

EXECUTIVE COMMITTEE MEETING
10 AUGUST, 1988

*Gordon / Claybo
approved as*

M I N U T E S

PRESENT: Susan Claybo; Diana Ellis; Marion Gordon; Rod Haynes;
Pamela Lundrigan, Chair; Lee Miltimore; Zlata Pound.

AGENDA: MOVED Pound SECONDED Claybo
"That the agenda be adopted as read".

ADOPTION OF MINUTES

June 8, 1988 Executive Meeting
MOVED Pound SECONDED Miltimore
"That the minutes of June 8 be adopted as circulated,
with the following amendment: Item #5 iv.: delete
"...two areas: booking off and contract...".
CARRIED

July 7, 1988 Executive Meeting
MOVED Claybo SECONDED Gordon
"That the minutes of July 7 be adopted as circulated
with the following amendment: Item #5 i.: amounts be
deleted."
CARRIED

BUSINESS ARISING

a) Recruiting Campaign
Marion circulated a draft letter to be sent to members
for recruitment of various committee members.
Discussion followed regarding which committees should
be targeted. The letter was edited and agreed upon.

A memo advising members of a scheduled meeting in
their area with the President and Chief Shop Steward
will be included with the letter. Meetings will be
set up to co-ordinate with Division meetings and will
be co-ordinated by Rod. These will take place on
Tuesdays and Thursdays, starting in September. Marion
requested that a record be kept of volunteers phoning
the office *and the appropriate committee be informed,*

The posters are being planned. they should be ready
for posting in each Department shortly before the
recruitment meeting for that Department takes place.
It was decided that they should be photocopied, 11" x
17". The poster will be presented to the committee
before the campaign starts.

It was felt that orientation is an important part of
the recruitment process. We need a consistent
approach, and reliable personnel to handle this
responsibility. It is important that the people doing
orientation are outgoing, promotion-oriented people.

This is where the initial contact is made and the first impression formed.

b) Long Term Disability

Rod circulated a report on proposed changes to Long Term Disability Payments for CUE Members. The University stated at a meeting on 14 July, 1988 that the cost to CUE members would have to double. The possibility of such an increase was recognized by Union and University representatives at a meeting last year, when it was observed that costs have increased considerably, and that reserves are depleted. This plan is not part of the Collective Agreement. The Union has asked CUPE National to assess the University's report.

c) Bylaws

See addendum to minutes.

SECRETARY-TREASURER'S REPORT

i. Part-Time Office Staff

The term of appointment for our part-time office help has expired. We need part-time help in the office at least one day a week for filing and records maintenance. Wendy Chow will continue to be available on a part-time basis in the fall.

MOVED Ellis SECONDED Gordon

"That funding be approved to retain part-time office help (Clerk I level) from 1 September 1988 to 31 December 1988". *Subject to membership approval.*

CARRIED

ii. Computer Courses for Rebecca

Diana recommended that Rebecca be funded to take an MS-DOS Introductory Level course in the fall, and also Word-Processing--Advanced Level.

MOVED Ellis SECONDED Gordon

"That the Local sponsor the above courses".

CARRIED

iii. Booking Off Problems

Diana described some of the problems that are arising from booking off committee members to attend meetings. The situation has become a book-keeping problem. The process will be reviewed at the end of December. It was noted that recently many of the Grievance Committee members have been absent due to illness and vacations.

iv. Rod's Annual Performance Review

Diana reminded the committee that Rod's raise is due in September, and that a performance review must take place. Pamela stated that these are two separate matters and should be dealt with separately. Staff evaluation forms must be obtained. Rod will obtain these from CUPE.

v. **Newsletter Course**

Diana circulated information on a newsletter production course which is available. She stated that she felt that attendance would be beneficial to our newsletter. The cost of the course is \$295.00, which would be covered by the Education budget. She would require booking off for only 2 hours. Round-the-table comments were invited.

A vote was taken. Approval was given for Diana to attend this course.

vi. **Financial Statements**

The June and July Financial Statements will be ready next week and will be presented at the next Executive Committee meeting (24 August).

COMMITTEE REPORTS

i. **Grievance Committee**

In the absence of a Chair of the Grievance Committee, Rod supplied an update on current grievances and arbitrations as follows:

There are 6 arbitrations listed, with 2 probably being resolved when people involved return from holidays.

7 Grievances are listed at Step III, three of which will be moved to arbitration in August. One has been settled, and requires only a formal ending to be deadfiled.

2 Grievances are listed at Step II, one of which is to be moved to Step III.

There are 2 grievances at Step 1, both from the same department.

12 Investigations are taking place.

ii. **Health & Safety Committee**

Tabled--Estelle is on vacation.

iii. **Contract Committee**

Pamela reported that the committee is 2/3 of the way through the items to be negotiated--only 6 are left. The surveys (approximately 400) are in and have been tabulated. Diana will report on percentage results at the next meeting. The Contract Proposal package will be sent out to the Membership for the September 15 meeting. Pamela then suggested scheduling another Membership meeting at the end of September to conclude

ratification of the proposals so we can begin negotiations in October.

iv. **Job Evaluation Committee**

A meeting has been set up with Personnel Services and Doris Hanson to discuss Job Descriptions. A training session will follow. Discussion is also taking place with Rod and Joe regarding training of Committee members. Joe has indicated that he will be available to offer assistance on Thursday evenings.

The committee is considering sending someone to a relevant training course at SFU in the fall.

Pamela raised a concern expressed to her by the Job Evaluation Committee that Rod had been sending out letters ^{KIP} to applicants ^{on how to do reclassification} for reclassification without prior discussion with the [↑] Committee, and that the letters stated that members should contact Rod Haynes. It was expressed that Rod should have consulted with the Committee and let them decide what action was to be taken, and that their names should be on the letters, as they are the Committee. This was confirmed by the Job Evaluation Committee, and it was decided that the letter would be modified to reflect the changes.

lets on how to do.

v. **Education Committee**

No Report

vi. **Communications Committee**

The deadline for submission of items for inclusion in the upcoming newsletter is 25 August.

The result of the ballot included in the last newsletter was 76% in favour of withdrawing the item questioned. The results will be published in the next newsletter.

MEMBERSHIP MEETING

A proposed agenda was circulated, comments invited and changes made.

BUSINESS AGENT'S REPORT

Rod circulated his report, and highlighted certain points within it. In addition to the Labour Relations activities mentioned under the Grievance Committee Report, organizing has continued with hospital visits. The Library meeting has been postponed until August.

Rod has been active in assembling information for use by the Contract Committee in the upcoming negotiations.

PRESIDENT'S REPORT

i. **Telereg**

The Union has complained to the University about the lack of adequate training. UBC says phone numbers are in the manual. If any Telereg resource person

needs additional training, phone one of the numbers in the manual and ask for it. It shall be granted. Discussions are ongoing at the LRC level.

OTHER BUSINESS

i. **Key for Cleaners**

Discussion took place regarding the request by the new cleaning company for a key to the office so that they may clean the offices at night. There was concern about letting another key out of the office. It was emphasized that the company is bonded and insured. A vote was taken.

APPROVED (Diana opposed)

/rd

08/16/88