

# CAP COMMUNICATOR

VOL. 2, NO.16

A.U.C.E. NO.4

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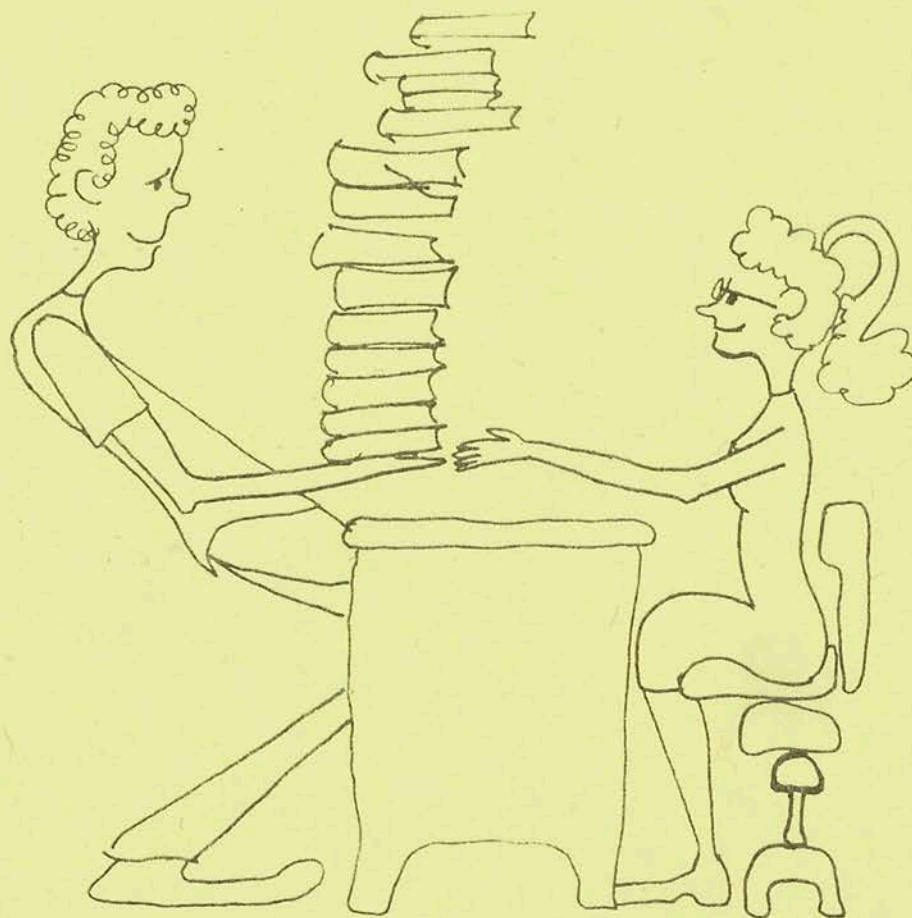
WANT TO SEE YOUR NAME IN PRINT ?

JUN 23 1973

**A. U. C. E.**

The library staff is presently taking inventory and a big problem is ..... what else? ..... OVERDUES.

They need to see each book and note certain numbers printed in it in preparation for computer cataloguing. So ..... RETURN YOUR OVERDUES or you will see your name and the \$\$\$\$\$\$ value of the books you have in the next edition of the "CAP COMMUNICATOR".

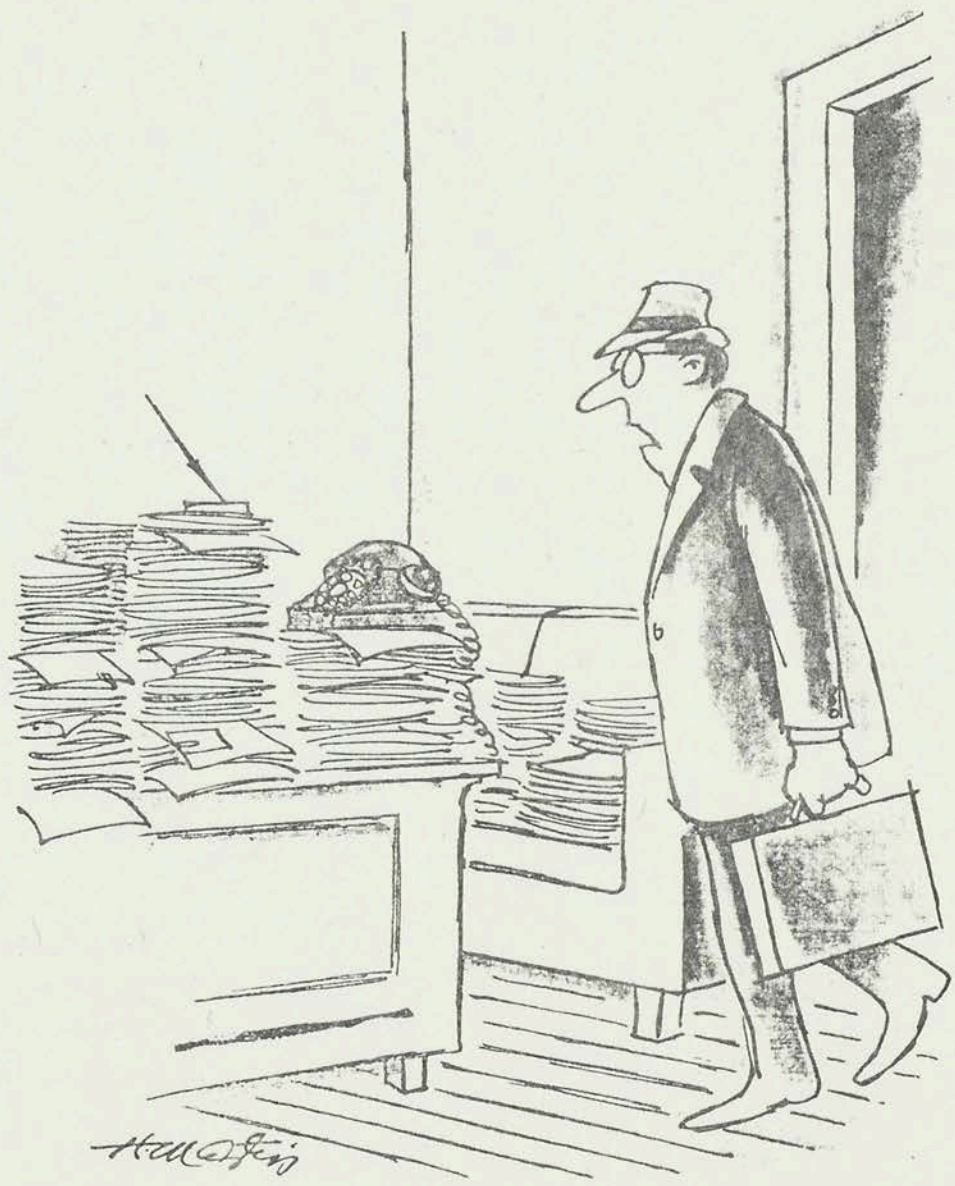


GENERAL MEETING JUNE 8, 1978

ND 101 at 12:00 PM

- |                         |  |
|-------------------------|--|
| 1. Approval of Agenda   | 6. Negotiating Team Report                         |
| 2. Approval of Minutes  | 7. Acceptance of Committee Reports                 |
| 3. Announcements        | 8. Volunteers in Transition                        |
| 4. Chairperson's Report | 9. Associate Dean of Careers -<br>Search Committee |
| 5. Treasurer's Report   | 10. Other Business                                 |

\* \* \* \* \*



"Good morning, work load."

MINUTES FROM THE GENERAL MEETING HELD ON MAY 11, 1978

Executive Members Present: Sheila Perret, Joy Smith, Averil McCreadie, Bev Young,  
Rose Marie Reid, Julie Moreton, Frances Begley, Arlette Fresco

TOTAL Members Present: 35

Chair Called the Meeting to Order at 1:20 PM

- 1. APPROVAL OF MINUTES: Moved by Laraine Hamilton )  
 Secoded by Pat Gallaher ) Minutes from Regular April Meeting  
 CARRIED. )
  
- Moved by Kay Gebbie )  
 Secoded by Mary Gallant ) Minutes from Special General  
 CARRIED ) Meeting April 28, 1978.

- 2. APPROVAL OF AGENDA AS AMENDED: Moved by Rose Marie Reid  
 Secoded by Julie Moreton  
 CARRIED.

3. ANNOUNCEMENTS:

- a) Copy of the Nature of the Position of Dean of Instructional Services copies to Joy Smith and Fred Hoeflok who are A.U.C.E. reps. on the search committee
- b) Outline from the Minister of Education for the organization of Post-Secondary Education in B.C.
- c) Dup/Print Shop hours are from 8:30 AM to 5:00 PM to August 31, 1978.
- d) Lynne Kroetlinger advised that the 10th Anniversary proposal for the Communicator was approved by Council and she will be receiving \$500.00 to put together the special issue. THE 10TH ANNIVERSARY ISSUE OF THE COMMUNICATOR WILL BE ISSUED SEPTEMBER, 1978. THIS ISSUE WILL BE 40 PAGES LONG AND WILL BE GOING BACK APPROXIMATELY 10 YEARS. Helping Lynne compile this issue will be Bill Little, and Pat Gallaher.
- e) SANDY CHESTER reminded everyone of the staff picnic June 10 and should you wish to be competitive and organize a ball team and challenge others please advise the typing pool or come ready to play!

4. CHAIRPERSON'S REPORT:

- the arbitration case for the Native Speaker has been postponed from May 23 to June or July and Sheila Perret hoped to have further information on this item at the next General Meeting.
- It was moved that the ballots for the Member-at-large position on the executive be destroyed.  
 Moved by Mike Maguire  
 Secoded by Pat Gallaher  
 CARRIED.
- Joy Smith and Fred Hoeflok are the A.U.C.E. reps. for the Search Committee.  
 It was moved that the ballots for the Search Committee for the Dean of Instructional Services be destroyed.  
 MOVED BY Mike Maguire  
 SECONDED by Julie Moreton  
 CARRIED.
- IT WAS MOVED THAT IF THE NEED ARISES THE ALTERNATE TO THE SEARCH COMMITTEE WOULD BE THE PERSON WHO POLLED THIRD IN THE VOTE FOR THE SEARCH COMMITTEE REPS. FOR THE DEAN OF INSTRUCTIONAL SERVICES.  
 MOVED by Lynne Kroetlinger  
 SECONDED BY Pat Gallaher  
 CARRIED.

Bill Little is therefore the alternate to the Search Committee.

...2

-- Sheila Perret presented a report advising the functions under the Dean for the areas affected by the reorganization. A copy of this report is included in the June communicator.

5. TREASURER'S REPORT:

Averil McCreadie gave us a breakdown of the balances in Plan 24, Chequing, interest received and outstanding bills.

IT WAS MOVED THAT THE MEMBERSHIP ACCEPT THE TREASURER'S REPORT AS GIVEN.

MOVED by Rose Marie Reid

SECONDED by Sheila Browne

CARRIED

A discussion followed regarding the Union having a professional audit done on the books. It was noted that an audit of this type has not been done for five years. The approximate cost for this audit would be \$300 - \$500.00.

It was MOVED THAT THE UNION PAY FOR A PROFESSIONAL AUDIT.

MOVED by Averil McCreadie

SECONDED by Rose Marie Reid

CARRIED/Ø / 6 (Laraine Hamilton, Pat Gallaher, Brian Holling, Muriel Booth.)

6. DISCUSSION OF CONTRACT PROPOSALS FOR NEGOTIATING PURPOSES:

The response was very good on this item and a list was compiled of items that members would like changed in the new contract.

IF YOU HAVE ANY PROPOSALS OR CHANGES THAT YOU WOULD LIKE TO SEE MADE, PLEASE ADVISE THE NEGOTIATING COMMITTEE:

- Brian Holling
- Sheila Browne
- Robert Willey.

7. ACCEPTANCE OF COMMITTEE REPORTS:

It was moved that we accept the committee reports as they appear in the Communicator

MOVED by Mary Gallant

SECONDED by Frances Begley

CARRIED.

-- A letter was received from AUCE Provincial regarding a loan to Local 1 (this letter is in the June communicator for your information)

-- The bookstore has had three meetings to try and resolve problems within that area. A verbal report was presented regarding progress. It would seem that the final decision will be made by Mr. Gallagher and we will advise the results when received.

IT WAS MOVED THAT THE MEMBERSHIP ACCEPT THE VERBAL REPORTS AS GIVEN.

MOVED by Mike Maguire

SECONDED by Julie Moreton

CARRIED.

8. OTHER BUSINESS:

a) THE AUCE OFFICE IS NF 26. In this regard an Office Worker/Organizer will be required to get the office set up and operational.

IT WAS MOVED THAT WE PAY A PERSON AT PAY GROUP 12, STEP 1 (\$1,009.00) WITH 50% BEING PAID BY A.U.C.E. LOCAL #4 AND 50% BEING PAID BY A.U.C.E. PROVINCIAL TO ESTABLISH A WORKING A.U.C.E. LOCAL #4 OFFICE TO A MAXIMUM COST TO A.U.C.E. LOCAL #4 of \$500.00 AND THAT THE ELECTION BE DONE TODAY.

MOVED BY Bev Young

SECONDED BY Arlette Fresco

AMENDMENT:

...THAT NOMINATIONS OPEN TODAY, MAY 11, 1978 AND CLOSE WEDNESDAY, MAY 17, 1978 WITH

BALLOTING TO COMMENCE ON MAY 18 AND THE ELECTION TO CLOSE MAY 24, 1978. THE PERSON ELECTED IS TO COMMENCE THE WORK AS SOON AS POSSIBLE WITH WORK TO BE COMPLETED BY JULY 31, 1978.

MOVED BY JOY SMITH  
SECONDED BY JULIE MORETON

AMENDMENT CARRIED/Ø / Ø

THE MOTION AS AMENDED CARRIED/ Ø / Ø

THE MOTION AS AMENDED READS:

THAT WE PAY A PERSON AT PAY GROUP 12, STEP 1 (\$1,009.00) WITH 50% BEING PAID BY A.U.C.E. LOCAL #4 AND 50% BEING PAID BY A.U.C.E. PROVINCIAL TO ESTABLISH A WORKING A.U.C.E. LOCAL #4 OFFICE TO A MAXIMUM COST TO A.U.C.E. LOCAL #4 OF \$500.00 AND THAT NOMINATIONS OPEN TODAY, MAY 11, 1978 AND CLOSE WEDNESDAY, MAY 17, 1978 WITH BALLOTING TO COMMENCE ON MAY 18 AND THE ELECTION TO CLOSE MAY 24, 1978. THE PERSON ELECTED IS TO COMMENCE THE WORK AS SOON AS POSSIBLE WITH WORK TO BE COMPLETED BY JULY 31, 1978.

b) LANGUAGE ASSOCIATES:

Two position are open for Language Associates, one at Capilano College and one at Langley. Langley is from July 3 to 28, 1978 and Capilano College is from May 28 to July 8, 1978. It was therefore:

MOVED THAT A.U.C.E. LOCAL #4 GRANT A WAIVER, FOR THE LAST TIME, TO ALLOW PEOPLE TO WORK AT CAPILANO COLLEGE AND LANGLEY AS THIS WILL BE NEGOTIATED WITHIN THE FACULTY CONTRACT.

MOVED BY BILL LITTLE  
SECONDED BY MARY GALLANT  
CARRIED/1 / Ø

The intention of this motion is to allow the summer Language Associates to work at Langley and Capilano College at the dates noted above. The Language Associates will not have to submit time sheets, nor will they be paid shift premium as these items were covered within the job specifications within their rates. The Language Associates are A.U.C.E. Local #4 employees. First considerations was given to the notification list.

9. Mary Gallant moved that the meeting be adjourned.

Meeting adjourned at 2:00 PM.

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THE NEW EXECUTIVE OF THE FACULTY ASSOCIATION IS:

PRESIDENT:	Wanda Tilley	RECORDING SECRETARY:	Yetta Lees
VICE-PRESIDENT:	Carol Sommers	TREASURER:	Robert Cook
CORRESPONDING		C.F.F. DIRECTOR:	Ed Lavalle
SECRETARY:	Melanie Fahlman	MEMBER-AT-LARGE:	Eve Whittaker

CAPILANO COLLEGE

# PICNIC

SATURDAY - JUNE 10<sup>TH</sup>  
NOON - 6:00 P.M.

BRING YOUR FAMILY AND JOIN THE FUN!!!

- SOFTBALL
- VOLLEYBALL
- NOVELTY RACES FOR ALL AGES
- TUG-OF-WAR

EVERYBODY BRINGS THEIR OWN FOOD  
AND LIQUID REFRESHMENTS  
ICE CREAM AND DRINKS WILL BE SUPPLIED

ORGANIZE A TEAM  
AND ISSUE A CHALLENGE!

JOIN THE SPIRIT OF AN  
OLD-FASHIONED PICNIC!!

~~~~~ AT ~~~~~  
— AMBLESIDE PARK —  
WEST VANCOUVER

# A.U.C.E. 4 Special Meeting

PLEASE NOTE: This is the second notice. Due to problems the meeting will not be held at the Sey-Lynn Hall as previously stated.

The present collective agreement ends September 30th, 1978. As of June 1st, 1978, A.U.C.E. #4 has notified Capilano College Technical and Vocational Institute of the Union's intent to commence negotiations within ten (10) days.

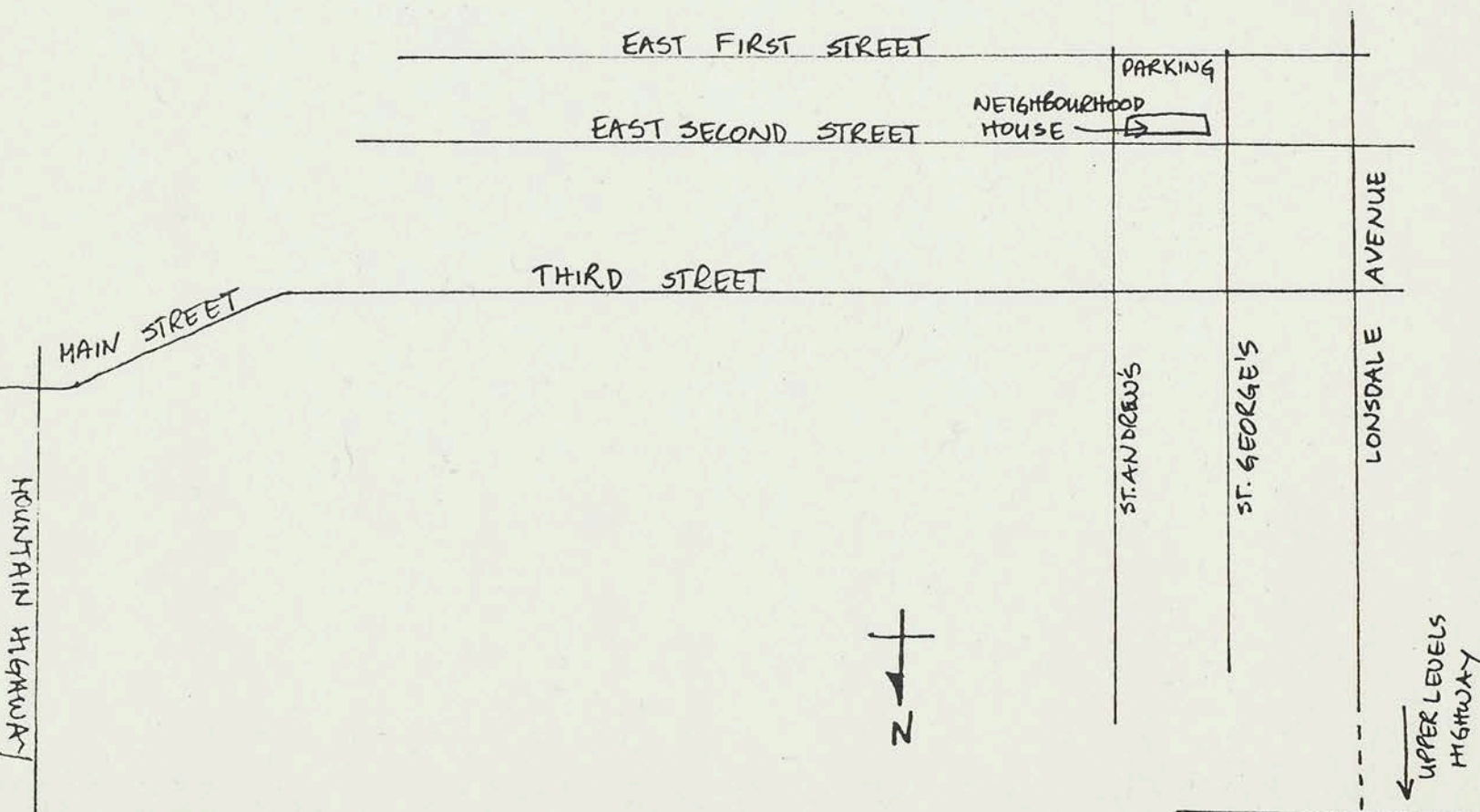
The negotiating team has prepared a contract for approval by the general membership. A special meeting is hereby called to discuss items for the next contract.

DATE: Wednesday, June 7th, 1978

TIME: 5:00 p.m.

PLACE: The Inman Room, North Shore Neighbourhood House, 225 East 2nd Street, North Vancouver. Parking available on 1st Street, 200 block.

A light supper will be provided. Book your meal with Susan Benton by 4:00 p.m. Monday, June 5th. Susan (the Office Organizer) will be coming around to each area to collect \$2.00 from everyone who intends to come to the meeting. This will pay in part for the meal which is A.U.C.E. subsidized.



Following are the 78/79 recommended new positions as a result of the 78/79 budget increase from the Provincial Government, as received by the Union from the College. The descriptions of hire (e.g. RFT - Regular Full Time, TPT - Temporary Part Time, etc.) are not finalized as yet.

| <u>COST CENTRE</u> | <u>POS. NO.</u> | <u>DESCRIPTION</u>                                | <u>EST. START DATE</u> |
|--------------------|-----------------|---------------------------------------------------|------------------------|
| 1100               | 160             | Accounting Clerk                                  | December 1978          |
| 1200 )<br>1600 )   | 144             | Mail Clerk OR<br>Word Processing Machine Operator | August 1, 1978         |
| 2100               | 145             | Clerk Typist II                                   | August 1, 1978         |
| 2500               | 146             | Receptionist II                                   | August 1, 1978         |
| 3010               | 148             | Admin. Ass't/Secretary III                        | August 1, 1978         |
| 3130               | 149             | Library Assistant I (10 month)                    | August 1, 1978         |
| 3801               | -               | 4 Section Equivalent                              | August 1978            |
| 3801               | 150             | Learning Assistant I                              | August 1, 1978         |
| 3920               | 151             | Media Assistant I                                 | September-April        |
| 4301               | 152             | Clerk Typist II                                   | August 1, 1978         |
| 4601               | 49              | Clerk Typist II                                   | May 15, 1978           |
| 6020               | 157             | Clerk Typist II (Capilano Review)                 | August 1, 1978         |
| 6020               | 158             | Clerk Typist II (Natural Sciences)<br>(10 month)  | September 1978         |
| 7340               | 159             | Stores Clerk                                      | August 1, 1978         |

NOTES:

- 1) *Nominations and elections for two Search Committee representatives and an Alternate for the Associate Dean in Careers will take place this Thursday noon at our General Membership meeting. Good attendance, therefore, is essential. Nominations are being accepted by the Trustees (Julie Moreton, Social Sciences and Arlette Fresco, Humanities) now. Please have signature of nominator and seconder included on your nomination paper.*
- 2) *Sue Benton is our Office Organizer. Congratulations Sue, I hear you are already setting into our new office and started work!*



PHYSICAL PLANNING COMMITTEE - Shirley Newcombe

The Physical Planning Committee met May 30th. It was noted that a quorum was not present so the members agreed to an informal meeting with any motions being ratified at the next meeting.

Most of the meeting was spent discussing certain improvements that would be happening around the campus in the summer. They are as follows:

- the carpeting in the pit area of the cafetheatre would be replaced with an indoor/outdoor carpeting.
- ramps are going to be built starting at the base of the NF building running along to NC and from NC to NB building. The purpose of this will be for students in wheelchairs who are not able to attend classes that are held on the top floors of the portables. It was also noted that it would be very helpful for the maintenance staff and the audio visual staff who quite often have heavy equipment to carry to the top floors of the buildings.
- a new entrance and exit ramp plus a sidewalk is going to be constructed in the lower parking lot of the South Campus parking lot (that's the overflow lot). It will be built with more of a gradual slope so that when there's a heavy snow fall it will not be so difficult for cars to get up and down the ramp.
- taking place right now is the building of the canopies over the steps of the North Campus portables. These were constructed because of our weather conditions and it was hoped that it would keep people a little dryer.
- another item that was discussed was the logs that run along the sides of the roadway to the South Campus parking lot. It had been suggested to PPC that these logs be replaced with blacktop embankments. PPC decided that it was necessary to keep the campus in a natural environment as much as possible and recommended that the logs not be replaced.
- also, if all the red tape pertaining to the bus shelter goes along well it looks like we might have a bus shelter by September 1st, 1978.

The next meeting of PPC will be held in August.

NOTES:

- 1) *Our Audit is under way and a North Vancouver accounting firm has been retained. Look for a notice of Annual Fiscal Meeting before the end of the summer.*
- 2) *Bookstore - apparently something workable is being finalized and will be in effect for a one year trial basis. The Bookstore will now be open all summer; tentatively for 9:00-11:00 and 1:00-3:00, Mon. - Fri.*
- 3) *Graduation - ceremonies took place on May 26th at the Coach House. On talking to people around the College, it was a complete success! There were over 400 people in attendance - to the ceremonies and the dinner and dance.*

COUNCIL MEETING - May 9, 1978

A motion was passed by Council on STUDENT ACTIVITY FEES to pass the responsibility for refunds to the Student Society in accordance with their request.

Re: Administrative Re-organization: the Principal requested and received authority to proceed with the selection of a Search Committee for the positions of (a) Dean of Instructional Services (a third Dean???) and (b) Administrator for the Career Division (this second position is not called an Associate Dean(???)).

Mr. Williams was upset when he asked that a motion be passed re above two positions asking that the terms of reference be developed and approved before committees struck. This was defeated (as obviously the Council wished to discuss this 'in camera'). Mr. Williams left at this point.

Squamish - Mr. Alan Smith reported on the status of the Squamish Satellite - we will be running vocational programs there this fall - more on this later.

FROM: Pat Pope

\* \* \* \* \*

Note from Lynne:

There might be some confusion regarding the title of the administrative position in the Career/Vocational Division (whether it's called an Administrator or an Associate Dean). I checked with the Principal's Office and was explained the following:

- 1) At the April Council Meeting Council approved the implementation of the Principal's proposed College re-organization.
- 2) On May 5th the Principal sent a memo to AUCE, Faculty Association and Student Society asking for names for the Search Committee.
- 3) At the last Council Meeting (May 9th) the Council approved the Principal to proceed with the selection of a Search Committee for an administrative position in the Career/Vocational Division, but wanted input on the description, etc. of the position before the Search Committee met.
- 4) On May 23rd the Principal supplied documentation on the job description, with the title of Associate Dean, to Council members, AUCE, Faculty Association, Student Society and all Administrators, asking for comments.
- 5) On talking to the Principal June 5th, he advised me that it was his hope to have final approval of the position by the end of this week. This approval would come from discussion between the Chairman of College Council and the Principal.
- 6) I would suggest that we discuss this at our Thursday meeting so our Executive can provide the Principal with our input by Friday.

PAC REPORT TO A.U.C.E.

The Principal's Advisory Committee met on May 12, 1978 to discuss the 1978-79 Budget. During the review of the 1977-78 Budget Performance various questions relating to items in the print-outs were addressed to the Principal and the Bursar. Many points were satisfactorily clarified by both the Principal and the Bursar. The Principal also presented his overview and explained details of his recommendations set out in the April 24 memo to the Finance Committee.

During the afternoon session, after considerable discussion, the following motions were made:

1. That \$4,000 be allocated to extend the hours of operation of the Student Information Centre. (Carried)
2. That Cost Centre 3010, the item for Educational Leave, be increased to \$30,000 from \$15,000. (Carried)

It was suggested that a possible source of funds could be College Council (1900) or Codes 700 and 702 across all College Cost Centres.

3. That construction of a bus shelter for Capilano College be considered a priority for the summer of 1978. (Carried)
4. That a sum not less than \$2,500 be added to 3920-682 to subsidize parts and labor costs re maintenance of Audio Visual equipment. (Carried)

The Principal advised that a request for Capital Depreciation on A/V equipment had been made to the MOE by all Colleges.

5. That monies allocated for Meetings and Hostings be limited to "Food". (Carried)
6. That PAC strongly suggest that the position of evening receptionist be created as soon as possible for the Main Lobby area; to be available at least four nights a week until 8 P.M.; partial funding to come from Community Education. (Carried)

It was also strongly suggested that the organization of Audio Visual Services, both distribution and production, be reviewed.

The Principal responded in a general way and indicated when working out the details enough money might be found to cover some of the items recommended by PAC.

The Chairman was asked to inform the entire College of the importance of the two main items -(Continuing Education Report from a sub-committee of the Provincial Management Advisory Committee and Institutional Evaluation) on the Agenda for the regular meeting of PAC on May 23.

PAC MEETING - May 23

The following motion evolved out of Business Arising from the Minutes of the May 12 Budget meeting:

THAT there be reconsideration of the number of Academic sections added in the new Budget. (Carried)

The need for more sections in many areas, including Mathematics, English, Labor Studies and Computer Science, was stressed by Faculty representatives.

CONTINUING EDUCATION REPORT from a sub-committee of the Provincial Management Committee.

A lot of discussion took place regarding this report and its relationship to the definitions contained in Bill 82. Some Faculty representatives felt the definitions in Bill 82 were inherently discriminatory in that it defines a program in terms of people rather than the program's merits and advantages. After due consideration and further discussion, the following lengthy motion was carried unanimously:

MOVED:

Whereas this report is based on and informed by an erroneous conception of the nature and importance of post-secondary institutions, and particularly Community Colleges, and of Community College students, with discriminatory, inappropriate, and impractical categories of students, of programmes, and of Provincial Councils' functions, that the Principal be urged to convey and take concrete action to express PAC's concern especially on the following items:

- the discriminatory and unworkable division of students into part-time and full-time categories;
- the confusion of academic, technical/vocational, and BTSD areas and functions with continuing education programmes and possibilities, especially through the failure to segregate these programmes under the appropriate Councils without reference to discrimination of students by arbitrary definitions;
- the possibility of interference with the necessary autonomy of Community Colleges' development and delivery of programmes and courses for the communities they serve.

INSTITUTIONAL EVALUATION

The afternoon session dealt exclusively with the matter of Institutional Evaluation.

The Principal explained that Capilano College had been invited by the Committee of Principals to take part in an Institutional Evaluation Program during 1978/79, and that the process consists of two parts: an internal self study, and an external audit of the self study.

Guests from Camosun College, Pat Floyd, John Owen and John Meagher, spoke to PAC about the methods and procedures used at their College for evaluation. Extensive discussion ensued and many questions answered. They stated that benefits of the study to the College included:

- new and additional programs
- changes in registration procedure
- better C.E. relationships with other divisions
- staff and personnel needs pinpointed
- better understanding by each area of their goals, achievements and problems.

Some general overall advice concerning the determination of goals, limited use of questionnaires, timing, clarification of exact task of the External Committee, etc. was offered to Capilano College by the Camosun group, should an Evaluation be undertaken.

Note: Their External Audit Team was composed of knowledgeable persons from other Colleges and institutions in B. C.

Submitted by K. Gebbie.

Date: May 16, 1978  
from: Jim B. Dillon - Director of Personnel  
to: ~~A.U.C.E. #4~~  
Faculty Association  
All Administrators  
RE: Fringe Benefit Premiums - Group Life Insurance  
- Long Term Disability

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We have been informed by Canada Life that the premiums for these policies have been increased, effective April 1, 1978, as follows:

Group Life Insurance from .17¢ to .18¢ per \$1000.00 coverage  
Long Term Disability from \$1.36 to \$1.42 per \$100.00 coverage

These premium increases are due solely to the age distribution of the plan members.

Deductions of the revised rates will commence, where applicable, with each employee's May 31, 1978 pay cheque. This means the College will absorb the increase applicable to April 1978.



Jim B. Dillon  
Director of Personnel

ALSO: CHANGE IN DENTAL PLAN PREMIUMS to show in your July 31st pay cheque as per benefits negotiated in this current collective agreement.

|                  | <u>TOTAL YEARLY AMOUNT</u> | <u>PREVIOUS</u> |
|------------------|----------------------------|-----------------|
| Single person    | \$10.48                    | \$9.16          |
| (College to pay) | 10.48                      |                 |
| Married          | 20.58                      | 18.04           |
| (College to pay) | 15.44                      | 13.53           |
| Family           | 35.44                      | 31.38           |
| (College to pay) | 26.58                      | 23.54           |

The following is the agreement between Capilano College and A.U.C.E. #4 which was drafted as a result of the motion passed at the last General Membership Meeting of May 11, 1978. Please refer to section 8 (b) for the reading of this motion.

MEMORANDUM OF UNDERSTANDING

On May 8th, 1978, representatives of A.U.C.E. Local #4, members of the administration, and Louise Krohn of Dialogue Canada, met to discuss a waiver request initiated by the College to allow special consideration in terms of hiring and employment for Native Speakers in order that they may work as 'Instructor Associates' for a Federally funded language immersion programme to be conducted in the Summer of 1978.

The following constitutes an agreement entered into by Capilano College Technical and Vocational Institute (the College) and the Association of University and College Employees, Local #4, (the union):

Whereas, in the Summer of 1978, the Federal Government is funding two language immersion programmes, one to be conducted at Capilano College, North Vancouver, and the other to be conducted as a live-in situation at Trinity Western College in Langley; and

Whereas, the College is administering both programmes; and

Whereas, the function of the 'Native Speaker' is presently classified and provided for in the Collective Agreement between Capilano College Technical and Vocational Institute and A.U.C.E. Local #4, and

Whereas, the North Vancouver programme will necessitate the hiring of three, possibly four, Native Speakers as Instructor Associates (number depending on student enrolment) between May 28th and July 8th, 1978, and the Langley programme will necessitate the hiring of five Native Speakers as live-in Language Associates, between July 3rd and July 28th, 1978; and


Whereas the Union has been requested by the College to allow the Native Speakers hired for the two particular immersion programmes to be paid in lump-sum form without the workers supplying the College with time report sheets,

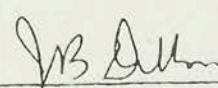
It is herein agreed that for the purposes of these two particular programmes for the Summer of 1978, the following shall apply:


1. The Native Speakers are members of the bargaining unit of the Association of University and College Employees, Local #4 and shall therefore exercise all rights and privileges as provided for in the Collective Agreement, and
2. Capilano College requires the 'Native Speakers' to work specific hours on specific days, and

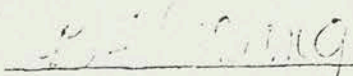
3. The people will be paid in lump-sum form; the amount to be determined by applying "union scale" rates to the number of hours worked, with the following considerations:
  - a) day time work is calculated at \$9.04 per hour plus vacation entitlement
  - b) work done after 6:30 pm is calculated at \$9.49 per hr. (includes shift premium)
  - c) With regards to the programme conducted at Capilano College, the Associates will be required to spend their lunch hours with the students; their lunches will be provided and the approximate cost of the lunch will be deducted from the hourly rate of pay for day work.
  - d) Voluntary week-end outings will be paid for in a lump sum, i.e. \$125.00 per week-end
4. Renumeration for extra activities for workers at the Trinity Western College campus will bring their total renumeration to \$1200.00 per employee.
5. Total renumeration for those working in the programme at Capilano College will be \$1075.00.
6. In the case of employees working at Trinity Western College campus, room and board will be provided to the value of \$312.00 for each employee and shall be considered as a separate issue.
7. Employees are not required to submit time reports to the College.
8. Each employee shall be provided with a copy of this memorandum of understanding during the hiring process and before they commence work as an Instructor Associate/Native Speaker.
9. As the College, A.U.C.E. #4, and the Faculty Association are currently negotiating the transfer of the Native Speakers from A.U.C.E. #4 to the Faculty Association at Capilano College, and that that transfer is expected to be completed in the near future, it will not be necessary for A.U.C.E. to grant another waiver of this nature.

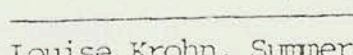
All of the above is agreed to at North Vancouver, B.C., this 29<sup>th</sup> day of May, 1978.

  
Reid Gilbert, Associate Dean of Academic Studies and Educational Support Services

 30 May 78  
Jim Dillon, Director of Personnel

  
Sheila Perret, President of A.U.C.E. Local #4

  
Bev Young, Secretary of A.U.C.E. Local #4

  
Louise Krohn, Summer Programme Developer

SCHEDULE OF EXECUTIVE MEETINGS FOR JUNE, 1978

(all A.U.C.E. members may attend)

| <u>DAY</u>  | <u>TIME</u> | <u>UNTIL</u> | <u>PLACE</u> | <u>CHAIRPERSON</u> | <u>LOCAL</u> |
|-------------|-------------|--------------|--------------|--------------------|--------------|
| June 7th    | 1:00 pm     | 2:00 pm      | A106         | Julie Moreton      | 245          |
| ** June 8th | 12 noon     | 2:00 pm      | ND101        | Sheila Perret      | 245          |
| June 14th   | 1:00 pm     | 2:00 pm      | A106         | Bev Young          | 378/379/380  |
| June 29th   | 5:00 pm     | 8:30 pm      | A108 (WRC)   | Joy Smith          | 325          |

\*\* denotes General Membership Meeting (Regular).



# VOLUNTEERS IN TRANSITION <sup>17</sup>

NORTH SHORE VOLUNTEER ACTION CENTRE

#3, 1583 Pemberton Avenue,  
North Vancouver, B.C. V7P 2S4

NOTES on Fourth Meeting, Committee on "Volunteers in Transition" held on April 12, 1978 at the Volunteer Action Centre.

PRESENT: Ann Barber, Carolyn Pentz, Lanalee Schmidt, Dirk Smit, Margaret Ramsay.

ABSENT: Rosemary Barber, Betsy Lee, Joy Smith.

After our last meeting, November 24, 1977, the proposal was sent to Dr. Gallagher, principal of Capilano College. He expressed interest and referred it to various departments of the College, asking Dirk Smit, Dean of Community Education, to follow through on the response.

Both Lanalee and Dirk reported at today's meeting that they felt the response was positive, that college personnel felt the idea was worthwhile. A number of questions were asked, A.U.C.E., the employees union, wanted more information about - the amount of supervision - i.e. "task direction" their workers would be expected to give the volunteers.  
- the nature of the work the volunteers would do.  
- the referral process - and to which areas of the College.  
A.U.C.E. members would want to have a say in which tasks could be done by volunteers - volunteers should not be doing work within A.U.C.E. jurisdiction. The Executive raised the question of the amount and kind of interaction of staff and volunteers - i.e. supervision and training.

Questions raised today - who will identify the skills of the volunteers? Are we really doing training to go into other areas or would the volunteers stay on at Capilano College? It was agreed that the training would relate to personal development - not skill training - that some of the group might later move into skill training courses at the College or elsewhere. It was felt important that the volunteers should have an expectation of coming at a set time each week.

Dirk mentioned that at one point he had wondered if the Counselling Division could coordinate the project, but found this was too large a commitment. Lanalee said that the Counselling Division felt they could handle the personal development, counselling part and possibly supervise a Volunteer Coordinator of the project who would be the liaison person. Joanne Mah and Lanalee would probably be the staff involved.

After much discussion it was agreed that the pilot project could be a 10 week session starting in the Fall - 5 weeks group counselling followed by 5 weeks practicum with an offer to the participants of an individual follow-up counselling session should they request it.

Suggested role of the Project Coordinator (a volunteer) was as follows:

*[Handwritten notes and scribbles]*  
...2

- 2 -

## Notes on Fourth Meeting Committee on "Volunteers in Transition" (Cont'd)

- contact person for volunteers (i.e. initial interview to discuss program, attendance at group sessions to get to know them, matching volunteer's skills and needs with college tasks)
- communication link between different phases of program.
- work with Counsellors to evaluate where placements should be
- work with A.U.C.E. while volunteers on job (i.e. the coordinator would be the contact link with the volunteer and "Task" director.

- Tasks for Project
- job description for coordinator
  - find a coordinator
  - recruitment - identify clients
  - interview clients
  - 5 weeks Counselling phase - (personal development and human relation skills) while at this stage the coordinator would identify placements.
  - 5 week Practicum - (could be in Continuing Education Office, Library, Counselling - message service.
  - Evaluation and feedback.

It was also agreed that there would be no fee, - the optimum number would be 10 (min. 5, max. 15) - that training in practical skills was not the main goal - that participants could be persons with self-concept problems, on medication if coping, but not those who are obviously confused, acting out or needing clinical counselling.

Margaret agreed to add some of the above ideas, where appropriate, to the original proposal and forward to Dirk. He will then give the added information to A.U.C.E. When it receives approval from the College, the Volunteer Centre can start looking for a coordinator and identifying and recruiting potential participants.

Dirk kindly offered to have several copies made of the San Francisco Volunteer Bureau/Voluntary Action Centre booklet "A Guide to the Effective Involvement of Transitional Volunteers".

NORTH SHORE VOLUNTEER ACTION CENTREPROPOSAL RE VOLUNTEERS IN TRANSITION    Revised April 12/78

A number of people in the community are seeking volunteer experience because they have a need to feel useful and to keep occupied outside their home on a regular basis. However, many are extremely lacking in self-confidence, have a poor self-image, and a fear of not doing well, and are actually not ready for the usual community volunteer jobs.

It is proposed therefore, that a program of training and practical experience be established in a special setting that will help these people prepare for community involvement as volunteers and possibly in the future as students or employees.

TIME FRAME: A 10 week pilot project (starting in October 1978) with 5 group training-counselling sessions plus 5 weeks practical experience.

NUMBER OF PARTICIPANTS: Optimum 10 (minimum 5 - maximum 15) with referrals made by community agencies.

PLAN OF OPERATION: Training sessions would include personal development and communication skills. Other skills would be practised during placement such as answering the telephone, following office routines, filing, operating simple equipments and typing.

Placement would be for two to three hours once a week for each person in areas which could provide "task direction" and a setting conducive to self-development through volunteering. These volunteers would not replace present employees.

LOCATION: For a number of practical reasons, community schools and Capilano College are considered to be possible settings.

COORDINATION: A Volunteer coordinator would organize the program and liaise with college personnel in the Counselling and Community Education Divisions for both training and placement and with community school personnel for placements.

EVALUATION: The total project would be evaluated at the end of the trial period. A self-evaluation component for participants would also be part of the program.

POSSIBLE OUTCOMES: Out of this pilot project an on-going community service project could be developed. Some of the participants might need to continue on for a longer period and could provide a pool of volunteers for typing minutes, preparing mailings and distributing brochures, etc. for non-profit groups. Others would move into regular community volunteer jobs. Some might go on for further education and others might go into the work force.

This proposal has been prepared by a community committee convened by the North Shore Volunteer Action Center.

# AUCE PROVINCIAL

May 2, 1978

Executive,  
AUCE Local 1,  
2162 Western Parkway,  
Vancouver 8, 1978.

Dear People,

At the April 29 Provincial Executive meeting, the following motions were passed:

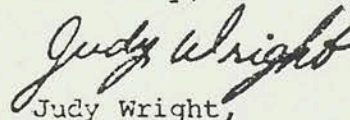
"that the AUCE Provincial make an interest-free loan of six thousand dollars (\$6000.00) to Local 1 to be paid back to the Provincial as soon as the Local is able to afford it, to help defray strike-pay costs to Local 1 members who have and will respect the Operating Engineers' picket lines at UBC"

and

"that if Local 1 finds it necessary to continue to respect the Operating Engineers' picket lines at UBC, the Provincial will waive, upon request from the Local, Local 1's per capita tax until strike pay obligations at Local 1 have been met, to be paid back to the Provincial as soon as the Local is able to afford it".

On looking over the wording of the second motion, I think that I should point out the obvious, that the per capita tax is to be paid back to the Provincial, not the strike pay going to AUCE members honouring the Operating Engineers' picket line as the wording of that motion may seem to imply. (J.W.)

Sincerely,



Judy Wright,  
AUCE Provincial Association Secretary-  
Treasurer

for and on behalf of the AUCE  
Provincial Executive.

Encl: cheque for \$6,000.00.

c.c. AUCE Provincial Executive members.

# Report from the 5<sup>th</sup> Annual A.U.C.E. Convention held at Capilano College, May 27 + 28, 1978.

Sheila Perret, Mick Maguire and Dan Powers attended the convention last weekend. Representatives from each of the six locals attended to debate resolutions and constitutional amendments. The following is a quick run-down of some amendments and resolutions which passed; a detailed report will appear in the next Provincial Newsletter.

AUCE local 2  
Resolution No. 1

WHEREAS there is a need to stimulate organizational abilities and interest among the stewards and members of AUCE;  
BE IT RESOLVED that AUCE organize shop steward seminars on a local level.

Provincial Executive  
Resolution No. 2

BE IT RESOLVED that when requested and when necessary, the Provincial will pay expenses for resource people to travel to out-of-town AUCE locals to conduct 'portable' seminars for AUCE locals.

AUCE local 1  
Resolution No. 3

BE IT RESOLVED that the Executive of the Provincial Association make available to the locals complete financial reports including budgets, projections (if any), and all motions pertaining to the running of the Association;  
AND BE IT FURTHER RESOLVED that this distribution to the local executives be the duty of the Provincial representatives.

AUCE local 2  
Resolution No. 4

WHEREAS the Provincial Government's Essential Services bill undermines fair and effective bargaining between labour and management, and undermines workers' right to strike;  
BE IT RESOLVED that AUCE oppose the Provincial Government's Essential Services bill.

Provincial Executive  
Resolution No. 5

WHEREAS the B.C. Systems Corporation is presently an essential service for the purposes of Bill 93;  
WHEREAS the B.C. Systems Corporation is currently making efforts to include in their jurisdiction the computer systems currently operating in B.C. Colleges and universities;  
WHEREAS the concept of essential service disallows workers to carry out job action when necessary;

WHEREAS computer systems operators and programmers are currently AUCE employees in some colleges and universities in British Columbia;

WHEREAS AUCE strives to preserve and protect the rights and privileges of as many workers as possible;

BE IT RESOLVED that the AUCE Provincial Association will work in conjunction with AUCE locals to ensure that the expansion plans of the B.C. Systems Corporation do not undermine the security, benefits and wages of AUCE workers,

AND BE IT FUTHER RESOLVED that the AUCE Provincial Association reaffirms the right of college and university employees to initiate and effectively carry out job action where and when necessary.

AUCE local 2  
Resolution No. 6

BE IT RESOLVED that AUCE continue to oppose any attempt by the Provincial Government to limit the ability of the Public Sector unions to maintain reasonable wages, rights, benefits and working conditions.

AUCE local 6  
Resolution No. 7

WHEREAS AUCE supports the organization of non-organized workers who are covered by its jurisdiction;

WHEREAS university teaching assistants are covered by AUCE's jurisdiction;

WHEREAS AUCE has already given support to the organization of teaching assistants at S.F.U. into Local 6;

BE IT RESOLVED that AUCE support and aid the organization of teaching assistants at U.B.C. as a Local of AUCE if they so desire.

Provincial Executive  
Resolution No. 8

WHEREAS Provincial Association objectives are to improve communication and interaction among members of the university and college community, and to work with other members of the university and college community;

WHEREAS as a result of Bill 82 B.C. College Faculties are currently trying to organize an umbrella association of presently organized and unorganized faculty in the Province of British Columbia;

BE IT RESOLVED that AUCE Provincial extend a message of support and solidarity to the College Faculties Federation of B.C. in their opposition to Bill 82 and their fight to maintain the right to bargain effectively for fair working conditions for the faculty teaching in British Columbia Colleges.

Provincial Executive  
Constitutional Amendment No. 1  
Section 8: Nomination and Election of Provincial Executive Officers

A. Each Provincial Officer of the Provincial Executive shall be elected by the members of the Provincial Association by referendum, the highest number of votes

CONTINUED . . . . .

for each position to be sufficient to elect such officer. In the case where one person only is nominated for a certain position, her/his name shall go on the ballot with a 'yes' or 'no' beside it, a majority of 'yes' shall be necessary to elect such person. No member may be allowed to stand for election in more than one office on the referendum ballot.

(Note: the amendment is the addition of the words underlined above.)

Provincial Executive

Constitutional Amendment No. 2

Section 8: Nomination and Election of Provincial Executive Officers

B. All candidates for positions as Provincial Officers must be nominated at a Convention. If a nominee is not present, her/his written consent must be given to the Secretary-Treasurer at the time of nomination. No member shall nominate more than one candidate for each office. Nomination for full-time paid positions will not be accepted by the Convention for any member completing her/his (second) term in a full-time paid position.

(Note: the amendment is the deletion of the bracketed word 'second'.)

AUCE local 4

Constitutional Amendment No. 3

Section 14 (C): Conventions

BE IT RESOLVED that Section 14 (C) - Conventions - as it now reads:

"C. Delegates: 4. Members of the Provincial Executive shall automatically be delegates to conventions"

be amended to add

"in addition to the delegates elected by the Local Association as in Section 14 (C):1."

(Note: the relevant part of Section 14C:1 is: "Delegates shall be elected by Local Associations on the following basis: 1-50 members: 2 delegates; 1 delegate for each additional 50 members or majority fraction thereof".)

AUCE local 4

Constitutional Amendment No. 4

Section 14 (D): Conventions

BE IT RESOLVED that the part of Section 14(D) - Conventions - as it now reads:

"... Resolutions to the Provincial Annual Convention must be received by the Provincial Secretary-Treasurer at least fourteen (14) days prior to the convention date ...."

be amended to read:

"... Resolutions to the Provincial Annual Convention must be received at least twenty-eight (28) days prior to the convention date...."

Other items which passed were:

- a resolution allowing a \$10,000 loan to be made to the Service Office and Retail Workers Union of Canada (SORWUC) to assist their efforts to organize bank and other service workers, the most recent being the restaurant employees at the Muckamuck.
- a resolution endorsing the Concerned Citizens for Choice on Abortion in their

mobilisation to ensure continued availability of therapeutic abortions at Vancouver General Hospital. (There was a motion to put this to a referendum ballot; that motion failed.)

- an emergency resolution calling for the drafting of a consistent policy to respond to the 'student work projects', projects which are considered by many as a 'band-aid' approach to student financial needs and considered also as an attempt by the government to undermine the job security of AUCE members. The resolution also called for a seminar to deal with the question of student work projects; those who would attend such a seminar would be members of the B.C. Students' Federation, AUCE locals, and representatives of other campus workers - those directly affected by the continuation of such projects. The seminar will be in the fall of this year.
- a resolution protesting the 'anti-gay' actions of Anita Bryant and Renaissance Canada.
- a resolution calling for an end to the Federal Government harassment of the United Fishermen's and Allied Workers Union. This union is so far prevented from attaining collective bargaining rights as they are not considered employees under the Federal and Provincial Labour Codes. (In order to be considered an employee one must have an employer.....) A motion to donate \$100.00 to the UFAWU in support of their efforts was passed.
- a resolution was passed which called for the protest of illegal acts committed by the R.C.M.P.
- a resolution calling for AUCE participation in International Women's Day activities (I.W.D. is March 8th, in case you didn't know!).

As you can see a lot of the resolutions sparked some good debate; many of them went through amendment after amendment.

Besides passing resolutions another function of the Provincial Convention is to elect new table officers to the Provincial Executive.

Referendum ballots will be circulated in the near future (2 weeks +) in order that the following positions may be filled. I will list the previous executive:

(77-78)

| <u>LAST TERM EXEC.</u> | <u>THE POSITION</u> | <u>NOMINATED FOR THE UPCOMING YEAR 78-79</u>                           |
|------------------------|---------------------|------------------------------------------------------------------------|
| Melody Rudd            | President           | Nancy Wiggs from Local 1 - U.B.C.<br>Tom Hedekar from Local 5 - C.N.C. |
| Lid Strand             | Vice-President      | Bob McAdie from Local 2 - S.F.U.                                       |
| Judy Wright            | Secretary-Treasurer | Sheila Perret from Local 4 - CAP COL                                   |
| Cathy Pike             | Union Organizer     | Lid Strand from Local 1 - U.B.C.                                       |
| Dorothy Thomson        | Trustees            | Joan Cosar from Local 1 - U.B.C.                                       |
| Richard Melanson       |                     | Wilf Belmont from Local 5 - C.N.C.                                     |
| Sheila Perret          |                     | Maryse de la Giroday from L.#1 - U.B.C.                                |

A full Treasurer's Report was given at the convention; if anyone wants to see the audited report please contact Sheila Perret, Mick Maguire or Dan Powers.

FROM: Sheila Perret