

EXECUTIVE MEETING
25 MAY, 1988
MINUTES

Approved 8 June, 1988

PRESENT: Susan Claybo; Diana Ellis; Rod Haynes; Estelle Lebitschnig; Patsi McMurchy; Elizabeth Zook, Chair.

1. ADOPTION OF AGENDA
MOVED Ellis SECONDED McMurchy
"That the Agenda be adopted as circulated."
CARRIED
2. ADOPTION OF MINUTES OF MEETING OF 27 APRIL, 1988
MOVED Ellis SECONDED Claybo
"That the minutes be adopted as circulated."
CARRIED
3. BUSINESS ARISING
 - i. Sexual Harassment
The Chair circulated Pamela's reasons for declining to respond. It was felt that the suggested Committee was designed to protect the University's interests. It was further felt that the Union must retain the language of the Collective Agreement. The Executive concurred with Pamela's recommendation that we not get involved with the University Committee.
 - ii. Part-Time Office Staff
The new part-time office staff person, Noreen Chan, is working out well.
 - iii. VCC Clinical Office Assistant Students at UBC
A letter from UBC re VCC COAs was distributed. Diana pointed out that the letter states that no Bargaining Unit positions would be lost as a result of this program. It was noted that the dates for this program were given as the last five working days of May.

MOVED Ellis SECONDED Lebitschnig
"That we agree to this program provided that the participants are in a training capacity and supervised by CUE members who have supervision within their Job Descriptions"
CARRIED
 - iv. Application of Tuition Waiver Benefit to Non-Credit Courses
The Chair reported that this is being dealt with at the Labour Relations Committee.
The documents supporting the University's position have not been produced.

UBC-CUE
Policy
manual

- v. Pat House
CUPE advice has been received. Pam will respond to Pat House.
- vi. Bylaws
Copies of bylaws, annotated by the previous Executive, have been circulated, as well as CUPE model bylaws. These are being studied. Each Executive member should review the portion which applies to them. Where necessary, the Committee members will write their own portion. Diana reminded the Committee that anything covered in the CUPE Constitution does not have to be covered in the bylaws.
- vii. Key Policy
Diana outlined the new policy for controlling keys to the Union office.
MOVED Ellis SECONDED Claybo
"That a \$5.00 deposit be made for a key to the Union office (office staff excepted) refundable on return of key."

CARRIED

- 4. PRESIDENT'S REPORT
Pamela is on vacation, so there is no President's Report.
- 5. SECRETARY/TREASURER'S REPORT
A member attended a Shop Steward training course in Mission and subsequently submitted a request for reimbursement for the cost of the course and mileage. The member's attendance at this course was not approved by the Executive, so it was
MOVED Ellis SECONDED Lebitschnig
"That we reimburse this member for the cost of the course and \$20 for travel costs."

It was emphasized that this is an exceptional circumstance. The Union's policy is that course costs have to be approved in advance by the Executive, and that we do not pay travel costs.
- 6. COMMITTEE REPORTS
 - i. Grievance Committee
Elizabeth Zook passed the Chair to Diana Ellis.
Zlata Pound is willing to assume responsibility for orientations. It was suggested that she might put together an orientation package.
The Grievance Committee met three times in May, including 2 regular Committee meetings and one Labour Relations Committee meeting.

Diana passed the Chair back to Elizabeth.

- ii. Health & Safety Committee

Estelle reported on the University Health & Safety Committee Meeting of 24 May as follows:

 - 1. WCB audit on UBC DABS Committee letter. Most of discussion was around communication between UBC Health & Safety Committee and DABS. The University Health & Safety Committee invites DABS participation and if anyone would like to attend our meetings they are more than welcome.
 - 2. Asbestos removal: UBC Health & Safety Committee has requested better communication from those involved in removal to those having the asbestos removed. It is an on-going concern which the UBC Health & Safety Committee and Occupational Health and Safety Office are continually monitoring. There are some major problems which are being addressed. As far as Estelle is aware all precautions are being taken and the number one priority is the safety of all workers. The Committee is working on getting a schedule for asbestos removal on Campus.
 - 3. Provincial Ambulance Service

We have been advised that there is a new ambulance service provided for the campus. The number is 872-5151. Until a universal number is determined we are advising everyone to use the University number 4567 until notified otherwise.
 - 4. June 19 - 25 is Canada & B.C. Occupational Health and Safety Week.
- iii. Contract Committee

There was no report. The Committee will meet again shortly.
- iv. Job Evaluation Committee

Job Descriptions have been studied. There is a discrepancy between the dates of Union and University Job Descriptions. Three Job Descriptions currently under review appear to be inconsistent. The Chief Shop Steward is setting up a training session for the Job Evaluation Committee. The Committee will contact CUPE Regional Office for a list of other college and university unions.
- v. Education Committee

Diana announced the "Workers' Compensation Practice And Procedures" course available through Continuing Legal Education on June 17 & 18. Written and audio-visual course material is also available without attending the course. It was felt that Estelle should attend.

- vi. Communication Committee
The deadline for submission of items for the newsletter is Thursday, 26 May.
Elizabeth is receiving a newsletter from the University of Saskatchewan. This should be circulated as part of an information network.

7. BUSINESS AGENT'S REPORT

The report was circulated and read. Rod drew attention to the fact that another round of Division meetings is being held. An increase in attendance has been noted, and there is more interest and enthusiasm among those attending than has been apparent in the past. Some volunteers have been recruited.

MOVED Lebitschnig SECONDED Claybo

"That the Business Agent's Report be accepted as read."

CARRIED

8. NEW BUSINESS

- i. The agenda for the General Membership meeting of June 15 was amended. See attached.
- ii. A letter has been received from a member regarding the schedule of General Membership Meetings. A reply will be sent from the Executive.
- iii. A letter has been received from United Way regarding representation from CUE. Diana Ellis asked for approval for her participation.

MOVED Claybo SECONDED McMurchy

"That Diana Ellis be the CUE Representative on the United Way Advisory Committee."

CARRIED

- iv. Elizabeth mentioned that the office answering machine is out-dated and awkward to operate. We need a new one. Diana will obtain prices to present at the next meeting.
- v. We have been requested by CEIA to supply copies of Job Descriptions for use in their certification hearing. This can be done, if a disclaimer is attached. Rod will check with Joe Denofreo for advice.

MOVED Ellis SECONDED McMurchy
Adjournment at 7:55 p.m.