

Present: Joan Treleaven, Marcel Dionne, Wendy Bice, Carole Cameron, Lid Strand, Ray Galbraith, Nancy Wiggs, Helen Glavina, Jet Blake, Lissett Nelson, Judy Blair

1. Adoption of the agenda: It was moved by Nancy Wiggs and seconded by Lid Strand: THAT THE AGENDA BE ADOPTED AS CIRCULATED. The motion was CARRIED.
2. Adoption of minutes: It was moved by Lid Strand and seconded by Wendy Bice: THAT THE MINUTES OF THE FEBRUARY 11, 1980 EXECUTIVE MEETING BE ADOPTED AS CIRCULATED. The motion was CARRIED.
3. Business arising from the minutes: Nancy Wiggs enquired about the list of the policies and procedures that we had requested from the University. Carole Cameron said that she would be reminding the University of their commitment to provide them.

Lid Strand asked about the survey that Wendy Bice was to co-ordinate in regards to time off between Boxing Day and New Year's. Wendy replied that the survey was completed and it had been very successful.
4. Business arising from the correspondence: Questions arose in regards to the following correspondence:
 - BCTCU Board meeting held on Campus on February 15, 1980: Lid Strand indicated that he had attended and that nothing in relation to AUCE had arisen. A new travel insurance plan was being developed. Carole Cameron raised the issue of CUPE's apparent inordinate influence on the Credit Union. Lid was not too concerned stating that the influence was more negative in the sense that it had involved funds withdrawn in the past.
 - Letter requesting an AUCE representative on the President's Advisory Daycare Committee: It was decided that it would form part of the Executive report at the March 20th membership meeting and that volunteers would be requested.

***to this point in the meeting Marcel Dionne had been in the chair. Lissett Nelson assumed the chairing responsibilities when she arrived.

 - Lissett Nelson then raised the issue of the UBC Sub-Committee formed to oppose the the W5 report on foreign students in Canadian learning institutions. It was decided that the Executive would not take any position on the issue , if ever, until members had perused the information available and screened the program in question.
5. Union Organizer report: Carole Cameron reported that she had commenced work on the shop stewards' seminar tentatively scheduled for the second Wednesday in May. Furthermore, a stewards' handbook was also in progress. Carole said that a memo was going out to all stewards for input. Emphasis in the seminars would be on small groups.

Carole then suggested that more organization was needed for the office staff to be involved in churning out various Committee information bulletins and newsletters. The Union Office needed to be consulted to ensure that material is produced. Nancy Wiggs suggested that a list of considerations be drawn up by the office staff. The discussion continued with Lissett Nelson believing that the best approach would be for deadlines to be established.

Finally, Carole indicated that nominations for the Union Organizer position would close at the March 20th membership meeting.
6. Union Co-ordinator's report: Wendy Bice reported that she had been involved with some time-consuming projects in the Union Office, such as the Affiliation Bulletin.

Wendy then proceeded to report on the progress to date in contract negotiations. A press release had been composed and released last Friday and this month's edition of ACROSS CAMPUS carried the lead article on our application for a mediator. In addition, we had received good feedback from the time off between Boxing Day and New Year's Day survey. We were expecting a response from the B.C. Mediation Services Commission within the next few days.

7. Secretary-Treasurer's report: (see attached reports referred to below)

Ray Galbraith handed out to each Executive member a set of job descriptions for the three Union Office positions. These were to be perused by the Executive and discussed at the next Executive meeting in April.

Ray then presented a report on office equipment. It contained sections on the status and condition of present office machinery/equipment, on future needs, and on present needs.

Ray moved: THAT THE EXECUTIVE EMPOWER THE UNION OFFICE STAFF TO ENTER INTO A THREE (3) YEAR LEASING ARRANGEMENT, WITH A BUY-OUT OPTION, WITH COPYTRON FOR THE MINOLTA MODEL 310 NOW IN THE OFFICE ON A TRIAL BASIS. The motion was seconded by Carole Cameron and CARRIED.

Ray reported that he had contacted the Auditor's and that they had begun work on auditing the books. He also reported that he had begun collating the Pension Questionnaire and that the third telephone had been installed on February 26, 1980. He stated that the Contract Committee should begin thinking about drawing up questionnaires for the sick leave, increment policy, and job description issues.

Marcel Dionne then digressed from the above report and raised the question of the status of AUCE members at the Research Forest, VGH, St. Paul's, Shaughnessy, BCIT, etc. Nancy Wiggs stated a concern about their status in regards to our certification - that there was an inconsistency in regards to the geographical locations. Carole Cameron interjected that we were investigating a variation of our certification to include all UBC employees. Nancy then suggested that we approach our lawyer for an opinion so that we could fulfill our obligations under Section 7 of the Code. Carole indicated that in most cases we would probably have to sign the employees up ourselves.

8. Grievance Committee report: Carole Cameron reported that we were still awaiting the results of the retirement arbitration heard last October.

She also reported that our lawyer, Katy Young, held a meeting with some AUCE members in the Registrar's Office in regards to the Flexible Hours/Modified Work Week upcoming arbitration.

The University has appealed the Sandy Jackson discharge arbitration as they did not feel that the arbitrator's comments in regards to a policy of progressive discipline were not called for. According to Carole the University is presently using a type of progressive discipline and documenting employees' work habits.

9. Contract Committee report: Nancy Wiggs felt that Wendy Bice had covered all contract-related information in her report.

10. Communications Committee report: Ray Galbraith reported that the next issue of ACROSS CAMPUS was at the printers and would be picked up, addressed and in Campus Mail on Wednesday, March 12, 1980. Furthermore, the Communications Committee was scheduled to meet on Wednesday at 12:00 pm. There were now five members on the Committee.

11. Executive Affiliation Sub-Committee: Lissett Nelson said that the second and last affiliation bulletin was to be prepared. It would include any resolutions received to date and the statements of many of the nominees for the Convention.

Lissett then requested either Executive endorsement or signatures for her proposed motion in regards to affiliation. Helen Glavina then moved: THAT AUCE PROVINCIAL AFFILIATE TO THE CANADIAN LABOUR CONGRESS (CLC) BY BECOMING A GROUP OF LOCALS OR A LOCAL OF ANY OF THE CLC UNIONS WHICH REPRESENT CLERICAL WORKERS, NAMELY, THE B.C. GOVERNMENT EMPLOYEES UNION (BCGEU), THE CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) OR THE OFFICE AND TECHNICAL EMPLOYEES UNION (OTEU). The motion was seconded by Jet Blake. A discussion on the issue ensued.

Nancy Wiggs stated that the motion was premature and Marcel Dionne concurred as he felt that the Local's membership had yet to make up its mind. Lid Strand felt that the motion would undercut our bargaining power. Ray Galbraith indicated that he had signed the motion but felt that to have the Execu-

tive endorse such a motion was premature. Lissett added that she felt that the debate would be more positive if the Executive took a stand.

Marcel Dionne then wanted to know about the status of a referendum ballot even if the elected delegates at the Convention voted for affiliation. Nancy said that the Convention had the power to affiliate without a referendum ballot. Marcel stated that he was still not clear as to the responsibilities of individual delegates if they were instructed to vote one way.

The discussion wound down and the motion was DEFEATED.

12. Employee Assistance Program:

Carole Cameron reported that Cal Barber, of the Dept. of Employee Relations, had not answered our letter, but reminded the meeting that the Union had waited for four months before responding to his.

CUPW has their own self-administered program and they are opposed to management-run schemes.

Carole was to contact Cal Barber within a week if there was no answer.

13. Benefacts update: Carole Cameron indicated that R.A. Grant had sent a letter to our lawyer, Katy Young, in regards to the program. Carole said that the original letter the Executive had decided to send to the University was held back until we received a further response from the University on the issue.

14. Short-term leave of absence for Executive members to attend Executive meetings:

Jet Blake indicated that Pat Hannah possibly could not attend meetings due to a small office situation. Jet was to talk the situation over with Pat before any decisions about their status would be made.

Lissett Nelson then suggested extending the concept of short-term leaves of absence to other Committees and felt that monthly meetings would be in order. Lissett tentatively proposed that the concept for a two-hour leave of absence be extended to each Committee. A discussion on the pros and cons ensued. The issue was referred for discussion to the next Executive meeting. At that point Lissett changed her recommendation to include only the Grievance Committee and to be for two monthly meetings instead of one.

15. Next Executive meeting - April 1, 1980

Tuesday

2:30 pm.

-chair - Wendy Bice

Lid Strand moved: THAT WE HAVE A LEAVE OF ABSENCE EVERY THREE WEEKS FOR TWO HOURS TO MEET AS AN EXECUTIVE. The motion was seconded by Marcel Dionne and CARRIED. Carole Cameron then asked which day(s) would be more convenient. The consensus was that Tuesday was the best day.

16. Next Membership Meeting - April 17, 1980

- chair - Marcel Dionne

- Executive report - to be decided at the next Executive meeting

Carole Cameron then raised the issue of voting procedures at the March 20, 1980 membership meeting. A discussion ensued at the end of which Carole suggested that the losers become the alternates. The voting procedure would be to have the members write their ten choices on a blank ballot and then to have them counted by the Trustees and volunteers.

17. Other Business: Carole Cameron raised a couple of issues. The first had to do with a call received from Joyce Diggins in regards to a Committee that was responsible for providing housing for UBC staff on the Endowment Lands. Joyce needed an address for the questionnaires that were being sent to staff. Carole in turn had volunteered our address. Secondly, Carole reported that she had never received a week of holidays in 1978 (15oc78 - 31dc78) and that she would prefer to be reimbursed in money. Marcel Dionne moved: THAT CAROLE CAMERON BE PAID FOR THE VACATION MISSED IN 1978. The motion was seconded by Jet Blake and CARRIED.

Marcel Dionne then spoke about the election of the Union Organizer and the one month notice to the University for the AUCE member elected that was required. As Carole's term expired on April 15th, it was felt that a one month extension would be required because the membership meeting was scheduled for March 20th. An election would extend the time involved even further. Marcel then moved: THAT WE REQUEST THAT THE UNIVERSITY EXTEND CAROLE CAMERON'S LEAVE FOR ONE MONTH UNTIL MAY 15, 1980. The motion was CARRIED.

Lissett Nelson then stated that she would like to see us elect our Union Organizer at membership meetings, and possibly other Union officers. Lissett moved: THAT THE EXECUTIVE RECOMMEND THAT THE UNION TABLE OFFICER POSITIONS BE ELECTED BY SECRET BALLOT AT GENERAL MEMBERSHIP MEETINGS. The motion was seconded by Helen Glavina and after some discussion was CARRIED.

The meeting adjourned at 5:00 pm.

STANDARD JOB DESCRIPTION - Union Co-ordinator

Job Description

Under union and/or Contract/Executive Committee direction, co-ordinates and performs work of a clerical nature. May initiate and develop methods and procedures. Exercises independent judgement and initiative based on a knowledge of union procedures, practices and policies. Able to deal effectively and efficiently with members of the union as well as other labour or union representatives.

Typical Job Duties

1. The Union Co-ordinator is responsible for:
 - maintaining office files
 - mail - incoming and outgoing
 - General Correspondence
 - keeping an accurate membership list and address file
 - updating scriptomatic file
2. Maintains office - keeps office equipment in good working order
 - orders office supplies such as: paper, gestetner, photocopier
 - buys and makes coffee, etc.
3. Answers telephone enquiries as to matters respecting the Collective Agreement and answers calls of a general nature. Also, meets with members to discuss their problems (such as: reclassifications, transfers, etc.).
4. Contacts the University on matters respecting the Agreement.
5. Maintains contacts with the Union's Lawyer, LRB, Media, and other government bodies on matters respecting our collective agreement.
6. Maintains contacts with the other AUCE Locals Unions, and labour bodies.
7. Serves on the Contract Committee and is responsible for co-ordinating meetings with the Committee, Strike Committee, University Negotiating Committee and the Mediator. She/he does the Contract Committee's typing and correspondence (such as: the typing up of minutes, contract proposals, bulletins and applications for mediation, etc.). Researches for the Contract Committee.
8. Prepares Contract Committee Bulletins, envelopes for referendum ballots and other materials for membership use.
9. Prepares stencils, gestetners, collates, staples, operates scriptomatic for other committee bulletins for the membership.
10. Attends meetings or hearings, on and off campus, as a union representative.
11. She/he is a member of the Executive and functions as a link to the rest of the Executive. She/he sends out notices of meetings, does telephone polls as required and is active on Sub-Committees of the Executive - (takes minutes, etc.).
12. Books room and audio-visual equipment for Membership Meetings.
13. Maintains a list of volunteers to help out in the office.
14. Ability to delegate work to others.

Life of a union official

Food for Thought

If he talks on a subject, he is trying to run things.

If he is silent, he has lost interest in the organization.

If he is seen at the office, why doesn't he get out?

If he can't be found, why doesn't he come around more often?

If he does not agree the boss is a skunk, he is a company man.

If he calls the boss a skunk, he is ignorant.

If he is not at home at night, he must be out drinking.

If he is at home, he is shirking his duty.

If he doesn't beat his chest and yell strike, he is a conservative.

If he does, he is a radical.

If he doesn't stop to talk, his job has gone to his head.

If he does, that's all he has to do anyway.

If he loses a discipline grievance, he's a poor agent.

If he wins, that's what he's paid for.

If he gives someone a short answer, we'll get him in the next election.

If he tries to explain something, he's playing politics.

If he gets a good contract, why didn't he ask for more?

If his clothes are pressed, he thinks he's a big shot, if they aren't he isn't fit for the job.

If he takes a vacation, he has had one all year anyway.

If he is on the job a short time, he is inexperienced.

If he's been on the job a long time, it's time for a change.



WHAT FOLLOW ARE THREE PRELIMINARY JOB DESCRIPTIONS FOR THE FULL-TIME PAID UNION OFFICE POSITIONS. AFTER THEY HAVE BEEN PRESENTED TO THE EXECUTIVE EARLY IN MARCH, THEY WILL BE BROUGHT BACK TO THE MEMBERSHIP FOR AMENDMENTS AND FINAL APPROVAL.

UNION ORGANIZER

OUTLINE of job description for the Union Organiser position

Job Description

Under Union, Grievance and Executive Committees direction, organises and performs work of a clerical nature. May initiate and develop methods and procedures, practices and policies. Able to deal effectively and efficiently with members of the Union and the University.

Typical Job Duties

1. The Union Organiser acts as Chairperson of the Grievance Committee. She/he maintains the files and minutes of that Committee; handles all correspondence for the Committee as well as phone calls pertaining to grievance matters; does applications to the Labour Relations Board; arranges and attends Labour Committee meetings and Grievance Committee meetings.
2. Helps in the preparation of arbitrations, attends arbitrations, may advocate arbitrations.

cont'd

CONT'D

3. Interprets the collective agreement to members either by phone or in person.
4. Deals with the University on matters involving members and their rights under the Collective Agreement.
5. Organises the Division structure - arranges meetings in each division to elect Executive Committee members and stewards
6. Responsible for organising Shop Steward seminars at least once a year. Is responsible for writing, re-writing and/or updating the steward's handbook.
7. Does 1 hour explanations at Employee Relations twice per week, introducing new employees to the Union.
8. Maintains contact with the Union's lawyer, getting legal opinions and information, Also, maintains contact with the Labour Relations Board, Ministry of Labour, Workers Compensation Board, Medical Services Assn. and other agencies relating to the agreement and our members.
9. Writes articles for the Newsletter, such as: "Know Your Contract" and the Grievance Committee Report plus submits updated Steward and Committee lists,
10. Presents motions and motivation to the membership for all grievances being recommended for arbitration.
11. Attends meetings or hearings on and off campus, as a union representative.
12. Participates in the purchase of office supplies and equipment.
13. Maintains Union library and acquires new material.
14. Helps to maintain membership list and address file.
15. Attends Executive meetings and acts on various sub-committees.
16. In conjunction with the other union office staff, prepares materials being sent to the membership i.e. preparing stencils, running them off, collating, stapling, labeling.
17. Does research for grievances being presented at Step 3 or going to arbitration.
18. Responsible for steward training and delegation of grievance work to stewards and Grievance Cmtte members.

SORRY... Something ate your cheque

STANDARD JOB DESCRIPTION - Secretary-Treasurer

Job Description

Under Union and/or Executive Committee direction, co-ordinates and performs work of a clerical/financial/secretarial nature. May initiate and develop methods and procedures. Exercises independent judgment and initiative based on a knowledge of union procedures, practices and policies. Able to deal effectively and efficiently with members of the Union as well as other labour or union representatives, the media, etc.

Typical Job Duties

1. Acts as recording secretary for Membership and Executive meetings. Responsible for the distribution of minutes.
2. Prepares minutes of the Membership meetings for the Newsletter. Also is responsible for the list of Correspondence for the Local Newsletter.
3. Is a member of the Executive and is also an ex-officio member of the Communications Committee. Assists in the production of the Local Newsletter and other such materials as Division organizations may require. Also assists in the production of Contract bulletins and other Committee publications.
4. Prepares agendas for Membership and Executive meetings.
5. Is responsible for distribution of general information to the membership, which would involve the ability to use gestetner, gestefax and addressograph systems.
6. Shares in the responsibility for incoming and outgoing mail.
7. Shares the responsibility of establishing and updating Committee lists as well as advising the University of the membership of the Executive and their Departments.
8. Helps in the maintenance and development of membership files.
9. Purchases office supplies on a regular basis.
10. As a member of a small, integrated office unit, must keep abreast of current issues, Union policy and procedure.
11. Acts as Treasurer for the Local. Maintains such bookkeeping system as the Executive requires. Is responsible for monthly financial statements and annual audited reports.
12. Should attend all meetings pertaining to the financial operation of the Union.
13. Performs the following financial duties:
 - paying of bills
 - paying of full and part-time office staff
 - arranging signing authority with the Credit Union
 - deposit of Union revenues
 - picking up of dues deduction cheques and dues print-outs on a monthly basis
 - other duties as they arise
14. Maintains an up-to-date record of dues paid for all members. The system is used as a check against the Scriptomatics and the Current Members' File.
15. Ability of delegate work to others and to assume many of the duties of both the Union Organizer and Union Co-ordinator when necessary.

Office Equipment Report

March 10, 1980

<u>NAME</u>	<u>STATUS & CONDITION</u>	<u>DRAWBACKS</u>
Rex-Rotary Duplicator	Owned & functioning	As all machines it has its quirks. An equipment use manual should be produced.
Toshiba Wet Copier	Owned & functioning (May be used as a trade-in for new photocopier)	Wet copier - difficult to write on and abrasive to the skin
Gestefax Stencil Cutter	Owned & functioning	Noisy & smelly when operating
Scriptomatic	Leased from Nabel Leasing for 5 years - from 1978. Functioning. Lease unavailable.	No apparent drawbacks
Typewriters (3)	Owned & functioning	Each machine has its own abnormal behavior and deficiencies.
Telephones (3)	B.C. Tel. Functioning	No drawbacks - convenience of 3 phones important
Adding machine with tape	Owned and broken	10 digit does not work
Gestetner Collator	Owned & functioning	Old model - 8 bin

POSSIBLE NEEDS IN THE FUTURE:

1. Purchase or lease of a postage meter due to increased mailings. Hourly employees are being tracked down more successfully.
2. Purchase (or repair of existing machine) of new adding machine with tape for financial duties of the Secretary-Treasurer.
3. Purchase of a new stencil cutter

Immediate Recommendation of the Office Staff:

THAT the Executive empower the Union Office staff to enter into a three (3) year leasing arrangement with Copytron for the Minolta Model 310 now in the office on a trial basis.

We have been satisfied with the machine during its week trial period in the Union Office. It is a machine that should be capable of handling our day-to-day needs. The recommended monthly printing capacity of the machine is 5,000 copies or 250 per day on the average. The next machine costs \$6300 and according to the Copytron representatives can print in excess of 20,000 copies a month.

The attached sheet covers the relevant financial information for the 310 model.

Co Pytron MILOLTA MODEL 310 DRY COPY

FULL PURCHASE Price inc. F.S.T \$ 3950.00
WITHOUT STAND \$ 3750.00

Service Contract \$ 345.00 Per year
includes up to 24,000 COPIES.

COULD BE OBTAINED ON A THREE YEARS Lease

BY MAKING MONTHLY (EQUAL) payment, plus

~~\$ 1.00~~ ^{\$ 109} BUYOUT PAYMENT

Service charge can be included in lease to purchase price.

With stand \$ 3950.00 ÷ 36 mths = 109.72
Service Policy 345.00 ÷ 12 mth = 28.75
139.47

ALTERNATIVE : Rental \$ 95.00 per mth
2 year Contract Including 3000 free copies
extra (at .02) per

Service Contract 342.70 FOR 60,000 copies
per year

OR \$ 110.00 Per MTH inc 3000 Free copies Service