

THE UNIVERSITY OF BRITISH COLUMBIA

#100 - 6253 N.W. MARINE DRIVE
VANCOUVER, B.C. V6T 2A7

PERSONNEL SERVICES

3.6.2.2

November 20, 1986

Ted Byrne
Union Representative
C.U.E.
Campus Mail

Dear Mr. Byrne:

RE: DEVELOPMENT OFFICE

As discussed with you by telephone, some of the functions hitherto performed by the U.B.C. Alumni Association are being transferred to the University. You have likely read elsewhere of fundraising campaigns planned by the University. These changes are intended to provide support in the clerical and administrative aspects of such undertakings.

Under the direction of Dan Spinner who has been appointed Chief Development Officer, while retaining his responsibility as Executive Director of the Alumni Association, the Development Office will provide significant information systems (i.e. database development, data entry, records and donations processing), support as well as donor solicitation/co-ordination. An organization chart of the Development Office is attached. Please note that we have included names of current incumbent employees of the Alumni Association.

Positions which fall within the scope of the C.U.E. bargaining unit, and consideration the University would appreciate are as follows:

1. "Supervisor, Donations Processing"

Clerk 3

Current Incumbent - Leanne Westover

The University would appreciate the Union's acceptance of Ms. Westover in this position without the requirement for job posting.

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UNIVERSITY EMPLOYEES' UNION (C.U.P.L.) 3

2. "Supervisor, Records Processing"

Clerk 3

Current incumbent - Isabel Galbraith

Mrs. Galbraith has been in her current position for nineteen years. She is fifty-nine years of age. She is an extremely valuable person to the organization. The University would appreciate the Union's acceptance of Mrs. Galbraith in this position without the requirement for job posting and with some consideration regarding seniority credits. In addition, the University would like to be able to red-circle her salary at \$1,917.00 per month.

3. "Data Entry Clerks"

Clerk 2's

- Current incumbents - Claire Brandolini (part-time)
 - Kathy Loverock
 - Gerri Ritchie
 - one position vacant
-

The University would appreciate acceptance of these three employees without requirement for job posting. In addition, the University would like to place these employees on the step of Paygrade 3 which most closely matches their current salary:

| | <u>Current Salary</u> | <u>Proposed Salary</u> |
|---------------|-----------------------|------------------------|
| C. Brandolini | 1,483.00 | 1,483.00 |
| K. Loverock | 1,419.00 | 1,419.00 |
| G. Ritchie | 1,689.00 | 1,546.00 |

4. "Secretaries"

- Two Secretary 2 positions.
- One position vacant, about to be posted.
- One position posted October 10, 1986 and about to be filled. - See 2.

Mr. Ted Byrne

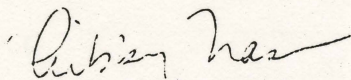
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- Please note that these positions are not being transferred, as they are already University positions.

Please call me if you have any questions.

Sincerely,



Libby Nason, Manager
Employee Relations

c.c. Dan Spinner, Development Office
Dean Francie, Development Office

LN/mjl