



**association of university and college employees**

EXECUTIVE MEETING  
December 13, 1982  
Union Office

12:30-4:30 p.m.

1. Adoption of the agenda
2. Adoption of the minutes of the November 24 meeting
3. Business arising from the minutes
4. Business arising from the correspondence
5. The Marcel Report
6. Union Organizer's report
7. Secretary-Treasurer's report
8. Union Co-Ordinator's report
9. Grievance Committee report
10. Health & Safety Representative's report
11. Contract Committee report
12. Executive report
13. Provincial report
14. Next Executive meeting
15. Next membership meeting
16. Other business

NOTE: John McAmmond will be joining the meeting after 4:00 p.m. to make an appeal for a donation to the Labor/Black Mobilization to Stop the KKK in Washington, D.C.

EXECUTIVE MEETING  
MINUTES

December 13, 1982

12:30-4:30 p.m.

PRESENT: Wendy Osborne, Nancy Wiggs, Suzan Zagar, Sharon Newman, Margie Wally,  
Carole Cameron, Karen Shaw, Shirley Irvine, Patricia House, Adrien  
Kiernan

Chair: Nancy Wiggs

Secretary: Patricia House

1. Adoption of the agenda

Moved by Suzan Zagar

Seconded by Shirley Irvine

THAT THE AGENDA BE ADOPTED AS CIRCULATED.

The motion was CARRIED.

2. Adoption of the minutes

Moved by Sharon Newman

Seconded by Shirley Irvine

THAT THE MINUTES OF THE NOVEMBER 24, 1982 EXECUTIVE MEETING BE ADOPTED AS  
CIRCULATED.

The motion was CARRIED.

3. Business arising from the minutes

Carole reported that a) the contract was signed December 7, 1982 and therefore  
the Salary Equity Program appeals must be filed by  
January 7, 1983

b) Copy & Duplicating has been very quiet and she thinks they  
may not be proceeding with their attempt to withdraw from  
AUCE

c) the problem of the University's new interpretation of the  
increment policy with regard to temporary promotion has  
been turned over to Kitti Cheema at her request to attempt  
to answer it...if Kitti hasn't done it by Dec.15/82,  
Carole will answer it.

Nancy reported that she had been advising everyone who was interested in reclassification  
to apply under the appeal procedure. It was felt that this was very important  
information to pass on.

4. Business arising from the correspondence

There was none.

5. The Marcel report

Deferred.

6. Union Organizer's report

Moved by Adrien Kiernan

Seconded by Carole Cameron

THAT CAROLE CAMERON BE PAID FOR HER OUTSTANDING HOURS OF VACATION TIME FROM  
HER 1982 ENTITLEMENT.

The motion was CARRIED.

Carole pointed out that according to the by-laws financial statements do not  
have to be passed at membership meetings, just distributed. There was a  
discussion of the problems of production. Carole suggested we send out a package  
of minutes and financial statements. She also mentioned an idea she had had  
for a new format for the financial statement. Patricia endorsed the new format  
suggestion and asked for the Executive to decide how all this information should  
be distributed in light of an Executive policy that financial statements should  
not be published in the newsletter. Discussion continued.

Moved by Adrien Kiernan

Seconded by Nancy Wiggs

THAT THE FINANCIAL STATEMENTS FOR 1982 BE PUBLISHED IN THE NEWSLETTER.  
The motion was CARRIED.

Retirement policy: Carole reported that the University's policy is that they will decide who may continue working and we will agree. We feel this is discriminatory. We have had a legal opinion on the whole situation and Carole recommends that we pursue the complaint.

Qualifications for the Union office staff: Carole outlined why she feels there should be some qualifications. The present set up would allow anyone to run for these positions even if they have had absolutely no involvement or interest in the Union previously. Carole quoted from a report presented to the Provincial Executive:

see attached page

Then a heated discussion of the problems of the Union office ensued. The question of when were some decisions going to be made, was raised. Nancy spoke to the whole issue:

- a) she thinks a Secretary III is needed
- b) that we need some improved technology either a computer or a word processor
- c) that the overtime issue should be settled....thinks it might solve itself if the other two ideas were implemented

Shop stewards seminar: Carole reported that the first day went well. The second day is December 14, 1982. Local 2 is sending people and Local 6 has been invited. Also Kathy Chopik from Local 7 may be attending.

Carole has written to the staff at the hospitals asking how we can alleviate the problem of their isolation from the rest of the bargaining unit.

Carole also reported that the offer of sending members to a newsletter course brought forth eight people who are interested. However, we have now discovered that the course is not going to be offered but they will do a workshop for us if we can get a minimum of 12 people. We have contacted the other locals and the VMREU to see if there is any interest there in being involved.

#### 7. Secretary-Treasurer's report

Moved by Patricia House

Seconded by Suzan Zagar

THAT THE EXECUTIVE RECOMMEND THAT AUCE LOCAL MAKE A DONATION OF ONE THOUSAND DOLLARS TO THE DAY CARE FACILITY ON CAMPUS.  
The motion was CARRIED.

Moved by Patricia House

Seconded by Adrien Kiernan

THAT THE EXECUTIVE RECOMMEND TO THE MEMBERSHIP THAT WE HONOR ANY PICKET LINE THE TAU (CUPE LOCAL 2278) MAY PUT UP AS A RESULT OF THEIR RECENT STRIKE VOTE.

The motion was CARRIED.

Patricia reported that we had received the first installment of the Labour Canada grant.

Orientations: Nancy spoke strongly in favour of the Executive doing them in rotation. Carole suggested the Stewards could be canvassed as well.

Patricia explained the problems she had had with the previous attempts at doing the orientations in rotation: people cancelling at the last moment or just disappearing at the time we needed them. She asked that anyone who volunteered to do it, really mean it. Nancy, Adrien (for VGH), Karen, Suzan, Carole, Shirley and Patricia are all willing to take this on.

8. Grievance Committee report

Carole reported in the absence of the chair of the committee.

The committee is reconsidering several of its decisions with regard to proceeding to arbitration.

The Grievance Committee policy will have to be brought back to the membership.

Discussed making assessments of grievance cases and what Carole had told Ed Lavalle we wanted for the Stewards' Seminar.

Carole pointed out that we have never had as many complaints, illnesses, emotional problems, etc. as we are handling now.

Adrien pointed out that the University seems to have a policy on transfers/discipline that violates Article 22.08. Carole elaborated on the situation; when someone wants to transfer under 22.08 in several recent cases the University has refused. Decided to refer the whole matter to the Grievance Committee.

9. Union Co-ordinator's report

a) Shirley has been spending most of her time on appeals of the new job slotting. There are a considerable number of them. She intends to be involved in the whole process.

b) The VDT Committee is preparing a report and each member of the committee is to write one and they will put them together. Shirley reported that this was taking quite a bit of her time.

c) Shirley and Helen drew up a Stewards Reporting form that will be distributed to all stewards. The idea is that whenever they do something in the capacity of a steward they should report it to the Union Office so that there will be more complete records in the files. There have been a number of problems recently because of stewards not notifying anyone of what is happening.

d) Shirley reported that she had completed the BCIT Labour Relations course successfully.

10. Health & Safety Representative's report

a) Karen reported that we now have three members for the new GSA Building Safety Committee.

b) The President's Advisory Committee on Health, Safety, etc. is going to get more involved with accident reports in the future.

c) The WCB said it was encumbant on the employer to get help for employee's who are having problems---emotional, alcohol, etc. Carole said that we had been approached by the University in the past and that the Executive at that time had decided against getting involved in the issue. Karen will research and bring back information for the Executive's consideration.

11. Contract Committee report

a) Shirley reported that she and Kitti thought there should be an ongoing committee and that we should open nominations at the next meeting. It was decided to go ahead.

b) Shirley wants to put together a negotiating handbook.

c) We will be working on getting the new contract printed soon.

12. Provincial report

a) Nancy reported on Labour Canada funds; some is going to Local 2 for their

attendance at our Stewards Seminar and Local 7 will be coming up with some project to use some of the money.

- b) The first Provincial Council meeting will be on January 14, 1983 at the Graduate Student Centre at UBC. It will be a wine & cheese party at 6:00 p.m.
- c) The income tax dept. audited the Provincial's books and they say we only owe about \$2000.
- d) There is enough money left in the Provincial's accounts so that none of the locals will have to contribute any more until the next budget year.
- e) Carole asked what happened to the books that we were promised from the Provincial's library. Nancy said they must be at Local 6 and promised to try and find the list, then we could approach them.
- f) Nancy outlined the horrendous problems with the Provincial's books and what would happen in future to avoid a recurrence.
- g) The theme of the wine & cheese meeting will be grievances. All the locals should come prepared to discuss what sorts of problems they have been handling. Adrien and Suzan were elected to come to this meeting.

13. Next Executive meeting -- Monday, January 3, 1983 12:30-4:30 p.m.

14. Next membership meeting -- January 20, 1983 12:30-1:30 p.m.

15. The Marcel Report/ Executive report

Adrien spoke in favour of providing continuity to the Union office, establishing qualifications for the Union office staff, longer terms of office for the staff and hiring a Secretary III.

Wendy spoke in favour of having an overtime policy and longer terms of office for the staff.

Carole explained what has happened with the overtime payments in the last year. She also said that we had to establish the priorities for the office and the organization.

Nancy said she felt the priorities should be:

- 1) negotiating collective agreements
- 2) enforcing the collective agreement
- 3) having an organized office

Adrien said that you couldn't overlook small details i.e. things like accurate mailing lists are very important. She further stated that she felt the Union office staff should be in positions of leadership to the Executive. She believes that they are in the best position to know what is happening and should be advising the Executive.

Carole said that she thought the first priority should be education.

The agenda was suspended to allow John McAmmond to speak:

John outlined a recent protest in Washington, D.C. against the KKK where a number of different unions and political groups were able to stop a KKK march. He asked that AUCE make a donation to help defray the costs in mounting the demonstration.

Moved by Carole Cameron

Seconded by Suzan Zagar

THAT WE DONATE \$100 TO LABOUR/BLACK MOBILIZATION.

The motion was CARRIED.

Moved by Adrien Kiernan

Seconded by Suzan Zagar

THAT THE UNION OFFICE STAFF AND THE PRESIDENT PREPARE A WORKING REPORT FOR THE NEXT EXECUTIVE MEETING TO BE DISTRIBUTED BEFORE AND THAT IT BE A PRIORITY ITEM ON THE NEXT AGENDA.

The motion was CARRIED.

Meeting adjourned at 4:37 p.m.

The Financial Report

The Financial Report is a critical part of the Provincial Executive Meeting. If it is not adequately prepared it makes it virtually impossible for the Provincial Executive to approve any financial expenses and does create a situation where there is no financial accountability and where we are making decisions in the dark.

My concern in writing this report is to try to deal with some of the difficulties that have led to this situation. [Probably the fundamental cause of this situation is a conflict between an established principle that all positions must be available for election to any member and the necessity to ensure that the duties of each position be done effectively.] In an area as important as that of Financial Accounting the conflict between the two demands becomes particularly intense.

My own view is that we have to ensure that, as much as possible, that the two principles are reconciled. Several ways of doing this are to:

- 1) Restructure the position and/or how the duties are handled
- 2) Provide more training
- 3) Provide more assistance

There are several way of making these changes.

Because the financial reports are so critical, and because continuity is important, I would recomend that a bookkeeper be hired to check the books, to advise the Secretary Treasurer, and to provide long term financial continuity. I would recomend that this person be hired for approximately 10 hours a month.

Secondly, I think that it is critical that the Secretary Treasurer be provided with more training for the position. The position of Secretary Treasurer, as well as being an Executive position, is also an office manager. There are specific skills that have to be developed in order to do that part of the job effectively. Because the position is unsupervised the Secretary Treasurer must learn how to prioritise the different tasks in the office as well as juggling the duties involved with being an executive member. Unfortunately, unless the Secretary Treasurer, has previous experience in these areas the time it takes to learn the position can be quite lengthy and the Provincial Association will suffer as a result.

I would recomend that a training program be developed for the Secretary Treasurer's position consisting of at least a comprehensive course on Bookkeeping and a course on Time Management and/or Office Procedures for Office Managers.

The third area, is in the area of providing more assistance. The two areas where assistance is important is the area of specific direction of duties to be done and in some form of financial sub-committee that can review the financial expenditures of the Provincial Association.

I would recomend that a discussion of these issues be brought to the Provincial Convention together with recomendations that would deal with some of the difficulties that I have mentioned.

WHAT WE ARE PRESENTLY DOING:

1. Most days the office is open from 8:00-5:15
2. Using the phone answering machine sparingly
3. Staggering days off and lunches (when we get them)
4. Backlogging the clerical work
5. We are continuing to take courses/attend seminars that will improve our job skills. We are arranging that so that usually only one person is gone at a time except in the event of a seminar when two people may be gone at once.
6. We try to have only one person scheduled off at a time

However until the overtime /conditions of work question is settled we are not prepared to attend evening meetings. We are not available after 5:00 p.m. or at home in the evenings or on our days off.

PROPOSED OVERTIME POLICY FOR UNION OFFICE STAFF

1. That the Union Office Staff have the authority to work up to 15 hours per month per person when they deem it necessary.
2. That any overtime be paid as per the AUCE/UBC collective agreement.
3. That any overtime in excess of 15 hours per month per person must have prior approval of the Executive.
4. That any overtime shall be governed by the AUCE/UBC collective agreement including right of refusal.

PROPOSED CAR USAGE POLICY

1. That the Union pay for the difference in the car insurance for Union Office Staff using their cars for Union business on a regular basis between pleasure/ to & from business rates and straight business rates.
2. That the Union pay for gas mileage for the Union Office Staff when they use their cars for business.

### DESIRABLE QUALIFICATIONS FOR THE OFFICE STAFF

1. Labour studies courses at BCIT/Capilano College/Labour College of Canada
2. Demonstrated ability to co-ordinate work and people
3. Ability to type and operate office equipment
4. Willingness to take courses and attend seminars that are work related
5. Attendance at a minimum number (9?) of general membership meetings in the previous year

### UNION ORGANIZER

1. Grievance Committee experience
2. Shop Steward experience

### SECRETARY-TREASURER

1. Experience on the Executive
2. Experience on the Grievance Committee
3. Experience in financial management

### UNION CO-ORDINATOR

1. Contract Committee experience
2. Experience in writing