

CUPE 3905 Executive Meeting Sept. 30, 2002  
Minutes

In attendance: Mark Solomon	Regrets:	Sarah Vernon-Scott
Joy Harrison		Jessie Pilot
David Briggs		Rob Dew
Wendy Lindstrom		
Andrea Beranger		
Kristy Marcellus		

12:07pm Mark called the meeting to order.

1. By-laws have been updated and a copy will be available in the mailboxes. Updates are only tentative and must be passed by the general membership prior to changes becoming official.
2. Collective Agreement (CA): Everyone was asked to bring their copy of the CA to all executive meetings. Mark requested that everyone becomes familiar with the CA, especially the sections on grievances, salaries, benefits, discipline, performance reviews and personal harassment.
3. Mark informed everyone of where the office is and our individual mailboxes. The key for the office (UC 2019B) is available from security. All executive members are to feel free to visit and use the office on a regular basis. Office hours are Tues., Wed., and Thurs., 11am – 2pm and each executive member is to sign up for at least one time per month. It was decided that all members will check their schedules and sign up at the next meeting. A message book is now in the office for recording all communication (i.e., phone calls, messages etc.). It was decided all phone calls during office hours should be recorded as well as the actions taken or the result of the call.
4. Mark will be sending an information letter to all departments. It was decided that the Steward's Council notice will also be circulated with this letter in hopes of a better response from the various departments. As of now we have three people and two departments interested in the Steward's Council.
5. Surveys have not yet been distributed. Joy volunteered to investigate this and ensure the surveys go out this week with a next Wed (Oct. 9<sup>th</sup>) return deadline.
6. Grievance Update: Mark gave an update on the grievance filed to the acting Dean of Graduate Studies as a result of the Administrations lack of consultation with CUPE (as per the Collective Agreement) on the Professional Development Day held in September. Dr. Montelpar (acting Dean of Graduate Studies) has verbally confirmed that there will be another PD day in December 2002, in which CUPE will be properly consulted. They have until Friday, Oct. 5<sup>th</sup> to respond in writing.
7. Senate Committees that still had openings for graduate seats were discussed and most were filled. If the person filling the position is unavailable it was decided they would be responsible to find another representative. Three Senate seats are open and anyone interested are to contact Billi Jo Cox. Joy and Kristy will contact Billi Jo regarding two of the Senate seats.

Committee	Representative
Senate Academic	Wendy
Computing	Rob
Research	David and Joy
Teaching and Learning	Andrea

8. Joy and David are leaving for a CUPE conference this Thursday. It was requested that they gather information on the double cohort, bargaining, the current Windsor strike and CUPE campaign information and materials. David suggested that a newsletter should go out shortly after the conference to update the general membership.
9. Honorariums for both the executive and bargaining committee were discussed. A motion was moved and passed to increase the honorariums from \$150 to \$200. Motion was also moved and passed that those on both the bargaining committee and the executive would receive two honorariums, however neither job should take away from or influence the other.
10. Andrea brought up the idea of giving money back to people in need. Hiring someone to run the office via the Graduate Assistant Workstudy was discussed and Mark will look into this possibility and report back next meeting. Mark will also look into setting up a possible bursary through financial aid and will report on this at the next meeting.
11. New Initiatives: Mark requested that a Left Library be set up that would be available to the general membership. The library will contain books on political, labour and educational matters that are left-winged (i.e. Stupid White Man). After much discussion it was decided that the library would be started in the CUPE office, with Kristy being in charge of the cataloguing, and will be re-evaluated in January to decide if it should be moved into the Chancellor Patterson Library. Executive members are asked to bring a list of books they would like to see at the library at the next meeting. Budgeting for the library is not yet finalized.
12. Mark is initiating a book club that will meet once a month and have a guest professor as an expert.
13. Mark will be writing to other Lakehead University unions in hopes of building rapport and setting up a solidarity committee.
14. All executive members were asked to email Joy their availability for future executive meetings.

1:16pm Mark Solomon adjourned the meeting.