

GENERAL MEMBERSHIP MEETING MINUTES

THURSDAY, APRIL 16, 1987

I.R.C. # 2 12:30 - 2:30

Chair : Adrien Kiernan called the meeting to order at 12:40

Roll Call of Officers: Alannah Anderson (recording).  
Vice-President; Diana Ellis,  
Treasurer; Edmund Kam, Trustee;  
Suzan Zagar, Trustee; and Joe  
Denofreo, National  
Representative, CUPE.

Adoption of the Agenda as amended by adding item # 3a  
"Notice of Motion". We are bringing this job description  
to you for approval as the Union Office Secretary's job  
description has been changed:

" NOTICE OF MOTION ":

"The job description of the Office Secretary  
for the Union Office be approved as amended."

Moved by Florence Halama and seconded  
Lee Horvath ...Carried.

Adoption of the Minutes - Suzan Zagar moved, Louise Lamb  
seconded...Carried

Adrien Kiernan passed the Chair to Alannah Anderson in  
order to speak to the motion with regard to the  
Secretary's position. The job description was changed  
from the previous one in order to reflect more  
accurately the work that is required in the office.  
The position is also to be removed from the Bargaining  
Unit in order to eliminate conflict of interest.

Motion:

" It is moved that the job description of  
the Secretary for the Union Office be  
approved as appended."

Moved by the Executive and seconded by  
Ruth Shaffron.

Rosemary Paget moved that we change one part of  
of the job description to read 'Shorthand a preferred  
qualification'. The motion was carried.

Nominations for Recording Secretary - there were none  
offered

Nominations for the Communications  
Committee - there were none  
offered

Ann Hutchison volunteered to describe the  
Communications Committee, she mentioned the three that  
were still involved: Rona Boverman, Seonid  
Christopherson, Avron Hoffman.

The deadline for submissions for the next Newsletter  
is May 15th and the next meeting is going May 21st.

Contract Committee Report - Diana Ellis will speak to the  
Contract Proposals (appended) and she has been Acting  
Chair while Adrien Kernan has been on holiday.

Suzan Zagar moved that we should strike a sub-committee  
to research and review pay scales, seconded by Ruth  
Shaffron...Carried.

Nominations for sub-committee - Ann Hutchison declined  
- Michelle McEnroe

Member question why we were going for a two year contract  
and it was replied that this was what the membership had  
wanted pursuant to a survey.

6. Other Business - Suzan Zagar passed a motion that the  
ballot for joining CUPE be destroyed, seconded by  
Jeannette Vogel...Carried.

Suzan Zagar moved that we request the University  
to give back our two hour meeting allotment as this  
meeting has concluded by 1:30, Seconded by F. Halama  
...Carried.

The final ten minutes of the meeting were handed to Joe to  
speak about the effects of Bill 19 & 20.

Joe stated that this was a new type of labour  
relations. It was going to be like having a ' Super  
Board ' with Czar-like powers to be able to intercede  
between the Union and the Employer. These types of  
power are normally left to elected members of the  
Legislature but this Board consists of appointed  
members.

Another concern was allowing strikes to continue for  
28 days. He felt that this would create more strikes  
because employers would think that a strike could only  
continue for 28 days and that they could save money.  
And also some unions could think that ' well it will  
only last for 28 days and we can afford it.'  
And in this way more strikes would occur.  
Another damaging effect of these Bills would be that  
memberships would be required to vote on every offer.  
during negotiations. 'Final Offers' are not always  
final offers but oftentimes a strategic ploy.

These Bills could also mean that we could lose our  
Successor Status. This does not affect University  
employees but it does affect Trade Unions, in that  
a company which has unionized employees same company  
could set up a separate company and hire non-union  
employees. Then they could each bid for any job. The  
result of this could be that the non-union companies  
with the same owners would get all of the work and the  
profits would go to the owners that way. But the union  
employees would become unemployed.

CUPE will be asking all members to vote on whether we  
support this legislation. We have to tell the Premier  
that it will not help the economy or labour relations  
in the Province. The Premier has said that the majority  
of people are behind him so those who are in favour of Bills  
19 & 20 must inform him accordingly. A package of  
information coming out which will help people make  
up their minds. Jeff Rose will be arriving to talk on this  
issue next week. There is a program of action being developed  
by the B.C. Federation of Labour in cooperation with all  
affiliates.

Suzan Zagar moved that the Contract Committee be directed to  
review special consideration for the Executive and Committee  
members to have extra time off to compensate for their  
volunteer work.

Adrien raised the concern of how this would work,  
would it be pro-rated, what would happen if an  
Executive member did not serve for a full year?  
How would we determine what amount of time would  
be going to which committee member etc. etc..

Joe added that he felt that there were real problems  
and asked that the Contract Committee review it before  
it goes to the membership.

A. Anderson explained that Executive and Committee  
members occasionally put in really long hours and  
since the University is paid to do their share of  
work on their side we have the conflict of maintaining  
our jobs and doing this in our spare time.  
This motion was defeated.

Finally, Diana Ellis is circulating a petition that  
Bills 19 & 20 be withdrawn by the Government.  
She asked that we get signatures and then return them  
to the Union Office as ammunition for our campaign  
against Bills 19 & 20.

The meeting was adjourned at 1:30.

HIRING VERSUS ELECTING

Now that our Union has joined CUPE, one of the outstanding issues left for us to discuss is the restructuring of our union office, which was addressed in the Doris Hansen Report tabled on January 16th, 1987.

In particular, we must decide whether our Union will hire or elect a Union Representative. Currently, all union services to our members are being provided on an ad hoc basis. Joe Denofreo, CUPE National Rep is serving our members, along with some members of the Executive, who have taken time off from their regular jobs. However, this is only a temporary stop-gap remedy and has continued for too long already. WE MUST ADDRESS THIS ISSUE AND FIND A SOLUTION.

During the past ten years, our Union has, in the name of democracy, elected two union members to be our union representatives. But it has been recognized for some time that this situation does not necessarily mean democracy, and at times our members have not been provided with the services they need or want from the Union Representatives. In addition, a conflict of interest has developed since our elected Union Representatives wear two hats at the same time. In one instance they are to act as paid staff, but then they have the right, as all union members do, to vote on their reports and recommendations made to the Executive. Finally, both the former and current Executive realize that the election of our Union Representatives often meant that those who were elected were not always the most experienced or qualified to perform the duties of a paid staff representative for our Union's members.

DORIS HANSON REPORTS

Realizing that our union must come to grips with this staffing problem, the former Executive asked Doris Hanson, Job Evaluation Officer of the CUPE Regional Office, to prepare a report on restructuring our union office. One of the recommendations contained in the Hanson Report is the hiring of one Union Representative to work for our union and its members. In addition, Hanson recommended that the salary for such a position would have to be sufficient to attract experienced and qualified people.

HIRING OR ELECTING

After reviewing the Hanson Report and working with our Union, the Executive believes the case for hiring a Union Representative is very clear cut.

First, there would be no confusion between the role of the Executive and the role of the staff person. Secondly, democracy in our Union would continue to be protected and preserved in that a hired Union Representative would perform the duties outlined by the Executive on the recommendation of the membership.

The Union's Executive would continue to be elected by the members, and thus will still be accountable to the membership for their actions - including all the work done by a hired Union Representative.

In the past, our Union has often provided a training ground for members who

were elected as Union Representatives. Once our elected Reps gained enough experience in labour relations, they most often moved on to better paying jobs in other labour organizations. Consequently, the turnover rate has been high and service to our members has no continuity, and often disturbing disruptions while the new staff person learns their particular job. By electing our staff union reps, we are generally electing someone who does not necessarily have any experience or knowledge in handling grievances, maintaining a set of books, handling our Union's investments, generating newsletter or appropriate reports or negotiating our contract. In contrast, the University has hired people who are skilled in labour relations and has the necessary training and background to become labour relations officers. Consequently, our Union members are often at a disadvantage when an inexperienced, elected Union Rep has to settle a grievance or negotiate a contract on their behalf with the University. CLEARLY, OUR MEMBERS MUST BE ABLE TO EXPECT HIGH QUALITY WORK AND ATTENTION TO DEADLINES FROM THE UNION REPRESENTATIVE

Under the direction of the Union Executive, a hired staff person would have to meet our expectations in order to fulfil the requirements of the job. BY HIRING A UNION REP,, OUR UNION WOULD NEVER AGAIN FIND ITSELF IN THE POSITION OF HAVING TO PAY OUT WAGES ETC. IN ORDER TO REMOVE SOMEONE FROM A PARTICULAR POSITION SUCH AS UNION REP.

Firstly, we would hire a well qualified person: and secondly, we would be able to remove the person if they did not fulfil the requirements of the job.

Thus far this year, our union members have received high quality service and representation from one staff person part time, Joe Denofreo, our CUPE National Representative. He has been assisted whenever necessary from various members of the Executive, but by and large has handled a large majority of the duties of the Staff Rep on his own, which makes a very good case for the necessity of really needing one qualified person in the office along with the secretarial support. In the past, we have had three staff reps and one secretary when the positions were filled through election, and then after entering the Service Contract with CUPE the positions were reduced to two Union Staff Reps positions. We strongly feel that ONLY ONE UNION STAFF REPRESENTATIVE IS REQUIRED. With only one Rep. we would be able to offer a salary that would attract a trained, qualified and experienced person and would take into account in the salary the long hours involved in union work. This would eliminate the need for us to pay overtime which has been a very contentious issue in the past when it was discovered that some of the Union Reps salaries were heavily increased by overtime, and it was impossible to prove the overtime was actually worked. Also, the question of how much time should be volunteer was also a very contentious issue, inasmuch as the Executive are all volunteer positions and there is no remuneration for the many, many hours they put in working for the Union.

This Executive believes that our members are entitled to the very best service possible. But, we don't feel that the kind of service and professionalism required to protect our members and our contract rights can be provided by inexperienced and unqualified people. That level of service can only be supplied by a dedicated knowledgeable hired Union Representative who would be accountable to the Executive and through the Executive to the membership at large.

Democracy in our union means electing our Executive who is accountable to the membership. It also means that each member is represented by the best staff available. THAT MEANS HIRING OUR UNION REPRESENTATIVE SO THAT WE CAN BE SURE THAT WE GET THE BEST.

Rec'd 21/4/87

Minutes - ~~Executive~~ General Membership Mtg . April 16 1987

Adrien Korman - chair  
Alannah Anderson - recording  
Diana Ellis, Edmund Karmy

Called to order 12:40.

1. Roll call of officers - as listed

2. Adoption of the agenda as (w)

3a Notice of Motion re

M. Florence Halama  
S Lee Norvath  
Carried

4. Nominations -

Recording Secretary. None offered.

Communications Committee.

Ann Hutcherson - Told of three members on CC. Deadline of May 15 for submissions to letter? None offered.

3a Secretary's position in the Union office.

Adrien passed chair to Alannah Anderson & spoke to the motion to post the job description. The job desc. was changed to reflect more accurately the work required in the office.

Exec: 22/4/87  
- Can't decipher the Minutes  
could someone clarify!  
The [unclear] of [unclear]

Minutes - ~~Executive~~ General Membership Mtg. April 16 1987

Rec'd 21/4/87

Adrien Keenan - chair.

Alannah Anderson - recording.

Diana Ellis, Edmund Kern, Susan Zagan

Called to order 12:40.

① Roll call of officers - as listed above.

② Adoption of the agenda as amended. (where's the amendment)

3a Notice of Motion re: the posting of ?

M. Florence Halama

S Lee Norvath

Carried

④ Nominations -

Recording Secretary. None offered.

Communications Committee.

Ann Hutcherson - told of three ?

members on CC. Deadline of May 15 for submissions to letter ?

None offered.

③a Secretary's position in the Union office.

Adrien passed chair to Alannah A. & spoke to the motion to post the job description. The job desc. was changed to reflect more accurately the work required in the office.

- the position was to be removed from bargaining unit in order to eliminate conflict of interest.
- The previous description?

Moved. Executive.  
Sec Ruth Shaffner

Rosemary Puffed Qualification.  
as well as?

Passed.

### ③ Adopt of Minutes

J. Z. moved.  
Louise Lam.

Carried.

Maria Ellis will speak to Contract Proposals.  
as acting chair while A.K. was on holiday

Contract Proposals Review?  
Page 3. Eyeglasses & Contact Lenses.  
Rosemary Paget. Second.

Carried.

P.4. 29.09.  
(f)

Non Love see.

Carried.

(g) Patsy McMurchy (McMurtree?)  
carried.

P.8. 34.05.

(a)

(iv)

Ruth Shaffron see.

- carried.

P.9. Special leave. - as a complete package.

Debbie Kraft (sec)

who determines "seriousness" of illness  
J.D. employee determines the "serious" nature of  
obts

3 days at a time (not per year)

Suggestion  
~~question~~: that we could take this time off sick leave  
J.D. rather discuss at bargaining table.

Letter of Agreement.

Rich Welch. see

Nan Love: change dates to make it up to date  
carried.

P. 10.

Reclassification Adjustment.

Fuzan Zagon. moved that this proposal be  
withdrawn.

J.D. Rich Welch - seconded.  
as long as Rich commission in power

we should not ~~take~~ look at ANY restructuring  
of pay scales. <sup>several</sup> Because <sup>& pay classifications</sup> job descriptions are out-of-whack  
~~all over the place~~ in relation to similar jobs  
on other campuses & work places we need a total overhaul.  
Better to get as much money as we can  
for everyone until we find out the effects of  
Bill 19.

Memor. Why not do this with LA 5 & Sec 5 as we did  
with Clin Sec II's? moved up pay grades.

J.D. The employer argued for Clin Sec II's. ✓

Shula Benny - why do L.A. get same pay  
as secretaries when she fills secretaries  
have more responsibilities.

J.D. There are a lot of jobs that do not  
seem to fit in the pay grade they are in.

We should do a wage survey & look at  
this problem as a whole.

S.2. We have to have a lot of facts <sup>& research</sup> to argue a  
change in ~~what we~~ <sup>this would</sup>  
be better pl.

Carried.

S.2. moved strike a sub-committee to research  
review pay scales &

Ruth Saffron. see

carried.

Nominated: Ann Hitchens - not will d.  
~~Ruth~~

" - Michelle McInroe.



Question was why we are going for a 2 year contract.

Other business.

S.2. motion:

That Ballots <sup>be</sup> destroyed.

Janette Vogel. sec.

Carried.

J. D. to speak about Bills 19 + 20.

S.2. moved that the Univ. give us back this 2 hr meeting.  
Florence Halama.

new type of labour relations —

Superboard - 3 year like powers to intercede ~~between~~ <sup>in</sup> dispute between employer + employee.  
These kind of powers are normally left to elected members of the legislature. This board consists of appointed persons.

Another concern

- allowing strikes to go 28 days.

If employers know that the board will intervene they will take the 28 days in order save money & also Unions will do that too.

This will cause strikes. We can afford it! because people will say

Memberships voting on every offer the employer makes! That means you have to vote every time negotiations are broken off. That could mean referendums every 2 weeks. Usually a "final" offer is not final!

Losses

Successor status - if company is organized that company cannot set up a separate company.

This occurs more in the trade unions. ~~so that~~ & if this is permitted a company can set up another company which will bid against the former company.

Cupe will ask all members to vote on whether or not we support this legislation.

We have to tell the Premier that it will not help the economy, labour relations

Jeff Rose will be driving next week to talk on this issue.

S.Z. would.

That Contract Com. directed to ~~negotiated~~ <sup>review</sup> for special consideration for executive that have <sup>extra</sup> time off for volunteer work.

- Pro-rated? Too many questions.

- ~~Go~~ How do we determine what it would be.

- J.D. real problems. - Ask Contract committee.

defeated.

D.E. pointed out petition to be circulated + sent back

Joe's notes on his little talk.

- 1/ No ESP as of Oct -  
means to pay
- 2/ 28 day strike -  
40 day cooling off period
- 3/ Final offer voted on
- 4/ Company's can set up a  
non-union Co.
- 5/ too much power in the  
hands of one man
- 6/ Peck has certainly never  
been our friend

April 30  
Contract Committee

- Next week a package of material  
on Bill 19 & 20 will be coming  
out
- a critique will be available
  - CUP asking all locals to vote
  - a program of action is being  
developed by the BC Fed in  
cooperation with affiliates
  - Jeff Rose is coming out  
to meet with local union  
Presidents next week



NOTICE OF MOTION

We are bringing this job description to you for approval as the Union Office Secretary's Job Description has been changed.

" THAT THE JOB DESCRIPTION OF SECRETARY FOR THE  
THE UNION OFFICE BE APPROVED AS APPENDED."

*Unit* The rationale for excluding the position from the bargaining unit is that there is a conflict of interest in having the secretary be a member of the bargaining unit that is also her employer. In other Union Offices the support staff are members of OTEU Local 14.

With respect to the job duties, the Executive strongly feel that the job description must accurately reflect the work that needs to be done in the Union Office. The Executive regrets that there has not been more notice, but there has been no earlier opportunity. The position is currently being filled from the Temporary Pool.

*The Executive*  
APR 16 1987

SECRETARY

CANADIAN UNIVERSITY EMPLOYEES OFFICE

SALARY: \$1802.00 - \$1929.00 per month

LEVEL DEFINITION

Responsible for a combination of moderately complex secretarial, routine clerical and administrative duties where incumbent is assigned specific areas of responsibility within the Union office.

TYPICAL DUTIES

1. Acts as a secretary to the Union Representative and Executive Committee through the President by screening all incoming calls and opening and directing mail, making appointments, arranging meetings, compiling items required for meetings, typing, copying and distributing minutes and making travel arrangements, referring matters for reply or additional information to the attention of the Union Representative and President.
2. Responsible for operation and maintenance of the integrity of the computer system. Maintains membership database with attention to accuracy; develops and maintains spreadsheets as required; maintains regular backups of system data; utilizes word processing functions for correspondence and special applications.
3. Organizes and maintains files, reading materials, Union records and/or other records relevant to activities of the Union.
4. Maintains office supplies, ensures equipment maintenance, and contracts for office services, also responsible for petty cash.
5. Composes correspondence and reports, etc. containing authoritative information as required from transcribing equipment or rough draft.
6. Maintains volunteer lists and is responsible for the contacting of volunteers and for their supervision.
7. May be required to undertake some bookkeeping tasks.

### DECISION MAKING

Under general direction of the supervisor, the nature of the work requires sequencing of duties, the work methods to be employed and the action to be taken. Applies knowledge of procedures, guidelines and regulations and makes decisions based on guidelines and precedents. New or unusual problems are referred to the supervisor.

### SUPERVISION RECEIVED

Works independently under direction from the Union representative or the President.

### EDUCATION

High school graduation with training in stenographic and computer systems.

### MINIMUM QUALIFICATIONS

A minimum of three years experience in the secretarial field. Knowledge of Union's structure and labour relations as asset. Previous participation in a Union preferred.

### SKILLS

Familiarity with Microsoft-"The Word" & MS-DOS

60 w.p.m Typing

110 w.p.m. Shorthand *preferred*

Ability to use transcribing equipment and to operate the normal range of office equipment.

Proficiency in English grammar, spelling and punctuation.

Ability to compose clear, concise business letters; and to communicate effectively and tactfully with others in obtaining and providing information.

The individual can expect to become a member of another bargaining unit to avoid any conflicts of interest.

CLOSING DATE FOR ALL APPLICATIONS - MAY 8, 1987



Canadian  
University  
Employees

2170 Western Parkway, U.B.C., Vancouver, B.C. V6T 1V6

224-2308

March 30, 1987

Ms. Libby Nason  
Manager, Employee Relations Section  
Personnel Services

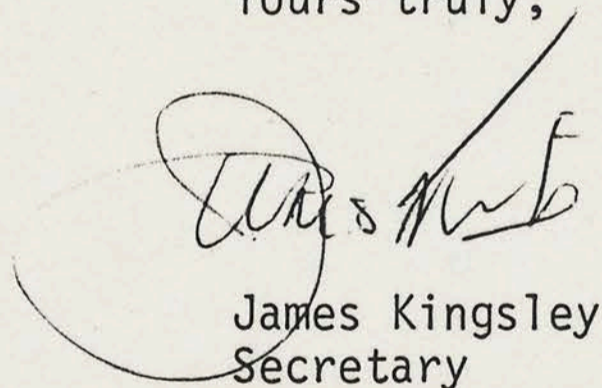
CAMPUS MAIL

Dear Ms. Nason:

Re: Notice of Two-Hour Membership Meeting

Please be advised that C.U.E. will be holding a two-hour membership meeting on Thursday, April 16, 1987 from 12:30 to 2:30.

Yours truly,



James Kingsley  
Secretary

JK  
CUE