Dalhousie Professional & Managerial Group (DPMG)**  
**General Meeting**  
**November 14, 2018, 12 noon**  
**CHEB 170**

**General Meeting was held on Carleton Campus, with video conferencing to Truro and St. John campuses.**

**1) Call to order**

The meeting was called to order by President Kate Somers at 12:00pm as she welcomed all DPMG members and introduced the 2018-19 DPMG Executive:

- President – Kate Somers (2019), Office of Advancement
- Vice President – Christina Coakley (2019), Registrar's Office
- Treasurer – Lan Nguyen (2020), Budget Office
- Secretary – Terri Mann (2020), Office of Advancement

**2) Approval of the Agenda**

The DPMG November 14, 2018 agenda was approved.

Moved by Robert Wooden  
Seconded by Stephanie Wilson & Tyler Hall

**3) Approval of Annual General Meeting minutes of Sept 2018**

The DPMG Annual General Meeting minutes of September 2018 were approved, as presented.

Moved by Brandon Randell  
Seconded by Amy McEvoy

**4) President's Report:**

Highlights from the Presidents report:

- Thanked DPMG members for attending and noted this is the largest GM to date with 150 rsmps.
- Thanked committee reps for volunteering their time.
- *DPMG 1001 took place October 24 and was well attended.*
- *New member Coffee Break* took place October 5 and was well attended.
- Job Evaluations "how to" webinar is live on the mydal.
- *Two additional General Meetings are scheduled for 18/19: Feb 19 and June 6 AGM.*

- 5) United Way Presentation by Co Chair Christina MacNeil
- Thanked members who have donated and encouraged everyone to get involved through a donation or the workplace challenge
  - For Dal's 200<sup>th</sup> the campaign goal is \$200,000
  - We are at \$122,000 to date
  - The 50/50 draw takes place Dec 5
- 6) **DPMG Committee Updates:**  
Christina Coakley invited Committee members to provide a brief update
- a) **Outreach Committee: Joanne Firth**  
Continued efforts to increase activity amongst members throughout the year on each Campus. The recent pumpkin carving contest at all 3 campuses had 14 entries and a great turnout at the party. Upcoming activities include: Friday fitness and yoga Tuesdays and a winter 2019 event so stay tuned for more details. Let us know if you have any event ideas.
- b) **Communications Committee: Tyler Hall**  
The Communications Committee is working on updated photography for all 3 campuses and you will see a photographer here today for some candid shots.
- c) **Personal and Professional Development Committee: Steve Morley**  
The Personal and Professional Development Committee is planning a few sessions. The recent Change Management session had 38 people attend and we hope to see the same great turnout at tomorrow's Ergonomics session.
- d) **Conference Committee: Allison Greenidge-Joseph**
- Save-the-date for the 2019 conference themed "Wellness at Work" on June 6, 2019
  - Submit ideas to [DPMGconf.dal.ca](http://DPMGconf.dal.ca)
- e) **Nominating Committee: Emily Huner**
- We will be having winter 2019 recruitment for many positions (March 2019)
  - Please let me know if you have any questions about positions
- 7) **Records Management Presentation: Courtney Bayne, Records Manager, Dalhousie Libraries**

Policy Highlights Governance for University-wide records management

- Applies to only University *Administrative* records
- *Excludes* Faculty individual teaching materials, scholarship and research and personal non-University records
- *Shared* responsibility across the University
- Records designated for disposal are subject to review and selection by the University Archives for long-term preservation.

Of special note: emails are subject to FOIPOP requests so in some cases a telephone call to relay information is the best means of communication

**8) Unit Profile: Centre for Collaborative Clinical Learning and Research**

**Tanya Dutton, Managing Director and Sarah Campbell Bligh, Simulated Patient Educator**

- Our Student Simulation Centre is ready for clinical practice teaching
- We have 24 clinic rooms, 6 debriefing rooms, 3 patient care labs and 1 simulated apartment
- Come visit us in C3LR to learn more

**9) Human Resources 101 – Transition from Career Beacon to People Admin**

**Angela MacMaster Manager, Recruitment and Retention**

- We are looking forward to moving to a user friendly and Dal branded job application portal
- Roll out will be Spring 2019

**10) HR Update**

**Chris Hattie Director, Employee Relations**

Highlights included touching on the following:

- Update on collective bargaining and active negotiations
- Annual step increase procedure change - moving to automatic unless notice is given within 30 days for withholding the step increase
- Employee requisition form procedure change: moving to electronic and trackable

**11) Atlantica Presentation – Lunch Sponsor**

- Atlantica is please to help us with all of our accommodation and catering needs
- Draw took place for a free night at the hotel and prizes in Truro and Saint John

**12) Adjournment at 1:00pm**

Moved by Sheila McLean  
Seconded by Jennifer Morawiecki