CUPE 2424 Executive Board Retreat – Summary and Motions

**Date**: February 4, 2017

**Present:**

Greg Aulenback; Jerrett Clark; Pam Griffin-Hody; Val Leon; Renee Lortie; Leslie MacDonald-Hicks; Margaret McLeod; Erenia Oliver; Andrew Squires; Gaston Taylor; Tracey Wright

**Regrets:**

Alberto Alcazar; Stephan Biljan; James Simpson; Archie Guidedog

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| **SUMMARY AND MOTIONS** | **ACTION** |
| 1. **Welcome…Goals and Outcomes**   The Zone Officer manual will be sent out with the glossary.  Grievance Committee:  There is a fact sheet for Zone Officers to be filled out when meeting with members. When an issue seems complex, send it to Val within a week to determine whether the griever needs to meet with the Grievance Committee. It is best to type this information; laptops can be borrowed from the 2424 office. USB sticks should be issued for all Zone Officers (we need to get secure USB sticks). Delete files once sent to the Chair. Note that there are timelines for grievances.  The fact sheet is an appendix in the Zone Officer manual. It provides guidance as to questions to ask.  When scheduling meetings with members and managers, let Grievance know. Sign confidentiality agreements. If an issue needs to be discussed, leave out particulars (name, place of work, etc.).  A Lunch & Learn on grievance procedures can be held, to give information on how the Grievance Committee can support members and how issues can be resolved without filing a grievance. Members should be encouraged to start with their Zone Officer for support and basic information.  Zone Officers:  Zone Officers are encouraged to address simple questions from members not in their own zone. More complex issues should be referred to the Zone Officer for the member’s zone.  An updated list of members in each zone is needed. With the transfer of information to the cloud, CCS won’t update the member lists monthly. The current solution is to send names of new members to the Zone Officer, who can bcc the new member when sending out messages.  Zone Officers to create folders (email or P: drive) to file member issue discussions. Reminder to follow up to see if issues are resolved.  Personal email is ok to use, as long as the Zone Officer approves. There may be privacy issues with work email. What right does the Employer have to access our work email? Note that the Employer can monitor the volume of email between addresses, to see how much time is being spent on union work. It might be good to bring in an expert to educate members on the risks of email and online activity, especially using the Employer’s equipment. A high level of authorization is needed to access employee computer accounts.  Jobs Committee:  This committee deals with job classification issues only.  Health and Safety Committee:  Health and safety are everyone’s responsibility. The committee would like to see employees review and report on workplace safety issues. Maintenance issues need to be addressed. Workplace inspections should be done.  There is a question as to whether 2424 members who have not been trained in health and safety are permitted to conduct inspections; Nancy Delcellier is following up with the Ministry.  Can workers get training in March? It should be open to all, but perhaps mandatory for Zone Officers. Some have already received this training.  Important to note: members can report incidents directly to the Ministry.  Communications Committee:  Two new members have joined. The twitter account has 200 followers. Instagram is being considered.  The annual plan has started, with a focus on bargaining. Every month will have a bargaining basics workshop. Younger members attended the February 3 session, with is a good sign.  The New Member event will be held February 29.  An email will be sent to all members on Monday, to give tentative notice re: GMM.  The microcatalyst for April will include information on grievance.  Lunch & Learns have been delayed until fall, but in May, Martha can give a pension presentation, giving the union perspective.  Hold a rally at the 90 day mark to the end of our collective agreement: April 1.o | *Get secure USB sticks for all zone officers*  *Lunch & Learn re: grievance procedures*  *Bring in expert to educate members re: risks of email/online activity at work?*  *Arrange for Health and Safety inspection training for members (especially Zone Officers)* |
| 1. **Business Items** 2. Affiliations   What are the benefits of our affiliations with outside organizations? What does each do, and what does each do for our members? Are there redundancies or any overlap in what each organization does for us?  COUSA  Confederation of Ontario University Staff Associations. 2424 is the only CUPE staff association in Ontario. COUSA has seen a downturn in membership in recent years, as OSSTF has associations that have joined them that they do not need to belong to both OSSTF and COUSA. It was originally established to be like OCUFA (Ontario Confederation of University Faculty Associations), but with most staff associations unionized now, there is not as much lobbying being done. COUSA could be more active in lobbying the ministry for post-secondary education.  There is a conference coming up in June, and COUSA may fold if it is not successful. If it does fold, what will become of the funds it holds? There are educationals organized by COUSA two or three times a year on useful topics. The first night is an exchange of ideas and experiences with staff members from other universities. One can attend these sessions without being affiliated to COUSA. The cost is high to belong, est. $3.70/member. Is it too much for what we get?  CALM  Canadian Association of Labour Media. Jerrett attends conferences, which are valuable for the Communications Committee in terms of resources and ideas.  Ottawa CUPE District Council  Only 10-12 of the many Ottawa CUPE unions are affiliated with District Council. It is likely to shut down if it is not revamped. It is helpful with pickets, and has a good network. It holds events that are poorly attended; there seems to be little value in our affiliation. If this folds, we need a strong ODLC, but both are currently weak. How different is District Council from CUPE Ontario?   1. OUWCC   Ontario University Workers’ Coordinating Committee. There is a sector conference. We voted on a voluntary levy of $2/member annually (check). Are we still paying this? Treasurer to confirm. Pam G-H is Carleton’s Campus rep. David Simao is the current Equity rep, and would like to run again, but he is no longer a member of CUPE 4600. He is working as a casual in the Scheduling office, and will be a 2424 member in March. How do we argue for a casual employee using union leave? Pam to tell David that he cannot attend OUWCC on our behalf if he is not member of 2424.   1. ODLC   Ontario District Labour Council. We have belonged to ODLC since the 1970s, but the value under the current leadership is very low. We should consider disaffiliating if leadership does not change. Joel Harden, from Carleton, is the only other person running for president, aside from the incumbent. Cost is 49¢/member per month. This organization is intended to unite all unions in Ottawa, to enable us to fight together for common causes. As it stands, some unions get support, others do not, and decisions are made without the will of the delegates. Policies are not made public; no one saw the ‘public’ letter that was to have been written by the ODLC president about the taxi dispute. We were told the letter was sent to the mayor and to newspapers, but a copy was not made available to members of ODLC. Many Ottawa unions do not affiliate with ODLC. Thirteen government unions, including PSAC and PIPS, are not affiliated. OLDC has an annual BBQ – any other events?  All-candidates’ debate to be held January 20 at the PSAC building. Larry Rousseau of PSAC will moderate only if other unions endorse the debate.  Motion to endorse an all-candidates’ debate for ODLC elections: L. MacDonald-Hicks/R. Lortie  CARRIED   1. CUPA   Carleton University Post-Doctoral Association will hold a strike vote on February 4. Has a no-board been filed? | *Confirm: are we still paying OUWCC levy*  *If leadership of ODLC does not change after upcoming elections, consider disaffiliating* |
| 1. **Education 2016 for Executive Board and Volunteers**   CUPE training schedule is expected to be settled after next week. Spring school will be held at Carleton. |  |
| 1. **Committees, Zone Officers, Grievance Committee Roles**   Grievance Committee  A resource person will be appointed to assist Zone Officers, especially officers new to the position. Zone Officers are encouraged to take and active role in grievance proceedings. Educationals for grievance are recommended, on labour law, conflict resolution, etc.  It was noted that a session dealing with procedures involved with filing grievances would be useful A future workshop on grievances (notetaking and other processes). Is there a written protocol for how to file a grievance? It is good for continuity to write these down. Noted that Zone Officers can always attend Grievance Committee meetings – just let Val know beforehand.  Communication Committee  An annual plan for the committee will be done later this month. The Lunch and Learns are a big priority. Lauralee will still arrange these. The Zone Officer manual will help with communications.  Disability Committee  Somei Tam is the chair; they are writing the Terms of Reference now. The committee members need to complete the Introduction to Stewarding course.  Social Committee  Only member is Jazz. The BBQ and ice cream socials fall under this committee. Bowling to raise money had a small turnout. Make this a sub-committee under the Communications Committee, so there is more help or organize events. Social activities to be called Events? Will it be the Communications and Events Committee?  Jobs Committee  Heather Murray is the chair.  Health and Safety Committee  No discussion.  Political Action Committee  The work has been done by the Communications Committee – there were no volunteers to join the Political Action Committee.   1. Roles and Intersectionality   Harassment is supposed to be reported to Health and Safety; this reporting is not being done. Some university unions have had to file Health and Safety grievances because the university was not acting on these issues. The Ministry will act immediately on reports filed with Health and Safety.   1. Upcoming 2016   2424 will be celebrating 35 years as a union. Suggested that we hold a CUPE Formal in April to recognize volunteers, with good music. It is National Volunteer week April 10-16. Communications Committee to organize upcoming events.   1. Bulletin Boards   Locations: new board for Loeb.  Are the bulletin boards useful? We should keep them updated, or not use them at all. Items for posting will just be sent to the people responsible for each board; there will be no special format for the boards. Noted that there is a cost to use the electronic signs on campus. Priority boards in high-traffic areas should kept up to date. Zoe to stamp approval for posting with a date. Should we rebrand the boards? The location of the boards is negotiated with the employer at JCAA. A study is being conducted on the usefulness of bulletin boards.   1. **Zone Officer Manual**   Review confidentiality agreement annually at EB.  Union leave – how to notify supervisors? Should this come from HR? Should a letter be given to a Zone Officer with information on an upcoming conference? Question to be raised at JCAA. Ask what management does to inform departments of union issues. We need to ensure that management is informed of the rights of individuals to participate in the union.  Frame the shared values of the union and employer in a positive way, and bring to JCAA. Raise issue in the supervisory development series.  Service to members: Members are entitled to union representation at meetings dealing with redundancy, layoff and recall (Article 13), Discipline (Article 14) and Accommodation (Appendix C). Rework the rest of the section.   1. **By-Laws and Policy Change Discussion**   See marked-up copy. We have no policy re: conventions/conferences.     1. **Volunteer Recruitment**   Idea to turn Lunch and Learn into a Committees Fair/Open House. Committee chairs to be there, as well as food. Emphasize why we participate in the union: motivation, targeting emotions, making a difference. Encourage members to make educated decisions. Use this as a build-up to the Volunteer Fair.  Renee to draft an initial email to members.  Acknowledgement of volunteers – send more than a certificate. A card or small gift like a small box, paperweight, etc.? We only have one certificate to give out each year.   1. **Lunch and Learn 2016**   Pension with Martha A-B in March: “It’s your pension: what’s at risk?”  Other topics:  Benefits – special leave, health benefits upon retirement.  Replacement, term and casual employees – meet and greet.  Ask Disability Committee if they would like to do a L&L on accommodations or ergonomics.  Educational plan re: pensions – all year (need Martha)  Your Job Description – what does job evaluation mean?  Hold additional GMM special meeting once JE starts moving ahead.  Hand out plan for the year at next week’s GMM.   1. **Annual Plan for 2016 (Finalization)**   2016 Action plan, by month:  January: New members; EB retreat; Communications Committee-volunteer recruitment (do video?)  February: Candygrams – fundraising - Valentines  March: Lunch & Learn – Pensions (or accommodation)  April: National Volunteer Week; volunteer fairs  May: Lunch & Learn – Job Evaluation; Membership meeting  June: Open House for casuals/replacements/terms (meet & greet); ice cream  July: BBQ  August: Ice cream social  September: CUPE Formal  October: Lunch & Learn – Accommodations; sector conference  November: ☺  December: Holiday party; GMM | ***Draft an email re: Committees Fair (R. Lortie)***  *Themes for 2016:*  *Pension Education*  *Volunteers*  *Job Evaluation* |
| **Adjournment**  Minutes submitted by Tracey Wright, February 3, 2017. |  |