

*Approved  
23 Nov. 1988*

**EXECUTIVE COMMITTEE MEETING  
26 OCTOBER, 1988  
5:00 P.M.**

**PRESENT:** Pamela Lundrigan, Chair; Lee Bryant; Diana Ellis;  
Shirley Irvine; Zlata Pound.

**ADOPTION OF AGENDA**

Pamela suggested that the Business Agent's report be moved from Item #8 to Item #3 a).  
Diana requested the addition of Item #9 g) Business Cards. She also requested the deletion of Minutes of 14 September as they have already been approved.

**MOVED Bryant SECONDED Pound**  
**"That the agenda be amended as above"**

**CARRIED**

**BUSINESS ARISING**

**a) Business Agent's Report**  
Rod Haynes read his report for September, 1988

**MOVED Pound SECONDED Bryant**  
**"That the Business Agent's report be accepted as read"**

**CARRIED**

Rod went on to request that his final payout be initiated as soon as possible This will be dealt with expeditiously.

**b) Recruiting Campaign**

Pamela reported that she and Marion Gordon attended a meeting yesterday. No members attended. There has been an apparent confusion over room bookings. Rebecca will investigate. The poster contest has been extended to January. A notice about this will be circulated.

**c) Contracts for Business Agent and Administrative Secretary**  
Shirley Irvine stated that the contracts should not include the arbitration article of our Collective Agreement because the contracts are not collective agreements and therefore are not governed by the Industrial Relations Act. An arbitration arising from a dismissal would therefore fall under the Commercial Arbitration Act and the arbitrator may not have the power of reinstatement. The question of whether the arbitrator could reinstate may end up in court. In addition the Business Agent could end up suing for unjust dismissal. The Union could therefore face a two-edged battle and high legal bills. The options should be restricted to membership in another union, or a contract with no reference to the rights of the employee to the terms and conditions of the CUE Collective Agreement. There should be no inclusion of grievance procedure in such a contract. Discussion of various alternatives ensued. Pamela and Shirley will work on a revised contract for Business Agent and Administrative

*Amend*

Secretary for presentation at a future Executive meeting. A legal opinion will be obtained from CUPE.

**d) Representation on Retirement Committees**

Diana informed the Executive that as Richard Melanson has volunteered to sit on the University's Retirement Benefits Committee she will step down in order to permit a new person to participate in this area. Rebecca will inform the University of this change. There have been no nominations for the Pension Board. Pamela will advise the University of this.

**PRESIDENT'S REPORT**

**a) Speakers at Membership Meetings**

Ken Georgetti spoke to a small group last year. Shirley suggested that a female speaker might be invited. Joe suggested writing to Shirley Carr asking if she could address a General Membership meeting when she is next in B.C. Diana suggested that we ask for suggestions in the newsletter.

**b) Bylaws**

Are being typed. Rebecca will give to Joe's office on 4 November. A schedule has been developed for their production. Diana would like to change the printing format to a booklet form.

**c) Problems With Office Cleaners**

Pamela reported that the cleaning is not being performed satisfactorily. Rebecca will inform the company of the need for improvement, and supply a list of tasks which must be completed each time.

**SECRETARY-TREASURER'S REPORT**

a) Diana reported that Richard Melanson maintains a clipping file for the Communications Committee. For this purpose a subscription to the Vancouver Sun is subsidized by the Union. A subscription notice has been received.

MOVED Ellis SECONDED Bryant

"That approval be granted for a renewal of the subscription to the Vancouver Sun, and that thanks and appreciation be expressed to Richard Melanson from the Executive for his hard work in maintaining the clipping file."

CARRIED

**b) AccPac**

The new version of AccPac has been received and will be installed on November 9

**c) Financial Statements**

Will be completed next week

**d) Budget**

Diana is working on preparation of next year's budget

**c) Part-time Office Help**

Wendy Chow has resigned. An ad will be run in the newsletter and also in the Vancouver Sun and Province to recruit a replacement. This will be a permanent position.

**MOVED Ellis SECONDED Pound**

"That approval be granted to run an ad. in the Sun and the Province for two days this weekend to recruit part-time permanent office staff."

**CARRIED**

**d) Record Keeping**

Diana has designed a "proof of illness" form to be used in the office. In addition, a form will be drafted to permit request of vacations to be presented to the Executive.

**e) Vacation Schedule**

**MOVED Irvine SECONDED Ellis**

"That Rebecca's vacation be approved as follows:  
22 and 23 December, 1988, and 5 - 30 June 1989  
inclusive.

**CARRIED**

**COMMITTEE REPORTS**

**a) Grievance**

Shirley reported that a number of members have volunteered to attend steward training. Pamela has booked training sessions for November. CUPE is attempting to book a trainer, but Joe pointed out that this is short notice, and coincides with an election campaign. Various possibilities for finding training personnel were discussed. Joe stated that he could be available for training after the first week of November.

Shirley briefed the meeting on some current grievances. One relates to Technological Change. A member was "reassigned" to another position for which she had no training. In another case, the University has made unauthorized deductions from an employee's paycheque after her sick leave and vacation expired. Another case revolves around reduction of hours. The individual situation has been rectified, but the larger issue, i.e. the right of the University to reduce hours, has still to be addressed. Discussion of other current issues followed.

**MOVED Irvine SECONDED Pound**

"That the Grievance Committee report be accepted"

**CARRIED**

**b) Health & Safety**

Pamela provided a report in the absence of the Chair. New language has been supplied on VDTs. Pat Fornelli will speak

to this issue at the upcoming Membership meeting. The committee will start accumulating information for the membership regarding conditions in their areas. The committee will be playing a more active role in future. Pamela further informed the Executive that she will write to Libby Nason regarding questionable departmental Health & Safety minutes. Estelle will supply the Terms of Reference used by the University. The committee will report at the next meeting.

The University has invited participation of four union representatives in the upcoming WHMIS training session. Pamela will announce this at the Membership meeting, and also contact the Health & Safety committee for participants.

**MOVED Lundrigan SECONDED Bryant**

**"That the report of the Health & Safety Committee be accepted"**

**CARRIED**

**c) Contract**

Pamela reported that language on Sick Leave; VDTs; Electronic Monitoring, Reduction in part-time hours, and Job Standards is ready for presentation to the Membership. Joe discussed a proposed revision to methods of Job Standards review.

*edited*

**MOVED Lundrigan SECONDED Bryant**

**"That the Contract Committee Report be accepted"**

**CARRIED**

**d) Job Evaluation**

Zlata Pound reported that the Committee met with Personnel Services on 14 October. In attendance were: Libby Nason; Susan Claybo; Arne Johansson and Jill Tolliday. The department's backlog was discussed. There has been a huge increase in the number of applications for reclassification this year. Every effort is being made to meet deadlines, and some headway is being made.

**e) Education**

Diana reported that the committee has a new member; Gayle Mavor.

**f) Communication**

The deadline for the newsletter is tomorrow (27 October). There is a new member on the committee; Gayle Mavor.

**MEMBERSHIP MEETING**

The agenda for the November 17 Membership meeting has been approved. Rebecca will have it printed for inclusion in the newsletter.

**OTHER BUSINESS**

a) There will be a reception for Rod on Friday, 4 November, 1988 from 12:00 - 5:30 p.m.. This will be announced at the Membership meeting.

**MOVED Pound SECONDED Bryant**

**"That Diana be approved to purchase refreshments for the reception for Rod"**

**CARRIED**

*Amend*  
**b) Correction of Salary for Business Agent**

The motion passed at the October 12, 1988 meeting stated that the salary for the Business Agent would be \$35,000 to \$40,000 annually. This will be clarified at the membership meeting (November 17).

**c) Hiring Committee**

Pamela reported that a short list of 6 has been established. Interviews are almost complete. Pamela is currently completing reference checks. It will be at least 2 weeks before a recommendation can be finalized.

**d) Quotes for Equipment**

Pamela has obtained quotes on laser printers. Diana is attempting to have a photocopier installed on a trial basis. Diana is also researching alternate telephone equipment, and will report on this at the next Executive Committee meeting.

**e) Business Cards**

Business cards will be redrafted when the new Business Agent starts. Some will be generic, some will carry names of executive positions

**f) Payroll**

Pamela reported that a notice will go into the newsletter relating to the situation in Payroll

The meeting adjourned at 6:45 p.m.

exec\28.min