

MINUTES

EXECUTIVE MEETING - September 9, 1980
Union Office
2:30 pm. - 6:50 pm.

PRESENT: Wendy Bice, Carole Cameron, Ray Galbraith, Judy Wolch, Kitty Cheema, Susan Zagar, Nancy Wiggs, Jet Blake, Helen Glavina (4:45 pm.), Lissett Nelson (guest member)

1. Adoption of agenda:

Moved by Wendy Bice

Seconded by Susan Zagar

THAT THE AGENDA BE ADOPTED AS CIRCULATED.

The motion was CARRIED.

2. Adoption of minutes:

Moved by Nancy Wiggs

Seconded by Wendy Bice

THAT THE MINUTES OF THE AUGUST 5TH EXECUTIVE MEETING BE ADOPTED AS CIRCULATED.

The motion was CARRIED.

3. Business arising from the minutes:

Ray Galbraith ran through the minutes indicating what the office staff had done in relation to the directives contained in the minutes. Ray indicated that practically all of the business had been attended to. He pointed out that it was not possible to obtain a copy of Bill 36 as it was still in the Committee stage and had not been proclaimed.

Carole Cameron said that Grant had responded to the Union's request for a meeting to discuss changes to the dues authorization forms. Grant's line was that the forms were proper in that they did not conflict with the collective agreement. Carole said that she disagreed with Grant's interpretation. Susan Zagar suggested that we pursue the matter, while Nancy Wiggs opined that it may be a good idea to go the LRB. Carole stated that she would investigate the matter, that the situation needed more thought, and that she wanted the matter deferred until the next meeting in order to do some research and prepare a proposal.

4. Business arising from the Correspondence:

Of all the correspondence since the last meeting the only piece that the Executive proceeded on was a letter from the Committee for the Defense of Human Rights in Chile outlining the ongoing repression in Chile. Nancy Wiggs recommended some action - such as a broad denunciation of actions in Chile.

Moved by Nancy Wiggs

Seconded by Judy Wolch

THAT LETTERS BE SENT TO THOSE LISTED ON THE LETTER CONDEMNING THE PINOCHET REGIME FOR ITS ANTI-HUMAN RIGHTS CAMPAIGN.

The motion was CARRIED.

Carole Cameron suggested strongly that when a motion was passed that the Executive should decide who was to carry out the intent of the motion. Wendy Bice volunteered to deal with the Chilean situation.

It was then pointed out that because of resignations from the Benefits Committee, nominations for one position on that Committee would have to be opened at the September membership meeting.

5. Secretary-Treasurer's report:

Ray Galbraith led off his report by initiating a discussion about moving the Union Office onto campus. He indicated that he had been in touch with Grant and Clark in Employee Relations and they had indicated that space was available, in principle, in the Armory. Furthermore, Clark had stated that the rent would probably be a nominal sum of \$1.00 a year.

she had the pick of one of three current positions in her classification. All material relating to her firing was being removed from her file and she planned to grieve under Employee Files.

The Kitty Cheema leave of absence had been turned down and arbitration had been invoked. The University had not replied to the Employee Files grievance. The Union was appealing the LRB's decision to exclude a part-time Clerk I to the Board from the bargaining unit and Carole said that our lawyer was optimistic. A University request to have a Clerk III in Finance excluded was rejected by the Union.

Carole brought the matter of the Computer Operators to the Executive's attention and stated that, according to the University, the Operators were being paid \$200 below market rate. She suggested keeping track of this case - Strudwick had mentioned that the jobs were to be reviewed and it appeared that the University's intention may be to have those positions removed from the bargaining unit. Carole felt that the Job Evaluation Committee should assume the responsibility for the Computer Operators. She mentioned that Helen Glavina was the new chairperson of the Grievance Committee.

7. Union Co-ordinator's report:

Wendy Bice requested that the Executive pay for two labour-related courses that she wanted to attend - Labour Relations I and Assertiveness Training. Carole Cameron held forth on the history of the Union Executives encouraging and paying for labour courses that would help Union Office staff in executing their duties.

Moved by Judy Wolch THAT WENDY BICE BE PERMITTED TO TAKE THE LABOUR RELATIONS I
Seconded by Jet Blake AND THE ASSERTIVENESS TRAINING COURSES AND THAT THE UNION PAY
FOR RELATED EXPENSES.

The motion was CARRIED.

At this point an announcement was made concerning the Nicaraguan Literacy Crusade - a rally and dance were scheduled for Saturday, September 13, 1980.

8. Communications Committee report:

Ray Galbraith reported that the September edition of "On Campus" had gone to the printers and was due back later in the week. A Committee meeting had been called for Wednesday, September 3rd but the other Committee member had failed to show - another member was on holidays. Ray said that he had changed the name of the newsletter to "On Campus" and that he had written a tentative editorial which he had included only as a letter. He felt it presumptuous that one person should be permitted editorial comment.

At this point, Ray suggested that the Union needed to re-vitalize its Committee structure. Nancy Wiggs recommended that Division meetings be held to get an infusion of fresh blood into the Union. She felt that that the Division and Communication Committee reps should be elected in the fall and that a map of the Divisions should go into the next newsletter.

Carole Cameron announced that she had not brought up a matter concerning the Grievance Committee under her report. Wendy Bice said that the Grievance Committee had decided that they did not have sufficient time to deal with grievance material. They had voted that the Executive be approached and be asked to grant one additional hour twice a month for meetings.

Moved by Wendy Bice THAT THE EXECUTIVE ENDORSES THE GRIEVANCE COMMITTEE'S REQUEST
Seconded by Nancy Wiggs TO HAVE TWO ONE HOUR EXTENSIONS FROM WORK (LEAVES OF ABSENCE
WITH PAY) FOR GRIEVANCE COMMITTEE MEMBERS FOR MEETINGS AND THAT
THIS REQUEST BE BACKDATED TO THE LAST WEEK IN AUGUST, 1980.

The motion was CARRIED.

Wendy Bice indicated that the contract's printing was nearing completion and that it was due to go to the printers the following morning. Carole Cameron added that the work on the contract, contrary to our agreement with the University, had been done outside of

the bargaining unit and of campus.

9. Provincial report:

Susan Zagar reported that a re-vitalizing of the Provincial was in process. Everything except for the salaried co-ordinator, had passed. And, that did not preclude the use of short term leave of absence for others. She said that the next ballot on affiliation was to be counted on Thursday, September 11th at 6:00 pm. and that help was needed desperately. The Provincial Co-ordinator and Trustee positions were to remain open until November. The next Provincial newsletter was due at the end of September and it was hoped to make that publication a monthly one. A contract seminar was held for Local 5 members and a \$100 donation had been made to the Muckamuck strike fund. The Consitution had been revised and would be delivered in the near future.

Kitty Cheema stated that the rally held to oppose the Ku Klux Klan was successful, with many groups including AUCE being represented. Individual differences were surmounted by the common opposition to fascist and racist violence. A petition was being circulated to endorse the formation of the People's Front. Kitty said that she would the issue with the membership in October.

Susan Zagar was then asked a question in regard to the Per Capita Tax increase and when the Provincial expected this Local to start paying the increased amount. According to Susan, the date of retroactivity was to August 1980. A discussion ensued in which it was pointed out that by the time Local I had decided to increase dues a few months would have elapsed by which time we would owe the Provincial around \$6,000.00. That would necessitate another referendum which would not sit well with the membership.

Moved by Carole Cameron (Chair relinquished to Wendy Bice)

Seconded by Nancy Wiggs

THAT THE EXECUTIVE OPPOSE THE PROVINCIAL'S APPARENT DECISION TO MAKE THE PER CAPITA TAX RETROACTIVE TO AUGUST AND THAT SHOULD A DUES INCREASE BE APPROVED BY THE MEMBERSHIP THEN LOCAL I WILL PAY THE INCREASED PER CAPITA TAX FROM THAT POINT IN TIME.

The motion was CARRIED. Kitty Cheema abstained.

10. Division Executive report:

Jet Blake said that the next Division meeting in Division D was planned for the first week in October and that a possible speaker on the matter of grievances was being arranged - a speaker from another union. Lissett Nelson announced that her Division's Executive body had agreed to meet with the lawyer to help in her arbitration.

11. Job Description for Union Co-ordinator:

After extensive discussion and amendments the above job description was acceptable to those at the meeting. The amended job description for the Union Co-ordinator is attached to the minutes.

Moved by Nancy Wiggs

Seconded by Susan Zagar

THAT THE UNION CO-ORDINATOR JOB DESCRIPTION BE ADOPTED AS AMENDED.

The motion was CARRIED.

12. By-Laws changes:

Lissett Nelson suggested going through the amendments and stopping only when there are objections. Carole Cameron recommended a time limit be attached, perhaps one hour. If approved, the amended by-Laws would be printed in future newsletters as notices of motion for membership meetings. Carole's suggested procedure was acceptable to the Executive.

Moved by Nancy Wiggs

Seconded by Susan Zagar

THAT THE ADDITION TO SECTION D - MEMBERSHIP BE APPROVED.

The motion was CARRIED. (Attached to the Minutes)

Moved by Jet Blake

Seconded by Susan Zagar

THAT THE ADDITION AND CHANGES TO SECTION E - LOCAL ASSOCIATION EXECUTIVE BE ADOPTED AS AMENDED.

The motion was CARRIED.

Moved by Jet Blake THAT THE AMENDMENTS TO THE ADDITION TO SECTION F - ELECTION
Seconded by Susan Zagar OF OFFICERS BE ADOPTED (SECTION 1).

The motion was CARRIED. Ray Galbraith voted in opposition.

Much discussion on Section 2 - Election of Officers ensued. Some amendments were made to the additions and changes but the allotted time for debate expired. As there was still substantial business to deal with the following motion was presented.

Moved by Nancy Wiggs THAT A SPECIAL EXECUTIVE MEETING TO DISCUSS THE BY-LAWS
Seconded by Helen Glavina AMENDMENTS BE SCHEDULED FOR SEPTEMBER 23, 1980.

The motion was CARRIED.

12. Local Organization:

Nancy Wiggs felt that the Union Office should set up Division meetings to get the necessary elections on the tracks. One member suggested that the stewards at the Stewards seminar be used to the co-ordinate the elections and Division organization. Carole indicated that she would try to utilize those stewards from the various Divisions. The consensus of opinion was that this discussion would be ongoing and that it would undoubtedly arise under discussion of the By-Laws changes and additions on the 23rd.

13. Speakers at meetings:

A discussion on the backlog of speakers took place with emphasis being placed on the Nicaraguan situation. Susan Zagar pointed out that one of the difficulties with having any speakers at the next two hour meeting was that the affiliation debate and the Committee to investigate the resignation of the President were on the agenda.

14. Next Executive meeting:

The next Executive meeting was scheduled for Tuesday, October 7, 1980 and Wendy Bice was to chair.

15. Next Membership Meeting:

The next Membership Meeting was set for Thursday, October 16th - a two-hour meeting. Because of a motion at the August meeting, the first hour of the meeting was set aside for debate on the affiliation issue. After some discussion it was decided that ten minutes of the time allotted for the affiliation debate would be used to fit in a speaker on the Nicaraguan situation. This would be followed by votes on the minutes, business arising, correspondence, Secretary-Treasurer's report, arbitration motion and the report on the resignation of the President. Furthermore, Nancy Wiggs was to have control over the time limits for speakers.

Moved by Nancy Wiggs THAT THE ITEMS LISTED ABOVE CONSTITUTE THE AGENDA FOR THE
Seconded by Jet Blake OCTOBER 16TH MEMBERSHIP MEETING.

The motion was CARRIED.

16. Other Business:

a) Resignation of the President - Ray Galbraith reported that the Committee was unable to report to the September Membership Meeting and that their completed statement would appear in the October newsletter. The issue was also to be discussed at the October 7th Executive meeting.

b) Getting Committees functioning - It was decided that since this was such a crucial issue for the Union that it should be given more time for discussion. The issue was therefore referred to the October 7th. It was stressed that it was pressing that the Benefits, Bi-Weekly Pay Period and Job Evaluation Committees get functioning.

Moved by Nancy Wiggs THAT UNION COMMITTEES REPORT TO THE UNION EXECUTIVE ON A
Seconded by Helen Glavina REGULAR BASIS. *The motion was CARRIED*

c) Dues increase referendum - It was decided to leave the discussion of this issue to the next Executive meeting. Carole Cameron impressed upon the Executive that the issue was too important to be left to a small membership meeting, where only a relatively few members would hear the plea for increased dues. The Executive did feel that it should take a position and present one approach on the ballot.

The meeting adjourned at 6:50 pm.

Job Description for 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 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.

Typical Job Duties

1. Does 1 hour explanations at Employee Relations twice per week, introducing new employees to the union.
2. Participates in the purchase of office supplies and equipment.
3. Maintains Union library and acquires new material.
4. Helps maintain the membership list and the address file.
5. Is a member of and attends Executive meetings.
6. In conjunction with the other union staff, prepares materials being sent to the membership, ie., preparing stencils, running them off, collating, stapling, labeling.
7. 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.).
8. Contacts the University on matters respecting the Agreement.
9. Maintains contacts with the Union's lawyer, LRB, Media, and other government bodies on matters relating to and respecting our collective agreement.
10. Maintains contacts with the other AUCE Locals' Unions, and Labour bodies.
11. Serves on the Contract Committee and helps co-ordinate 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 of the minutes, contract proposals, bulletins and applications for mediation, etc.). Helps in researching for the Contract Committee.
12. Together with the Contract Committee helps prepare Contract Committee bulletins.
13. Attends meetings or hearings, on and off campus, as a union representative.
14. She/he as a member of the Executive functions as a link to the rest of the Executive. She/he sends out notices of meetings and does telephone polls as required.
15. Books room and audio-visual equipment for Membership Meetings.
16. Maintains a list of volunteers to help out in the office.

By-Laws Changes

D. Membership

In accordance with the collective agreement with the University of B.C., membership in the Local Association shall be a condition of employment at UBC.

All members covered by the certification who were members of the Local Association as of October 1, 1974, will continue as members of the Local Association.

All employees covered by the certification and employed by the University prior to October 1, 1974, but who were not members of the Local Association at that time will not be required to join the Local Association.

Etc.

E. Local Association Executive

The Local Association Executive shall include the following:

- President
- Vice-President
- Secretary-Treasurer
- Membership Secretary
- Union Organizer
- Union Co-ordinator
- 2 Trustees
- 2 Provincial Representatives
- Chairperson of the Grievance Committee
- Chairperson of the Contract Committee
- Chairperson of the Communications Committee
- Chairperson of the Action and Publicity Committee
- 1 Division Executive Representative from each Division

F. Election of Officers

1. A nominee for any office must be a member in good standing of the Local Association.

A person shall no longer be a member in good standing of the Union when:

(a) such person has been found guilty of any of the offences outlined in Section O, Discipline of these By-Laws;

(b) such person has applied for a job on campus or who has accepted a temporary promotion out of the bargaining unit;

(c) such person is in arrears of three months or more in the payment of union dues and/or assessment. This does not apply to members who are unemployed, on leave of absence without pay, or to members dismissed by the employer; the latter shall maintain their status as members in good standing until legal procedures available to achieve reinstatement in their position have been exhausted.