

EXECUTIVE MEETING
13 APRIL, 1988

MINUTES

PRESENT: Rod Haynes; Pamela Lundrigan, (Chair); Patsi
McMurchy; Susan Claybo; Elizabeth Zook
Observers: Zlata Pound; Luba Kaipainen

1. ADOPTION OF AGENDA

MOVED McMurchy SECONDED Zook
"That the agenda be amended as follows: item
8--"New Committee Members" be moved to #3--
Business Arising--first item."

CARRIED

2. ADOPTION OF MINUTES OF MARCH 29, 1988 MEETING

Tabled

3. BUSINESS ARISING FROM MINUTES

- New Committee Members

Discussion took place (see attached summary)
regarding the responsibilities of the Job
Evaluation and Education Committees.

Nominations were received ~~in writing~~ for

a) Job Evaluation Committee
need letters Zlata Pound--MOVED McMurchy SECONDED
Zook
Susan Claybo--MOVED Zook SECONDED
McMurchy

b) Education Committee
Luba Kaipainen--MOVED McMurchy
SECONDED Zook

Zlata, Susan and Luba accepted their
nominations.

- Bill from Payroll--Has it Arrived?
No.

- Has the Printer Arrived?

No--was supposed to come Thursday, April 14

- Health & Safety Meeting--Rod and Estelle

Rod has contacted Estelle--the room has been approved and booked.

- Contracts Being Printed Up

Pam reported that the contracts have been promised for month end. They will be grey with blue print. To be distributed next month. This information can go in the newsletter.

4. PRESIDENT'S REPORT

See New Business

5. SECRETARY/TREASURER'S REPORT

Tabled until Diana's return

6. COMMITTEE REPORTS

a) Health & Safety--tabled

b) Communications--Elizabeth stated that everyone is welcome to submit news items relating to their committees. The deadline for submissions for the upcoming issue is Thursday, April 28.

c) Contract--there was no report

d) Grievance--Elizabeth asked if consideration had been given to the question of a release form to be signed by the grievor at the conclusion of a grievance. Rod stated that he has provided Pamela with a copy, and she will discuss it further with Joe Denofreo.

Pamela stated that Libby Nason has indicated that she would like to get more grievances resolved before the threat of arbitration becomes necessary. There are precedents for accomplishing this. Eleventh hour settlements can be avoided if a sub-committee is struck to deal with the situation when it reaches Step III. Pamela asked the Grievance Committee to consider this and report at the next meeting. Susan Claybo asked how many grievances occur. Rod outlined the procedures leading to arbitration, and emphasized that the objective is to settle grievances as quickly as possible.

Marion Gordon is preparing a Stewards' Manual. There will be a Steward's meeting tomorrow.

e) Education--The new committee member, Luba, was officially welcomed to the committee. Everyone is delighted!

f) Job Evaluation--The committee welcomed two new members: Susan Claybo, (Chair) and Zlata Pound.

7. BUSINESS AGENT'S REPORT

Rod's report for March is attached. Rod emphasized the following points:
- Areas of special concern are Medical Genetics; the hospitals generally; and the Library.

- There is concern over the grievance procedure not being adhered to by the University, especially in the Library. We must decide how to deal with this.

- Contracting out is still a problem. The University is not providing information as required (especially relating to Media Services). The Grievance Committee will develop a strategy to deal with this.

Rod then added that if members have problems with Payroll, (a current grievance), they should air them with management personnel involved rather than with another member. Bruce Gellatly, Vice-President of

Administration and Finance, would be an appropriate person to talk with.

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- Organizing--Discussion took place on the subject of organizing meeting of CUE members who are supervisors, hospital members, and Library Assistants. See Business Agent's report for detail.

8. OTHER BUSINESS

- Membership Meeting Dates and Policy

Pamela stated that she wished to establish a policy to govern selection of meeting dates. She suggested that the factors to consider should be:

- co-ordination of mailing of newsletter minutes and notice of next meeting
- concentration of meetings on the day the President is booked off.

MOVED McMurchy SECONDED Claybo--"That General Membership meetings be held on 3rd Wednesdays of the month"

CARRIED

Pamela stated that this does not have to go before the membership; it can go straight into the bylaws.

The Executive then proceeded to establish the meeting dates for the rest of the year as follows:

TWO HOURS	ONE HOUR
June/88	Oct./88
July/88	Dec./88
August/88	
Sept./88	
Nov./88	
Jan./89	
Feb./89	
Mar./89	

Rod emphasized in connection with the meeting dates that the more we can schedule now, the better able we will be to respond to the needs of members.

Rooms will be booked tomorrow.

Announcements must be prepared for the Newsletter.

A calendar of meetings should be posted in the office.

As an earlier schedule was announced, a change notice must be circulated.

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- Booking Off President

MOVED--Zook SECONDED McMurchy

"The President be booked off one day a week to work in the Union office in order to keep abreast of Union affairs and to deal with matters related to this office. This booking off period shall be for six months and shall be reviewed at the end of that time.

CARRIED

- Policy: Spending by the Executive

Pamela advised new members of the last meeting's motion, and informed them that it would go into our Policy Manual.

MOVED--Ellis SECONDED Lebitschnig

"All items extraneous to the budget and not covered in the bylaws be brought before the executive for discussion and approval. No member of any committee of the Union shall proceed to spend any sum of money without Executive approval"

CARRIED

Further Discussion

Hospitals (see Business Agent's Report--mail is not reaching its destination.

Rod should spend some time at the hospitals. How much? When?

Pam: Wednesdays would be best as she is in the office.

Rod: Over lunch time is a good time to be there. This would not be possible on Grievance Committee Wednesdays.

Pam: starting in June, Rod will be at the hospitals every Wednesday. On Grievance Committee days from 9:00 - 12:00; on alternate Wednesdays from 10:00 to 2:00.

Temporary Office Help

The Temp from Kelly Services quit. Pam has talked to Kelly, and told them that we want someone more reliable, with better knowledge of Word and Database. She suggested that we approach the Campus Temporary Agency to find someone within the unit. Rod mentioned that funding had been extended for only three months. Pam felt that we may have to get funding extended again.

Squabbling Members

We don't have a policy which addresses the problem of conflict between members. There has been an unfortunate incident which resulted in confusion and an awareness that we must address this issue. Stewards can't be booked off to deal with inter-member problems. The Grievance Committee has been asked to draft a policy to deal with this situation.

President's Ad Hoc Committee Report on Sexual Harrasment

The President of the University is asking for Union representation from all campus locals. Pam would like each member of the Executive to read it so that informed discussion can ensue.

Equal Employment Opportunity Program

The University has announced it will establish a committee and invite Union participation.

Contracting Out

Pam read a letter from the Women's Skills Development Agency requesting data for research.

Medical Office Training

A request has been received for permission for a group of students to observe and to assist in a medical environment. Are they going to be doing any bargaining unit work? Pamela will write to Catherine Nelson requesting clarification as follows:

- how many students?
- how are they "assisting"?
- will this be an annual event?
- will these be consecutive days?

Tabled for further discussion

Tuition Waiver

Contract states the tuition benefit applies to credit or non-credit courses. A request for a tennis course was turned down.

Elizabeth will call Rod tomorrow to discuss this further.

MOTION TO ADJOURN AT 7:25 P.M.

MOVED McMurchy SECONDED Zook

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