

BINDER
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EXECUTIVE MEETING

11 JANUARY, 1989

MINUTES

The Chair called the meeting to order at 4:50 p.m.

PRESENT:

Pamela Lundrigan, President; Leigh Bryant; Diana Ellis; Estelle Lebitschnig; Zlata Pound.

Present as observers: Greg Fisher; Fred Snyders; Glynis Tidy.

ADOPTION OF AGENDA

MOVED Bryant SECONDED Ellis

"That the agenda be amended as follows:

- 1. Add 'Adoption of Minutes of 23 November'**
- 2. Add "(i) Bylaws" to Business Arising**

CARRIED

ADOPTION OF MINUTES

MOVED Ellis SECONDED Bryant

"That the minutes of November 23 be adopted as circulated"

CARRIED

MOVED Ellis SECONDED Lundrigan

"To amend the minutes of December 14 to read as follows, under "Adoption of Agenda":

"To table item #2, Adoption of Minutes of 23 November, to next meeting."

CARRIED

MOVED Bryant SECONDED Ellis

"To adopt the minutes of December 14 as amended."

CARRIED

BUSINESS ARISING

a) Business Cards

Pamela reminded the Committee that this item has been discussed previously, and that she has requested ideas from the Committee for re-designed business cards. Since no one had any suggestions, it was decided that Pamela will submit a proposed layout at the next Executive meeting.

b) Calgary Women's Conference Nominations

Pamela stated that 1) a decision on our attendee must be made at this meeting. If no one wants to go, we can send two people to The CLC Winter Schools at Harrison. Diana is willing to attend the Conference if the airfare is within our budget. If not, then we will send two people to Harrison.

MOVED Lebitschnig SECONDED Bryant

"That Diana Ellis be nominated to attend the Calgary Women's Conference, subject to additional flight costs. (She would be flying from Kamloops).

CARRIED

c) B.C. Federation Women's Committee Conference Nominations

We do not have complete information yet, but we can get invited. The pay equity issue is to be discussed. There are members-at-large who are interested in this issue and would be willing to attend. It would also be beneficial for a representative from the Job Evaluation Committee to attend.

d) Winter School Nomination

A scholarship has been awarded to CUE for the Collective Bargaining program, and the name of our representative has been requested. It was mentioned that Fred Snyders is willing to stand as 2nd Vice-President and Chair of the Contract Committee, and that, as such, he would be a very good candidate.

MOVED Lundrigan SECONDED Ellis

"Nomination of Fred Snyders to attend the Winter School Collective Bargaining course"

CARRIED

When other nominations were solicited, Greg Fisher expressed an interest in going as he is being nominated for the position of Chief Shop Steward. Discussion then ensued on the relative costs and benefits of several labour education programs.

MOVED Pound SECONDED Lebitschnig

"Nomination of Greg Fisher to attend the Harrison Collective Bargaining Course (Subject to sending a rep. to the Calgary Women's Conference)"

CARRIED

e) Policy Manuals

All committee chairs have been requested to prepare policy and procedure manuals for their committees. All committed to having these complete by mid-February.

f) Office Structure Report

The first draft Office Structure Report was circulated and read by members of the Executive. The following amendments were suggested:

Minutes

Add "record and..." before "type".

CUE Policy Manual

It is the responsibility of the Recording Secretary to ensure that all new policies be included in the Policy Binder. In the absence of a Recording Secretary, this will be the responsibility of the President.

UBC/CUE Policy Manual

It is the responsibility of table officers to submit to the Business Agent policies for inclusion in the UBC/CUE Policy Binder.

MOVED Lebitschnig SECONDED Pound

"To approve the Office Structure Report with revisions noted above."

CARRIED

The Office Structure Report will be added to. Additions and revisions will be approved as they occur.

g) Raffle

It had been previously established that some form of fund raising must take place. Diana has obtained information about holding a raffle. The requirements for a licence are extremely stringent. The same applies to a casino. Diana will look after the paperwork.

h) Sexual Harassment Committee

Pamela reported that the President of the University has formed an ad hoc committee, whose report outlines definition and procedures. Last year we declined an invitation to participate, which we reported at a membership meeting. Other campus organizations have also declined participation in this committee. We have recently been asked to send an observer. Pamela has prepared a summary report on reasons for not participating in this capacity either. Key points are as follows:

- Definition of Sexual Harassment is open to interpretation
- Terms of reference of the committee are vague, e.g. "...submitting an annual report to the President and the University Community" which doesn't specify what report is to contain, i.e. names of offenders and complainants, etc.
- Composition of the Committee--campus groups to submit nominations FROM WHICH THE PRESIDENT would select members. Also, non-university personnel to chair hearing tribunals.
- Procedures--not clearly outlined. Who will represent respondent?
- Mediators--to be APPOINTED by President
- The President can stay proceedings: need not be bound by recommendation of committee.

MOVED Lebitschnig SECONDED Pound

"That we reject the University's request for an observer to the President's Ad Hoc Committee on Sexual Harassment as we do not in any way support this committee."

CARRIED

i) Bylaws

Pamela circulated the updated bylaws with Suzan Zagar's revisions. Suzan suggests this document to be the starting point for future discussion and approval of bylaws. Pamela requested the committee to be prepared to discuss this document at the meeting of January 25.

PRESIDENT'S REPORT

a) Resignation of Administrative Secretary

Rebecca has resigned effective 27 January. Pamela submitted a proposed advertisement for a replacement, emphasizing that it must go out as soon as possible. The position should also be posted with the UBC job postings. Rebecca and Diana will look for the previous advertisement, which, if found, will be modified to meet current requirements. The advertisement will run for one weekend only, and deadline for submission is January 25, 1989.

A hiring committee of three must be struck, including one member-at-large. Pamela will request this at the next membership meeting. Zlata volunteered to sit, and Diana suggested Pamela, who agreed. A time frame for hiring was established.

In the meantime, it will be necessary to obtain a temp. Pamela has called LTO with no luck. It was suggested that a CUE member be booked off for the required time. This idea met with considerable approval. The person booked off might also serve on the hiring committee. A request will be made at the next general membership meeting.

b) Door Prizes

Items have been obtained as door prizes for the General Membership meeting of January 19th.

c) Poster Contest

To date only one entry has been received for the Participation Poster contest.

SECRETARY-TREASURER'S REPORT

Diana reported as follows:

a) Rent Increase

We have received notice from the landlord that the office rent will increase from \$450 to \$500 effective 1 February, 1989.

b) Window Coverings

So far, no suitable used window coverings have been located. Diana will get more quotations.

c) Telephone Upgrade

An upgrading of the office telephone system will take place the week of January 23. One line will be added, and all equipment will be checked for operating efficiency.

d) Signing Authority

Signing authority is being updated. Past officers' signing authority has been revoked.

e) Budget

Diana circulated the revised budget. Pamela conveyed a motion passed by the Grievance Committee at their last meeting to request that the budget for 1989 show last year's surplus in the budget for arbitration expenses. Diana explained that this can not be done until after the year-end audit, and must be introduced for discussion at a membership meeting. Discussion ensued.

Diana explained further points in the budget. Greg suggested increasing the initiation fee as a means of increasing revenue. Diana will check the CUPE Constitution to see if this can be done. Greg also suggested ways in which we might save on the hydro bill. Pamela will call Local 116 to see if they can suggest someone who might do the necessary work.

COMMITTEE REPORTS

i. Grievance Committee

Pamela reported that Greg Fisher has been nominated as Chief Shop Steward.

At the last meeting, the Grievance Committee moved to request approval for the purchase of the following books:

3rd Edition Brown & Beatty	\$150.00
Canadian Labour Arbitrations	150.00 +
Binder	20.00
Labour Arbitrations Sanderson	17.50
Practical Guide to Labour Arbitration	
Procedures	30.00

MOVED Lebitschnig SECONDED Pound

"That the Grievance Committee be approved to buy the aforementioned books"

CARRIED

MOVED Lebitschnig SECONDED Pound

"That the previous motion be amended, adding "...and place them on standing order".

CARRIED

Union Counselling

Pamela and Fred will research a policy relating to inter-member disputes. Geraldine McGuire, CUPE's Education Co-ordinator, as been approached with regard to training Union Counsellors. She will plan a course this spring pertinent to this local's needs,

and with our time restrictions in mind. We are looking at training and booking off three or four stewards will be trained and booked off (one at a time on a rotating basis) two hours per day 2 or 3 times per week to deal with members' problems, and if necessary to refer to members to other resources.

ii. Contract

Pamela reported that Fred Snyders has been elected to the position of Chair of the Contract Committee.

A meeting will take place tomorrow at 2:00 p.m. with the University for the purpose of introduction of the members of the respective committees, and establishing a schedule for future meetings.

Pamela reported further that the Committee voted to ask Rosanne Hood to share the duties of spokesperson for the Union negotiating team with Joe Denofreo.

iii. Health & Safety

Estelle reported that she is now resuming her duties as Chair of the Health & Safety Committee. Debra Dobie has resigned from the University Health & Safety Committee; her place will be taken by Pat Fornelli.

A course on Occupational Health and Safety is available through CUPE/Metro. Estelle has the information.

Pat Fornelli will re-submit a DABS questionnaire to be sent to all members. This time it will not be sent as part of the newsletter.

Pamela again urged greater participation and activity in the Health and Safety Committee. Estelle drew to the Executive's attention an invitation to participate in Health and Safety Week (Week of February 13). She is very much in favour of maximum participation. A shared booth would cost \$65.00. It will be necessary to book someone off for 1 1/2 days (or three people off for 1/2 day each, or....?) CUPE can supply a great variety of material. Estelle will contact other locals on campus to see if they want to share a booth.

iv. Job Evaluation

Zlata reported that at the committee's last meeting with Personnel Services the committee requested that reclassification procedures be streamlined. So far there has been no response to this request. This will be grieved.

Letters have been sent to all Program Assistants regarding the possibility of adding a classification: Program Co-ordinator. No response has been received yet.

v. Education

Diana circulated information on a variety of labour-related courses being offered by CUPE and Vancouver/Metro District in the spring. She asked the Executive to circulate this information to their committee members asking for feedback on who would like to participate in training courses relevant to their areas of responsibility. Submissions should be returned to Diana by the end of February.

vi. Communications

The deadline for submission of items for inclusion in the next newsletter is 20 January, 1989.

Discussion followed relating to scheduling various committee meetings to permit Contract Committee meetings to take place on Thursdays. It was agreed that the Communications Committee would be asked if they could meet on Mondays when necessary.

OTHER BUSINESS

Glenys Tidy raised a question relating to restrictions on tuition fee waivers' being applied to some courses. She was advised to obtain the assistance of a shop steward.

The meeting adjourned at 7:00 p.m.

/rd

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MEMORANDUM

DATE: December 23, 1988

TO: All Executive Committee Members

FROM: Pamela Lundrigan

This is a reminder that the following items will be brought up at the next Executive Committee Meeting (January 11, 1989), and your input will be appreciated.

1. Committee Policy Manuals
2. Budget suggestions and approval
3. Business card Layout
4. Nominations for attendees for the Harrison Winter School (Collective Bargaining course) and Calgary Womens' Conference
5. Report on ways to earn money, ie. casino night, raffles, etc.

Please take the time to consider these items carefully. If you cannot attend the meeting, please advise. Your report(s)/suggestions/opinions can be submitted in writing to the Union office.

Hope you had a great Christmas!

PRES\41.LT