

The CUE Executive Meeting was held in the Union Office on Tuesday, August 4, 1987 with the following members present:

Adrien Kiernan (President and Chair)
Joe Denofreo (Cupe Rep)
Florence Halama
Diana Ellis (Secretary-Treasurer)
Pamela Lundrigan (Communications Committee)
Elizabeth Zook (Communications Committee)
Suzan Zagar (Trustee)
Edmund Kam (Trustee)
Eileen Robertson (Recording secretary)

Rod Haines (Guest) Business Agent

Regrets: Alannah Anderson (Vice-President)
Susan Berry (Chief Shop Steward)

The Chair called the meeting to order at 5:10 p.m.

A. APPROVAL OF AGENDA

Moved Lundrigan/Zagar adoption of the agenda.

Carried

B. APPROVAL OF MINUTES

Moved Lundrigan/Zook that the minutes of meetings, July 14, and July 21, 1987 be approved.

Carried

C. BUSINESS ARISING FROM THE MINUTES

1. Policies, re the Communications Committee

Re the subject of autonomy of the Communications Committee, Suzan had some concern that perhaps this committee not have absolute autonomy, certainly not any more than the other standing committees hold. At this time modifications were made to the list of Communications Committee Policy Recommendations.

(see attached)

Moved Zagar/Kam approval of the New Policies.

Carried

2. Letter of Pat House

A letter from Ms P. House dated July 27, 1987 was circulated for informational purposes.

Joe Denofreo promised to look into legal effects of this case for us. Ms. House feels that as members we get our legal bills paid for if we have a problem with our employer. She however did not have that access and now wants to claim legal fees. Adrien said this item will have to go back to

membership for consideration after we receive the information.

3. Clarification of booking off

A problem arose with booking off time with Kitty Byrne in that Kitty was booked off for more than one day. Clarification of the policy was requested which is that Stewards are allowed to attend arbitration as a policy given. and each arbitration is to be considered separately.

D. COMMITTEE REPORTS

Contract Committee - no report

Grievance Committee

The pending arbitration has been settled.
Step 111 Hiring Grievance has been settled

Education Committee

The chair passed out a letter on Education Programs to be approved by the Executive. We will have to hold further discussions on this. Alannah has 14 people willing to attend some of these programs. Diana promised to look into costs for this type of program.

Moved Ellis/Zook that the Education Programs outlined in the letter from Dave be approved in principle.

Carried

Health & Safety Committee - Tabled

Communications Committee

The Chair apologized that a questionnaire was mistakenly attached and had gone out in the Newsletter. The Chair of this committee was happy to inform us that a social is scheduled for August 20, 1987 with speaker Ken Georgetti attending, taking place at 6:30 p.m. at Lutheran Campus Centre. The costs for the social are well under \$200.

Chief Shop Steward Report - Tabled

Trustee's Report - Tabled

Treasurer's Report - Tabled

President's Report - Tabled-

E. OTHER BUSINESS

1. The President circulated a letter from the Kitsilano Workshop, concerning volunteer work experience placement, for short term at the University. The chosen individual is paid by the Rehab. Society. The Committee agreed to allowing the person, to join the staff of the Finance Department for his training, providing he did not do bargaining unit work, which normally would be done by a bargaining unit person. The Finance Department have offered to take the person for a short period to learn some book keeping skills to find out if he has an aptitude for that kind of work. It is felt that if we decide on hiring in this capacity, we must make it clear that we will make the rules and have the University sign documents that stand by our contract. The letter will also stipulate that if one of our members is to train, it must be with their consent.

Moved Kam/Zook that we accept this person to try-out, with the stipulations as outlined by Joe adhered to.

Carried

2. Involuntary Transfer

Joe spoke on a case of a member who had been involuntarily transferred and who was on long term disability. On her return to work she was given an Involuntary Transfer to the 1st available Sec 4, which came up in Science. She accepted the job (coincidental vacancy) and found she could not handle it. The next three coincidental vacancies (2 in medicine) she had no medical terminology for them. The other position was in English, where she required shorthand. She did not have shorthand. She is a 14 year employee and it has been a long time since she used her shorthand. She has the option of going to English until another coincidental vacancy comes along or quit the University. She asked Joe to put a proposal to the Union and to the University as follows:

She would like to be laid off so that she can collect U.I.C. and be allowed recall to the first Sec 4 that comes along that she can qualify for. The University have nothing for her and are prepared to allow her be laid off, as long as everyone understands clearly that she had one of two choices. If the Union says no to lay off then she will be told tomorrow to go into English.

Suzan had concerns that we are violating our terms of our agreement if we allow this situation of letting her go on U.I.C and going on recall as proposed. She stated that if our contract is wrong then we will have to change it, and it should be looked at in this light.

Moved Zook/Kam to grant member's request.
Suzan Zagar opposed.

Carried

COMMUNICATION COMMITTEE POLICY RECOMMENDATIONS

1. The Newsletter is the vehicle of communication between the Union Executive and Union Membership, and is to be used by both for such purposes.

2. The compiling, printing and mailing out of the Newsletter is the responsibility of the Communications Committee. Any union member may submit material for inclusion. All submissions will be considered, but the Communications Committee retains the right to select which material will comprise any particular newsletter. In the event of too much material, the newsletter will consist primarily of union news.

3. Any suggestions regarding the newsletter should be submitted in writing c/o the Union office, Communications Committee, and will be addressed at each Communications Committee meeting.

4. The Executive may view the newsletter prior to printing, but the Communications Committee is not obligated to obtain Executive approval prior to print, but is accountable, as are all standing committees to the membership through the Executive.

5. Any material submitted after 4:00 p.m. on the deadline date (fourth Thursday of every month) will not be considered for the current newsletter.

6. In the event of too much material, the newsletter will consist primarily of union news, as prioritized below.

7. It is the responsibility of each Committee/member to submit material for the newsletter. All materials must be original typed and of camera-ready copy.

8. The setup of the newsletter will be roughly as follows:

Page:	Section:
1/2	Title/Executive Lists
3/4	Editorial/Letters to the Editor
5/6	Union News/Union News (eg. Health & Safety/Grievance Ctte Reports)
7/8	Union News/Union News (eg. Contract Ctte/Steward Reports.)
9/10	Other, eg. Campus News/BC Fed items
11/12	Personal/Personal
13/14	Other Union News (B.C. Fed, BCGEU, etc)

The CUE Executive Meeting was held in the Union Office on Tuesday, September 8, 1987 at 5:00 p.m.

Adrien Kiernan (President and Chair)
Diana Ellis (Treasurer)
Edmund Kam (Trustee)
Estelle Lebitschnig (Health & Safety Rep)
Pamela Lundrigan (Communications Committee Chair)
Elizabeth Zook (Job Evaluation Committee Chair)
Edmund Kam (Trustee)
Suzan Zagar (Trustee)
Rod Haynes (Business Agent)
Sally Bondy (Recorder)

The Chair called the meeting to order at 5:00 p.m.

1. Approval of Agenda

MOVED Ellis/Zook to defer the business arising until the Trustees had arrived.

MOVED Lundrigan/Berry approval of the Agenda as circulated. CARRIED

2. Approval of Minutes

Minutes of the meeting of August 4, 1987 had been circulated.

MOVED Ellis/Lundrigan approval of the minutes of August 4th as circulated. CARRIED

a. Contract Committee Report

Pamela Lunrigan reported on the Contract Committee stating that a copy of the most recent report is included in the Summer 1987: #3 issue of the newsletter. She advised that a sub-committee of four from the union (A. Kiernan, Rod Haynes, Pamela Lundrigan and Colin Banyard) and four from the University had been formed to study article 34. Ms. Lundrigan advised that the first meeting would be held Friday, September 11th and would be devoted to defining which clauses will be studied and revised. She further indicated that the sub-committee would welcome input on article 34.

S. Zagar expressed her concern with item #12 Initiation of Grievances, Article 35.03, as given in the Contract Report and the possibility of the union signing away its right to follow up a policy grievance after 30 days. It was also agreed that the Contract Committee would clarify the language and present it at the next Executive Committee. P. Lundrigan agreed to make note of S. Zagar's concern and agreed to keep in close

contact with her. The Executive also asked S. Zagar to consider sitting on the Contract Committee since she has had a lot of valuable experience with the union.

b. Grievance Committee

(i) Adrien Kiernan informed the Executive that Alannah Anderson had resigned and circulated her letter of resignation to the Executive. R. Haynes advised that A. Anderson had indicated that she would chair tomorrow's Grievance Committee Meeting. Susan Berry was asked and agreed to sit as Chair on the Grievance Committee until the end of December when the new elections are held.

(ii) Orientation

Rod Haynes advised that A. Anderson had offered to handle the orientation sessions and Edmund Kam also offered to do them if needed.

MOVED Zagar/Ellis to send a letter to Alannah Anderson thanking her for all of her work on the Executive.

c. Education Committee

(i) D. Ellis reminded Executive members that the first meeting of the Education Committee would be held on September 17, 1987 at 5:00 p.m. in the Union Office and that notice of this had gone into the last newsletter.

(ii) New Officer Training

D. Ellis advised that new officer training is being set up by Rod Haynes who reported that he had spoken to June Ross who has agreed to schedule the training on campus before the end of September for approximately three hours in the evening.

(iii) Shop Steward Training - Stress Course

D. Ellis indicated that the stress courses were being handled by A. Anderson and S. Berry. Rod Haynes indicated that the courses were on hold until the dates are confirmed.

(iv) MTS - Non-credit Courses

D. Ellis stated that the University offers courses in MTS to its employees and suggested the A-level introductory courses for anyone interested.

(v) UBC Continuing Education Computer Calendar

D. Ellis suggested that S. Bondy take the Advanced WP MS Word course which is being offered in November at a cost of \$180.

It was noted that neither Sally nor Rod are eligible for tuition waivers.

MOVED Ellis/Berry that Sally Bondy go to the course and that we pay for it.

P. Lundrigan offered to spend time with S. Bondy on the computer. E. Lebitschnig suggested as an option that S. Bondy take a course at B.C.I.T.

The above motion was voted on and DEFEATED

MOVED Lundrigan/Lebitschnig to table this item until the next Executive Meeting. CARRIED

(vi) CLC Weekend Seminars - October 3 - 4, 1987

D. Ellis circulated material on the weekend seminars and asked interested Executive members to let her know by the next Executive Meeting which courses they wanted to sign up for and advised that there would only be one course allowed per person at a cost of \$20.00 per course. Further discussion on this item was tabled to the next Executive Meeting.

(vii) Bill 19 - Boycott, Organizing Conference

Following a brief discussion about who should go to the conference, it was
MOVED Ellis/Lebitschnig to send Rod Haynes to the conference on September 20, 21, and 22nd. CARRIED

Joe Denofreo agreed to cover the office on the Monday or Tuesday and it was agreed that emergencies could be referred to the Chief Shop Steward.

d. Health and Safety Committee

Estelle advised that Karen Shaw had sent a letter resigning from the committee. Estelle also promised to bring a report on Stress to the next Executive Meeting. She indicated that she would like to get copies of any health and safety committee meetings held over the previous 6 months or so.

MOVED Ellis/Zagar that we send Karen Shaw a letter of thanks for all she has done for the union. CARRIED

Estelle stated that she has typed up a report on the VDT questionnaire and that key points will go into the newsletter and to the Contract Committee - the rest will go into the union office for reference.

e. Communications Committee

Elizabeth Zook indicated that she would give a report at the next Executive Meeting.

Suzan Zagar expressed concern with the letter published in the newsletter from Sandy Lundy and this was briefly discussed.

MOVED Zook/Lebitschnig that a policy should be set for the Communications Committee that they bring any contentious letters to the Executive for consideration. CARRIED

MOVED Kiernan/Lebitschnig that a letter be inserted in the next newsletter disclaiming responsibility for opinions put forward by members with the Letters to the Editor section of the newsletter. CARRIED

It was agreed that Suzan Zagar would draft a letter and bring it to the next Executive Meeting.

f. Chief Steward's Report

(i) Susan Berry reported that Rod and Sally are redoing a list of Stewards as well as updating membership lists. Rod Haynes advised that he and Susan Berry are trying to set up a proper division structure using old documents to reconstruct it.

At this point in the meeting, it was
MOVED Zagar/Lebitschnig that during Executive Meetings we will have a five-minute break once every hour. CARRIED

ii) Steward Training

S. Berry advised that a conflict exists between Steward Training and negotiating meetings. She pointed out that Colin Banyard is a Steward in the Main Library and also is on the Contract Committee.

Joe Denofreo stated that he hoped as many Executive members could attend the October 16 and 17 Steward Training sessions as possible.

g. Treasurer's Report

(i) Financial Statements

Diana Ellis circulated the July, 1987 financial statements and advised that the statements have not been sent to the membership as yet. She indicated that the August month-end would be done on September 18.

(ii) Membership Cards

D. Ellis informed that the membership cards have all been typed by E. Robertson and will go out after they have been checked against the dues check-off mailing list in case there are any discrepancies. Ms. Ellis noted that there has been a suspected problem with some of our members not showing up on the dues check-off list and that this is a good way to cross-check our files with the University's.

(iii) Computer

D. Ellis reported that the union's original computer was an IBM PC with 256K and a floppy drive. This computer was upgraded to a PC XT with 640K, one floppy drive and two hard drives (20 mg./10mg.), but the power supply was never upgraded. D. Ellis gave the total costs as follows:

Replace floppy drive:	\$285.00
Lock out 'bad spots' on hard drive and upgrade power supply:	<u>\$452.50</u>
Total:	\$737.50

(iv) Printer

D. Ellis advised that the printer is still out for repairs and was supposed to be returned today but did not arrive.

D. Ellis indicated that we have received a price quote of \$1,950 on the IBM Quietwriter III printer we currently have on loan and that the previous printer was purchased two years ago at a cost of \$1,800.

MOVED Ellis/Lebitschnig that we purchase the Quietwriter printer at a cost of \$1,950 subject to membership approval. **CARRIED**

The Executive briefly discussed the options we have for the old printer, i.e. (a) that we look into options for

trading it in (b) try to get IBM to take it back or (c) trade it in for a dot-matrix printer. Further discussion on the old printer was tabled to the next Executive Meeting.

(v) New Computer for Union Office

D. Ellis advised that she is still looking into purchasing another P.C. and has an appointment set up with a possible supplier on September 25th. She also indicated that she will be setting other appointments in the near future. She advised that she is looking as well into other options such as an MTS account, but that would depend on the rates we would be able to get from the University.

(vi) CUPE Convention

The Treasurer circulated a report which will go into the next issue of the newsletter and advised that the total cost of the convention would be \$8,900.

MOVED Berry/Zagar a notice of motion for the General Meeting that Rod Haynes be approved by the membership to attend the CUPE National Convention as a non-voting member.

CARRIED

Suzan Zagar was asked by the Executive to attend the conference in Alannah Anderson's place. S. Zagar indicated that she would think about it. Elizabeth Zook agreed to think about attending if S. Zagar declined.

(vii) United Way Advisory Committee

D. Ellis advised that the first meeting would be held September 15 and the campaign in October. Diana noted that they would like more participation from the unions on campus and suggested that perhaps we could have a speaker at one of our General Membership meetings. Joy Langond, a prominent labour movement figure, was suggested by the Advisory Committee.

(viii) Meeting with Trustees

D. Ellis requested a meeting with the Trustees to discuss the six-month report we have to file with CUPE.

h. Trustee's Report

S. Zagar was asked to strike a small sub-committee (to include Rod Haynes) to propose changes to the bylaws

for General Membership Meeting. S. Zagar promised to report at the next Executive Meeting.

4. Business Arising from the Minutes

- a. Involuntary Transfer - The Executive briefly discussed an involuntary transfer of one of our members.
- b. Business Agent's Role - A. Kiernan advised that she and other Executive members had gone over the Doris Hanson's Report with reference to Rod Haynes and Sally Bondy and their role in the office and how it is going to function. A. Kiernan noted that any work goes through Rod Haynes who goes to the Executive with recommendations. She indicated that she wanted to make it clear to leave job requests with Rod Haynes for prioritizing.

Rod Haynes advised that he will set aside the middle office for people so that S. Bondy is not being interrupted. He also asked if Executive members would let the office staff know ahead of time if they want something done. He suggested that we try to work as a team and acknowledged that all of the Executive members are working on other jobs. He pointed out that the duties of the Business Agent are on page 7 of the Doris Hanson report and were discussed at an informal meeting. He added that the report should be read as functioning within a group of people, i.e. the Business Agent and Secretary, the Executive and the Stewards.

c. Executive Committee Meeting Times

MOVED Kiernan/Lebitschnig to reconsider the Executive meeting times and to hold them on Monday nights at 5:00 p.m. on the second and fourth Mondays of the month.

DEFEATED

d. Patricia House Letter

The Executive briefly discussed the letter requesting that the union pay her legal expenses and it was agreed that Suzan Zagar would put a report together on the background of the events which led to the letter and pass all of the historical information on to Joe Denofreo to get a legal opinion from the CUPE legal department.

e. Ann Hilton Request

A. Kiernan advised the Executive that A. Hilton has requested that the union mail out her survey on mid-life women entitled "Predictors of Health Promotion in Midlife Women". A. Kiernan suggested that Dr. Hilton

be given time at the beginning of the General Membership Meeting agenda to speak and to send A. Hilton's letter with the General Membership Meeting Agenda. The Executive agreed to A. Kiernan's suggestions.

f. Sessional Employees' Committee

Rod Haynes advised that the Sessional Employees' Committee are forming a union and the letter received from the committee was read to the Executive. The Executive agreed that we send them a letter stating that we support their struggle.

As there was no more time, the meeting adjourned at 8:00 p.m.

Canadian University Employees
Balance Sheet
31 July 1987

ASSETS

GENERAL FUND

Current

Cash	54,466.29
Petty Cash	200.00
Short Term Deposits	1,708.54
Accounts Receivable	26,100.93

Fixed

Furniture & Fixtures	4,816.97
Computer Equipment	8,385.20
Assets under Capital Lease	6,519.51
Less accumulated depreciation	(9,527.23)

Total fixed assets

10,194.45

92,670.21

STRIKE FUND ** Investments @ market value at 31/3/87 **

Cash & Term Deposits	26,084.97
Investments	128,598.00
Estimated amounts receivable	0.00
Due from General Fund	0.00

154,682.97

247,353.18

LIABILITIES

GENERAL FUND

Current

Accounts Payable	23,295.50
Payroll Clearing	59.05
Estimated amounts payable	3,316.08

26,670.63

Obligation under Capital Lease

2,161.99

Due to Strike Fund

0.00

Un (Over) expended Revenue - Beginning of Year

14,288.29

Un (Over) expended Revenue - Current Year

49,549.30

92,670.21

STRIKE FUND

Strike Fund Balance

154,682.97

247,353.18

Canadian University Employees

Statement of Income

7 Months Ended 31 July 1987

Curr. Month This Year	Actual Yr.- to-Date
--------------------------	------------------------

REVENUE

Dues & Initiation Fees	26,409.74	178,342.66
Interest Income	117.71	758.67
Donations and Other	0.00	0.00
C.U.P.E. Grant	3,000.00	21,000.00
Expense Recovery	0.00	1,626.26

29,527.45 201,727.59

EXPENDITURES

Arbitration Expense	298.10	298.10
Contribution to Strike Fund	0.00	0.00
Course Fees and Conferences	0.00	585.74
Depreciation	233.12	1,606.89
Donations	0.00	0.00
Subscriptions	0.00	409.00
Equipment Lease	0.00	224.80
Executive & Committee Expenses	200.10	1,353.34
Exec & Comm Booking Off	500.00	3,818.83
Insurance	0.00	758.44
Interest & Bank Charges	7.00	648.36
Legal/Accounting Fees	375.00	2,761.00
Medical Benefits--Members	180.02	3,968.21
Newsletter	(195.28)	754.72
Office Supplies	328.48	5,399.13
Per Capita Tax -- C.U.P.E.	14,247.56	96,344.29
Per Capita Tax -- Other	0.00	0.00
Petty Cash Expense	0.00	0.00
Postage/Courier	112.00	453.46
Printing	994.22	390.80
Professional & Consulting	0.00	0.00
Rent & Taxes	450.00	3,114.76
Repairs & Maintenance	80.00	1,263.23
Salaries - Union Office Staff	4,633.42	24,085.21
Benefits - Union Office Staff	307.02	1,151.21
Taxi & Parking Expenses	0.00	844.80
Telephone	136.02	1,371.78
Utilities	93.73	570.19

22,980.51 152,178.29

EXCESS (DEFICIENCY) OF REVENUES OVER
EXPENDITURES FOR THE PERIOD

6,546.94 49,549.30

Canadian University Employees
Balance Sheet
31 August 1987

ASSETS

GENERAL FUND

Current

Cash	62,838.68
Petty Cash	190.00
Short Term Deposits	1,714.14
Accounts Receivable	26,100.70

Fixed

Furniture & Fixtures	4,816.97
Computer Equipment	9,122.70
Assets under Capital Lease	6,519.51
Less accumulated depreciation	(9,773.78)

Total fixed assets 10,685.40

101,528.92

STRIKE FUND

Cash & Term Deposits	26,084.97
Investments at Market Value at 31/8/87	138,443.00
Estimated amounts receivable	0.00
Due from General Fund	0.00

164,527.97

266,056.89

LIABILITIES & EQUITY

GENERAL FUND

Current

Accounts Payable	29,432.46
Payroll Clearing	0.00
Estimated amounts payable	6,040.62

35,473.08

- Obligation under Capital Lease (2,161.99)

- Due to Strike Fund 0.00

- Equity - Beginning of Year (14,288.29)

Un (Over) expended Revenue - Current Year 49,605.56

101,528.92

STRIKE FUND

Strike Fund Balance 164,527.97

266,056.89

Canadian University Employees

Statement of Income

8 Months Ended 31 August 1987

REVENUE

Dues & Initiation Fees	25,942.70	204,285.36
Interest Income	114.68	873.35
Donations and Other	0.00	0.00
C.U.P.E. Grant	6,000.00	27,000.00
Expense Recovery	0.00	1,626.26

32,057.38 233,784.97

EXPENDITURES

Arbitration Expense	0.00	298.10
Contribution to Strike Fund	0.00	0.00
Course Fees and Conferences	3,602.00	4,187.74
Depreciation	246.55	1,853.44
Donations	0.00	0.00
Subscriptions	0.00	409.00
Equipment Lease	0.00	224.80
Executive & Committee Expenses	303.36	1,656.70
Exec & Comm Booking Off	1,500.00	5,318.83
Insurance	0.00	758.44
Interest & Bank Charges	8.40	656.76
Legal/Accounting Fees	375.00	3,136.00
Medical Benefits--Members	755.90	4,724.11
Newsletter	680.26	1,434.98
Office Supplies	548.88	5,948.01
Per Capita Tax -- C.U.P.E.	14,071.52	110,415.81
Petty Cash Expense	0.00	0.00
Postage/Courier	66.40	521.86
Printing	919.10	1,309.90
Professional & Consulting	0.00	0.00
Rent & Taxes	450.00	3,564.76
Repairs & Maintenance-General	80.00	1,343.23
Repairs & Maintenance - Equip	75.00	75.00
Salaries - Union Office Staff	7,719.16	31,804.37
Benefits - Union Office Staff	340.51	1,491.72
Taxi & Parking Expenses	3.50	848.30
Telephone	187.58	1,559.36
Utilities	68.00	638.19

32,001.12 184,179.41

EXCESS (DEFICIENCY) OF REVENUES OVER
EXPENDITURES FOR THE PERIOD

56.26 49,605.56

Canadian University Employees
Statement of Strike Fund Balance
7 Months Ended 31 July 1987

Balance, Beginning of Year	138,670.27
Contribution from General Fund	0.00
Member Assessment for Strike Fund	0.00
Investment Earnings	16,013.70
Disbursements	1.00
Forgiven General Fund Obligation	0.00
Balance as of 31 July 1987	<u>154,682.97</u>

Canadian University Employees
Statement of Strike Fund Balance
8 Months Ended 31 August 1987

Balance, Beginning of Year	138,670.27
Contribution from General Fund	0.00
Member Assessment for Strike Fund	0.00
Investment Earnings	25,858.70
Disbursements	1.00
Forgiven General Fund Obligation	0.00
Balance as of 31 August 1987	<u>164,527.97</u>



CANADIAN UNIVERSITY EMPLOYEES

GENERAL MEMBERSHIP MEETING

DECEMBER 1, 1987

IRC 2: 12:30 - 2:30

AGENDA

1. Roll Call of officers.
2. Adoption of Agenda.
3. New Officer Nominations
4. Optional Life Insurance
5. Mental Health Workstations in the Registrar's Office*
6. Contract Update
7. Term Appointment for Part-time Office Staff**
8. Convention Report
9. Committee Reports
10. Other Business

****NOTICES OF MOTION:**

- (a) "that the Union not support the use of the Mental Health Workstations in the Registrar's Office."
- (b) "that we hire a temporary person January 1 - March 31, 1987 for 20 hours per week at the Secretary III level to assist in the office reorganization."