

association of university and college employees

EXECUTIVE MEETING UNION OFFICE

February 1, 1983 12:30-4:30 p.m.

AGENDA

- 1. Adoption of the agenda
- 2. Adoption of the minutes of the January 12, 1983 meeting
- 3. Business arising from the minutes
- 4. Business arising from the correspondence
- 5. Secretary-Treasurer's report
- 6. Union Co-Ordinator's report
- 7. Union Organizer's report
- 8. Executive report
- 9. Health & Safety Representative's report
- 10. Grievance Committee report
- 11. Contract Committee Report
- 12. Provincial report
- 13. Next Executive meeting -- February 22, 1983
- 14. Next membership meeting
- 16. Other business

EXECUTIVE MEETING MINUTES

February 1, 1983

12:30-4:30 p.m.

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

Chair: Nancy Wiggs Secretary: Patricia House

1. Adoption of the agenda
Moved by Suzan Zagar
Seconded by Adrien Kiernan
THAT THE AGENDA BE ADOPTED AS CIRCULATED.
The motion was CARRIED.

2. Adoption of the minutes of January 12, 1983

Moved by Adrien Kiernan Seconded by Wendy Osborne
THAT THE MINUTES BE ADOPTED AS CIRCULATED.

The motion was CARRIED.

3. Business arising from the minutes

- a) the letter was sent to the people in the library who wanted to donate their sick days
- b) Dr. Jefferies has written and complied with our requests with regard to his VDT study
- c) There was a brief discussion of the Copy & Duplicating members application to the LRB for withdrawal from AUCE. The final decision has not yet come from the LRB
- d) An update was given on the new position in the hospital. The University has complied with our position that the person be paid at the first step of the classification. However, they maintain their stance that the job should not have been posted.
- e) It was decided to have Adrien Kiernan as the third person who is authorized to approve overtime for the office staff in emergencies. This was necessary because Margie Wally is no longer on the Executive.
- f) There was nothing to report on office technology or car expenses. q) Nancy wrote to Janett Otto declining her proposal for employment.
- h) Job Evaluation Committee billing from negotiations—Patricia read the letter from the University asking for us to reconsider our position.

 There was a general discussion.

Moved by Adrien Kiernan Seconded by Patricia House THAT THE EXECUTIVE AUTHORIZE PAYMENT OF THE JOB EVALUATION COMMITTEE BILL, AND THAT A LETTER BE SENT TO THE UNIVERSITY MAKING IT CLEAR THAT WE ARE DOING THIS WITHOUT PREJUDICE AND ASKING FOR A SOLUTION TO THIS PROBLEM FOR FUTURE SITUATIONS.

The motion was CARRIED.

The motion was CARRIED.

- 4. Business arising from the correspondence There was none.
- Patricia explained at length the difficulties of sorting out the billing from negotiations. She proposed several solutions for the Contract Committee for next time. She will put her suggestions in writing for their consideration. Patricia further reported on what book keeping was necessary before the new budget and the audit could be accomplished.

 Moved by Patricia House Seconded by Suzan Zagar THAT PATRICIA HOUSE BE AUTHORIZED TO WORK 15 HOURS OF OVERTIME TO PREPARE THE BOOKS FOR THE AUDITOR, AND DO FINANCIAL ANALYSIS FOR THE NEW BUDGET.

Moved by Adrien Kiernan Seconded by Suzan Zagar THAT THE EXECUTIVE AUTHORIZE GETTING THE FINANCIAL STATEMENTS FOR 1982 PRINTED AND SEND THEM OUT TO THE MEMBERSHIP. The motion was CARRIED.

There was some discussion of the newsletter. Adrien said it will take seven or eight days to have the VGH and other hospital mail make its way through the mail system.

Moved by Patricia House Seconded by Adrien Kiernan THAT CAROLE CAMERON BE PAID FOR THE OVERTIME (4 hrs.) SHE WORKED ON JANUARY 9, 1983 PREPARING FOR THE OTTO ARBITRATION. The motion was CARRIED.

6. Union Co-Ordinator's report

There was a brief discussion of the impact of technological change on our workplace.

Moved by Shirley Irvine Seconded by Carole Cameron THAT THERE BE AN AD HOC TECHNOLOGICAL CHANGE COMMITTEE SET UP IN AUCE TO DEAL WITH THE IMPACT OF NEW TECHNOLOGY ON AUCE POSITIONS. The motion was CARRIED.

It will be brought up at the next membership meeting.

Moved by Shirley Irvine Seconded by Suzan Zagar
THAT AN EXPERT ON TECHNOLOGICAL CHANGE BE INVITED TO SPEAK AT THE
APRIL GENERAL MEMBERSHIP MEETING AND THAT AUCE PAY ALL RELATED EXPENSES.

Guidelines for people on committees Shirley brought up the difficulties of various committees with people who do not understand their responsibilites or that they are representing either the committee position or the AUCE position. It has been very difficult for Shirley on the VDT committee because the other AUCE representative constantly contradicts the AUCE positon. Carole suggested that every time we open nominations for any position we make it clear that they are there as an AUCE representative. and they must present the AUCE position. It was further suggested that people elected to as representatives be given some kind of orientation either at an Executive meeting or by an individual. Also it was decided that the Executive should not hesitate to remove someone who has refused to comply with the committee quidelines or to represent the AUCE position. There was considerable discussion on the problems of not having training programs for our committees or even having established policies/procedures. It was decided that each committee should draw up policy and procedures for how its business is to be conducted.

7. Union Organizer's report

a) Carole raised the question of officers not attending meetings. This has created very difficult problems for committees and has happened on every committee in the recent past. Every time someone misses meetings you then have to go over the same ground with them at the next meeting; often re-discussing and reconsidering decisions that have already been made. There was a lengthy discussion. The feeling seemed to be that we must firm up the formal policies of each committee and establish a policy of recalling anyone who does not comply with that policy. Adrien suggested that we research a by-law amendment to include standing committees' members being removed from their committee when they have missed three consecutive meetings. Suzan volunteered to do the work and bring a recommendation back to the next Executive meeting.

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- b) Moved by Carole Cameron Seconded by Adrien Kiernan THAT WE DONATE ONE HUNDRED TO RAPE RELIEF HOUSE. The motion was CARRIED.
- c) Carole announced the the Continuing Legal Education Society of British Columbia is giving a seminar on March 16, 1983.
- d) Carole reported that she had researched the vacation entitlements for people on maternity leave. You are entitled to 40% plus the two weeks waiting period vacation pay/entitlement.
- e) The newsletter seminar will be sometime after February 26. Carole has begun to work with Capilano College setting up what we want.
- f) University budget shortfall——Carole reported that the research she has done recently showed that you are not guaranteed 35 hours/ week when you are hired under those conditions. In other words the University could start cutting back on our members hours of work to save money if they chose to. The University could just decide to shut down their operation for a couple of days and tell everyone not to report to work. What are we going to do in anticipation of layoffs or cutbacks? There was a discussion. It was suggested that since we are entitled to an explanation from the University, we should demand it.

Moved by Carole Cameron Seconded by Wendy Osborne THAT CAROLE CAMERON WRITE TO THE UNIVERSITY AND MAKE SOME INQUIRIES ABOUT THE BUDGET SHORTFALL.

The motion was CARRIED.

- g) Carole reported on the meetings she had to attend in the next three weeks that might result in overtime.

 Moved by Adrien Kiernan Seconded by Patricia House THAT OVERTIME BE APPROVED FOR CAROLE CAMERON IN THE INSTNACES THAT SHE HAS DESCRIBED.

 The motion was CARRIED.
- h) Carole reported on the list of difficult departments/supervisors that we have established in the Union office. These are departments where there is an on-going problem. She suggested we put a note in the newsletter telling our members that we have this information and that they can consult with us in confidence. She also thought we should mention this verbally to the University as well as write to the Faculty Association and the Administrative & Personnel association. It was decided to do this. Carole will take responsibility for doing it.
- i) Carole brought up the problems we are now having throughout the bargaining unit because of the Union's position in the past of refusing to negotiate different rates of pay for different groups. What are we going to do about this issue in the future? Are we going to change our policy and try and use various groups as a lever to try and raise everyone? We really need a long term plan. Doing nothing is an option, but if we do that it should be a conscious decision. We must start making some decisions and having discussions now.
 - j) Carole has been offered a job by the Trade Union Research Bureau. The position is temporary beginning in April for nine months. She has until the end of February.

8. Executive report

Moved and Seconded by the Union Office Staff
THAT AUCE LOCAL ONE HIRE A PART TIME PERSON TO WORK ONE DAY A WEEK TO
START WORKING ON THE MEMBERSHIP SECRETARY DUTIES.
The motion was CARRIED.

The office staff said that they were sure that this would not be enough help but would allow them to make a more accurate estimate of help needed. They will report back after four weeks and we will reconsider whether to continue this arrangement.

Moved and Seconded by the Union Office Staff
THAT THE DUTIES OF THE MEMBERSHIP SECRETARY BE CHANGED TO THE PERSON WHO
DOES THE TWICE WEEKLY ORIENTATIONS AT EMPLOYEE RELATIONS.
The motion was CARRIED.
Notice of motion will go out in the next newsletter.

Moved by Carole Cameron Seconded by Suzan Zagar THAT WE BRING ONE OR TWO BY-LAW AMENDMENTS TO EACH MEMBERSHIP MEETING.

The motion was CARRIED.

Suzan suggested that a list of amendments approved by the Executive be given to the Executive. Carole will take responsibility for bringing one or two to each Executive meeting.

9. Health & Safety Representative's report

a) Karen reported on how helpful it is to have Emerald Murphy on the committee, especially as Karen is taking minutes.

- b) There is considerable confusion as to the responsibility of safety committee members. The WCB has offered their help by providing seminars. Karen and Emerald are trying to get the names of all AUCE people on these committees and minutes.
- c) Karen asked for direction when the committee says something is confidential what should she do? It was decided that she should report to the Executive and they would decide what to do with that information.
- 10. Grievance Committee report
 University has forced us into a situation of arbitration over \$312. They are essentially daring us to drop anything that involves a small amount of money.
- 11. Next Executive meeting -- February 22/83
- 12. Next membership meeting -- February 24/83 -- 2 hour
- 13. Other business
 Adrien asked about meetings at VGH. Carole will meet with her to arrange something.

The meeting was adjourned at 4:35 p.m.

Motions to be considered

THAT CAROLE CAMERON BE PAID FOR THE OVERTIME (4 hrs.) SHE WORKED ON JANUARY 9, 1983 PREPARING FOR THE OTTO ARBITRATION.

This was the meeting with the lawyer and Janett on the Sunday before the hearing was scheduled.

THAT PATRICIA HOUSE BE AUTHORIZED TO WORK 15 HOURS OF OVERTIME TO PREPARE THE BOOKS FOR THE AUDITOR, AND DO FINANCIAL ANALYSIS FOR THE NEW BUDGET.

Proposed by-law amendment:

G.4. Membership Secretary

The membership Secretary shall be responsible for doing the twice weekly orientations of new members.

THAT THERE BE A TECHNOLOGICAL CHANGE COMMITTEE SET UP IN AUCE TO DEAL WITH THE IMPACT OF NEW TECHNOLOGY ON AUCE POSITIONS.

THAT AN EXPERT ON TECH.CHANGE VINVITED TO SPEAK AT THE APRIL GENERAL MEMBERSHIP MEETING AND THAT AUCE PAY ALL RELATED EXPENSES.

THAT THE EXECUTIVE AUTHORIZE HIRING A CLERK II FROM THE RECALL LIST TO WORK ONE DAY A WEEK IN THE OFFICE. THIS TO BE REVIEWED IN FOUR WEEKS TIME. IF NO AUCE MEMBER IS AVAILABLE, THEN THE OFFICE STAFF MAY GO OUTSIDE TO HIRE SOMEONE.

We are convinced that one day a week is not enough however in order to get some better idea of what is needed we thought we should start with that and review it later. The person would be doing maintenance of membership files. There would not be time for them to do anything else if they are only working one day a week.