

EXECUTIVE COMMITTEE MEETING  
7 SEPTEMBER, 1988

M I N U T E S

PRESENT: Pamela Lundrigan, Chair; Diana Ellis; Zlata Pound;  
Shirley Irvine, Observer.

ADOPTION OF AGENDA

MOVED Pound SECONDED Ellis

"That item #4, President's Report, be moved to the  
top of the Agenda as item #1 a."

CARRIED

PRESIDENT'S REPORT

It was announced that the Business Agent, Rod  
Haynes, has resigned for personal reasons  
effective November 6, 1988.

ADOPTION OF MINUTES

August 10, 1988           Deferred until September 14.

August 24, 1988

MOVED Ellis SECONDED Pound

"That the minutes of the Executive Committee  
meeting of 24 August, 1988 be approved as  
circulated."

CARRIED

BUSINESS ARISING

a) **Recruiting Campaign**

The announcements and covering letter have  
been received from the printers. Marion  
Gordon has resigned from the Executive, but  
will participate in these meetings as  
originally planned. The poster is not yet  
available.

b) **Bylaws**

H.1 a) has been updated

G.7 was deferred

SECRETARY-TREASURER'S REPORT

Copies of the Financial Statements for June and  
July were distributed.

COMMITTEE REPORTS

i. **Grievance**

Shirley Irvine (Acting Chair) reported that  
letters of resignation have been received  
from Marion Gordon and Joanne Wasnick.  
Currently there are only two members on the  
Committee, i.e. herself and Greg Fisher. A  
vigorous campaign is underway to recruit

more, and hopefully experienced, shop stewards.

The procedure for handling grievance enquiries and investigations will be for Rod to receive the enquiries, and to try to find an experienced shop steward to follow up on the situation, or to attend the investigation himself accompanied by an inexperienced shop steward. In either case, a Telephone Report Form is to be completed, indicating which shop stewards were contacted and used.

ii. **Health & Safety**

There was no report.

iii. **Contract**

There was no report.

iv. **Job Evaluation**

Concern has been expressed regarding availability of Reclassification forms-- Personnel Services is not supplying these on request. This situation has been addressed with Personnel Services by Pam.

Personnel Services are considering the question of Telereg vis-a-vis job classification.

Another concern relates to the classification of newly created positions. Currently, the grade level of a new position is determined by the department involved. Libby Nason agrees that a copy of the standard job description and the new position description should be forwarded to CUE. Pamela asked if job descriptions are routinely given to employees. Zlata responded by stating that this does not occur consistently, and that there is an enormous backlog to be dealt with in this area. Currently it is only possible to make sure that new employees receive their position descriptions. Pamela felt that a notice should go into the Newsletter urging members to request position descriptions.

Zlata reported further that Susan Claybo is being overloaded with telephone calls, and requested that only complex enquiries should be redirected to her. Luba Kaipenen has resigned, as she is moving to London on September 15.

Zlata referred to the committee a question from a member whose position has been reclassified out of the Union, and who wants to retain union benefits. Pamela answered the question by stating that union benefits

are available only to union members. Benefits for Administrative positions are up to the University.

**v. Education**

Diana reminded the committee of the deadline for fall CLC courses. Applications should be received by Tuesday for approval at the meeting of Wednesday, September 14. She also drew to the attention of the committee the Harrison CLC winter program, and suggested that we apply for a CUPE scholarship for one person to attend.

Notice has been received of an Employee Benefit program. It was strongly felt that someone from CUE should attend, and it was suggested that possibly Richard Melanson would be an appropriate person. The information on the course will be forwarded to him.

A request has been received from an active shop steward to attend a seminar on Conflict Resolution. This will be considered at the next Executive meeting.

**vi. Communications**

Diana reported that the newsletter course which she attended during the previous week contained excellent ideas, some of which are applicable to our newsletter, and which it may be possible to implement. Diana would like to meet with the rest of the committee to discuss these ideas. She again urged chairs of committees to submit material for inclusion in the newsletter. This month's deadline is September 19.

**MEMBERSHIP MEETINGS**

General Membership meetings are now scheduled for third Thursdays. Executive Committee meetings will revert to the previous schedule of 1st and 3rd Wednesdays. Grievance Committee meetings will take place on 2nd and 4th Wednesdays. Committee members will be booked off one month in advance whenever possible. This arrangement will be reviewed at the end of September.

**BUSINESS AGENT'S REPORT**

There was no report.

OTHER BUSINESS

MOVED Ellis SECONDED Pound

"That an advertisement for a Business Agent be placed in the Vancouver Sun of Saturday, 10 September and the Province of Sunday, 11 September, to read exactly the same as last time, with the exception of the closing date, 23 September 1988."

CARRIED.

Pamela stated that if we are not successful in finding someone suitable through this ad., the advertisement will be run again. The Executive was asked to consider developing an adequate training program for the new Business Agent, to be discussed at the next few meetings.

ADJOURNMENT

MOVED Pound SECONDED Ellis

"That the meeting adjourn (6:45 p.m.)"

CARRIED

/RD

25.MIN