

THE WEST INDIES GROUP OF UNIVERSITY TEACHERS
MINUTES OF THE 2003 ANNUAL GENERAL MEETING
HELD Monday APRIL 28, 2003

1. Call to Order

The President, Dr. Donna Minott, called the meeting to order at 5:15 P.M. She welcomed everyone. An apology for absence was tendered for Lorraine Barnaby.

2. Corrections for the Minutes of the 2002 Annual General Meeting

Minutes of the 2002 Annual General Meeting were circulated and reviewed by the members present.

- Page 5, Miss Beverley Phillips was elected to the Executive in the capacity of a Co-opted Member and not as the Representative for the Norman Manley Law School.
- Page 7, Paul Reese to be included in the list of attendees.

There being no further corrections, the minutes were confirmed by Dr. Allister Hinds and seconded by Mr. Selvin Goldson.

3. Matters Arising from the 2002 Minutes

The President asked for the deferral of items relating to the FSSU and Blue Book on the agenda until the presentation of the President's report was completed.

a) Proposed WIGUT Council

Members were informed that several informal meetings had been held over the year between members of the respective WIGUTs and a proposal made for the development of a formalized structure of the Council. WIGUT (St. Augustine) is currently working towards finalizing a written proposal for consideration.

b) Constitution

Members were informed that a revised constitution was being developed, but due to the heavy work load and low membership involvement, progress had been slow in finalizing the document.

4. **President's Report**

In the preamble to her presentation of the 2002-2003 Report, the President spoke to the growing impact of the limited availability of active members within the Union and went further to mention that several matters requiring attention had suffered as a result. She further reiterated that the Union is dependent on volunteers sourced from its membership and that only one paid staff member was currently in place to service a growing need. The combined effect has been the resultant move towards a general state of apathy. Also, long standing members of the Executive were suffering from burnout. The Union, in the past, had always been a vibrant one and considered a force to be reckoned with at the University. Therefore, unless we can sustain the participation of the membership, we will inevitably face serious problems in the near future. The President emphasised that the time had come where all members of the Union needed to become involved and not "them all". This involvement, she added, could be in the form of becoming an active Executive member or to simply serve as a Co-opted Member or volunteer expertise serving in a specific area.

The President presented her report which highlighted the major areas of concern for the 2002-2003 term. Highlights of the Report include:

- There was a move towards improved stability regarding the FSSU scheme over the course of the year. This was a marked improvement over events of the previous period. However, members were cautioned that conditions remained critical and were further encouraged to become more vigilant by keeping up to date on the status of FSSU policies and track movements of their individual funds by making use of the secure online facilities.
- Regular cross-campus meetings continue to be held to discuss, in particular, the Blue Book and Career Path. With reference to the Career Path Committee, a review procedure has been developed to examine the effectiveness of the implementation of decisions made. It was also stated that agreements were arrived at on how to better implement the assessment and appraisal systems and to restructure the committees for evaluation and promotion in the respective Faculties as this relates to Senior Administrative Staff and Professional Staff. A move has also been made towards the extensive redrafting of Ordinance 8 to take account of the new systems being introduced. The progress of the implementation has been stymied by the continued tardiness on the part of UWI Management in completing tasks as agreed to and the continued resistance, in some instances, of the need to negotiate with the Unions items regarding changes in terms and conditions of service. Representatives on this committee are imploring members to become more aware of developments with respect to career path decisions,

especially in the setting of goals and conducting of annual assessments and to ensure these are done consistently and not only in the year in which the member is being considered for promotion or tenure.

- The Blue Book Committee has finalized the consolidation of the Blue Book, including the drafting of the appendices. Several definitions were also clarified and approved.
- The President informed the meeting that even though the first year of the new triennium was upon us, that there were several outstanding items being carried over from the previous triennium. Of special concern was that relating to the Special Grant (Death Benefit) which had been previously negotiated and agreed to by Management, but which has not been implemented. This has resulted in several members of staff who have passed on without benefiting from the arrangements.
- The Union has made steps to improve its relations with and garner feedback from Resident Tutors through face-to-face discussions. A recommendation was made for convening a yearly meeting with this group of members in order to discuss major items of concern and provide updates on developments.
- Members were reminded of the need for the Union to comply with the guidelines set by the Ministry of Finance with regards to the provision of duty concessions so as not to jeopardize the benefit and disadvantage other members.

Persons seeking to apply for the benefit were reminded of the importance of providing proper documentation with applications to ensure speedy processing.

- The increase in the house loan to one million dollars was recently approved along with the transfer of all loan administration functions of the scheme to the UWI and Community Co-operative Credit Union.
- The 2002-2005 salary claim was submitted in July 2002 in the hope of an early start and rapid conclusion to the negotiations. Matters have not proceeded as hoped as there is a current breakdown in formal negotiations arising from the failure of UWI Management to finalise outstanding items of the 1999-2002 Collective Agreement, in particular the Special Grant.
- The Union continues to be lauded for being the single largest donor of bursaries to needy UWI students, both in total numbers offered and total value. We are currently investigating the feasibility of having the disbursements sustained solely from interest earned on investment of the fund.

- The President report paid tribute to those members who died during the past year, namely Dr. Karl Robinson, Professor John Lodenquai and Dr. Peter Whiteley. A minute silence was observed as a mark of respect for the lives and contribution of these members.
- In closing, the President reiterated the call for more support and involvement of members in the activities of the Union. She thanked the members of the outgoing Executive body for their tireless contribution and others who offered unconditional support when needed. She further extended best wishes to the incoming members of the 2003 Executive.

5. Treasurer's Report

Income and Expenditure Report:

- The Treasurer reminded the members that the majority of the Union's income came from the monthly dues, which is currently \$500.00 per month. A total of approximately 3.9 million dollars was collected over the year accruing 1.3 million dollars in interest from savings.
- She explained that the only noted increase in expenditure on the Union's accounts was realized in the area of secretarial assistance and explained that this was not due to an increase in the salary offered to employed staff, but occurred as a result of the reporting period over which it was captured compared to the previous audited statement.
- She further stated that 8.5 million dollars was withdrawn from the Union's savings and invested in a higher return Government instrument.
- There was a decrease in the value of the WIGUT Student Fund held at Capital and Credit Securities due to the increase in bursaries offered by the Union during the current year. The fund has since been re-invested using a higher return instrument and should ease any doubts of the funds viability in the future.

Miss Peta-Ann Baker raised the suggestion of investigating the possibility of creating a philanthropic WIGUT Foundation which could benefit from tax free status. To this end she has agreed to volunteer in preparing a proposal to the Union's Executive.

An appeal was made by Mark Figueroa for persons with expertise in the area of asset management to volunteer and assist the union in this regard.

6. Appointment of Auditors

On the recommendation of the Treasurer, members agreed to accept the audited financial statements to 31 December 2002 and to reappoint BDO (Chartered Accountants) as auditors.

7. FSSU

The majority of the funds have not performed well on the world market with the noted exception of the RSA Eurobond fund.

The Pension Representative expressed the Union's concern regarding the reported practice of switching between fund options by members of staff without proper financial advice.

Mr. Selvin Goldson informed the meeting that a complete statement was due to be issued from Barclay's Global outlining the performance of the fund from its inception to closing in mid May 2002. They are currently awaiting confirmation from FPS as to the amount of funds transferred from those held at Barclay's to FPS. He also made mention that one reason for the delay on the part of FPS was that they were experiencing problems reconciling figures provided to them by Equitable Life. This, he stated, was due to errors identified in the information originally provided by Equitable Life.

Allister Hinds suggested that the Union write to the Campus Principal requesting a meeting to resolve the problem regarding the tardiness in receipt of statements from FPS and the quality of the information provided. Failing this, the Union would retain the right to take industrial action.

The proposal was made and unanimously endorsed by those present to pursue the matter as a general grievance.

- 8.** Co-opted member, Mark Figueroa, provided an update on the current negotiations underway. He informed those present that negotiations for the 2002-2005 triennium had begun in January 2003 and that despite the urgency on the part of the Union, much had not been accomplished to date. This became especially evident where, due to the delay in the signing of the previously agreed to Death Benefit by Management the Union took the stance not to continue formal negotiations as a matter of principle.

For the current negotiations however, the Union and UWI Management have agreed to work towards a speedy conclusion through a series of informal simultaneous small group negotiation meetings. As a result, several worded

agreements have been drafted based on items relating to the claim, but nothing has been formally agreed to for signing.

The Union is of the view that a significant increase in salaries may not be realistically negotiated given the financial constraints currently being experienced by the Government. In light of this, the Union is negotiating through a concession made to Government to decrease increments to 2½%. In so doing, we will achieve a long standing goal of straightening the salary scales.

On concluding his presentation, Mark Figueroa invited questions and comments regarding negotiations from members present. Allister Hinds, at this point, registered his disappointment regarding the manner in which events had transpired in the current negotiations, especially with respect to the Special Grants item. He suggested that the Union consider sending a strong signal to the UWI Management by conducting a mass meeting on the campus. He also suggested that a letter be written to the Campus Principal stating that the Union will reserve the right to take industrial action if the finalizing items were not received from the Campus Registrar within forty-eight hours.

Joy Dickenson explained to the meeting that the Special Grants would provide a certain amount be paid to a named or un-named beneficiary if the staff member died while in service to the University. Prior to 2001, in the event that a staff member were to die, F&GPC reserved the right to decide who should benefit where no spouse or children could be identified. In 2001 it was agreed through negotiations between the Union and Management that each staff member be allowed to state how the money should be dispersed.

By unanimous decision, the resolution was passed that a general meeting of the Union be held to seek authorization for the Executive to take Industrial Action in the event that the outstanding items from previous local negotiations, including the Death Benefit, are not finalized within forty eight hours. This decision is to be made public to all members of the Union and a formal letter outlining the stance taken be sent to the Campus Principal.

9. Election of Officers

President	-	Dr. Donna Minott
Vice President	-	Dr. Paul Reese
General Secretary	-	Miss Dorothy Palmer
Asst. General Secs.	-	Miss Pearline Dove
		Mrs. Carolyn Hayle
Treasurer	-	Miss Joy Dickenson

Special Secretaries

Grievance	-	Mr. Derrick Deslandes
Professional Dev.	-	Mr. Anthony Perry
Membership	-	Mrs. Dorothy Hudson-McGhie
Public Relations & Publications	-	Mrs. Paulette Kerr
Research	-	

Faculty & Section Representatives

University Centre/ Senior Administrative -		Ms. Cecile Clayton
Senior Administrative -		Mr. Selvin Goldson
Humanities	-	Mrs. Doreen Preston
Education	-	Dr. Nadine Scott
Social Sciences	-	Dr. Lawrence Nicholson
		Mr. Claremont Kirton
Medical Sciences (pre-clinical)	-	Dr. Dalip Ragoobirsingh
Medical Sciences (clinical)	-	Dr. Lorraine Barnaby
Library	-	Mrs. Myrna Douglas
		Mrs. Karlene Robinson
Professional Staff	-	Mr. Noel Morgan
School of Continuing Studies	-	Mr. Lincoln Williams
Norman Manley Law School	-	To be filled
Pure and Applied Sci.	-	Dr. Susan Maines
		Dr. Paul Maragh
		Dr. Dwight Robinson
Maintenance	-	Ms. Angela Heron

Co-Opted

Dr. Angela Gordon-Stair
Mr. Joe Pereira
Mr. Mark Figueroa
Prof. Hubert Devonish
Mrs. Dulcie Linton
Mrs. Ingrid McLaren
Mr. Clement Lambert
Tereza Richards
Miss Sonia Chin
Dr. Allister Hinds

Volunteers:

Dr. Marie-Jose N’Zengou-Tayo
Ms. Beverley Phillips

Any Other Business

- i) The President formerly thanked outgoing General Secretary, Tereza Richards, and Grievance Officer, Allister Hinds, for their long and dedicated service to the Union and beckoned their continued assistance in the future. Special commendation was extended to all other members who were unable to serve on elected posts for their valued contribution over the past year.
- ii) The suggestion was made for the Union to consider that in particular instances, members of staff be provided with counseling through the UWI Health Services such as in cases of grievances. The President responded to the suggestion by stating that the Union had to be guided by the rules outlined in the Blue Book and that currently, no provisions were made for such instances.
The Executive was then asked to recommend the matter to the Blue Book Committee for consideration. The further suggestion was made for the new Executive consult with the Counseling Unit of the UWI Health Centre to investigate how best to proceed.

The President informed the new Executive that regular Executive meetings were held the first Monday of every two calendar months at 5:00 P.M. in the meeting room at the SCR Club. The first meeting of the 2003-2004 Executive would be announced shortly. Newly appointed members were asked to provide the WIGUT office with their email contact information to facilitate communication.

There being no further business, the meeting was adjourned.

**WIGUT ANNUAL GENERAL MEETING
HELD MONDAY APRIL 28, 2003**

LIST OF ATTENDEES

NAME	DEPARTMENT
Dr. Abdullahi Abdulkadri	Department of Economics
Ms. Peta-Anne Baker	Dept. of Sociology, Psych. and Soc. Work
Mr. Samuel Bandara	Library
Ms. Kay Brown	Business Development Office
Dr. Faisal Butt	Dept. of Geography and Geology
Mr. Peter Carson	Norman Manley Law School
Miss Francoise Cevaer	Dept. of Modern Languages
Miss Sonia Chin	Institute of Education
Mr. Henry Colefield	Maintenance
Miss Muriel Anne Crick	Dept. of Management Studies
Mr. Derrick Deslandes	Dept. of Management Studies
Miss Joy Dickenson	Office of Student Financing
Miss Myrna Douglas	Science Library
Miss Pearline Dove	Legal Aid Unit (NMLS)
Mrs. Suzanne Ffolkes-Goldson	Faculty of Law
Mr. Mark Figueroa	Economics
Mrs. Verna George	Library
Mr. Selvin Goldson	Bursary
Mrs. Angela Gordon-Stair	UWI Health Centre
Mrs. Mabel Hall	Personnel
Mrs. Carolyn Hayle	Office of Admin. and Spec. Initiatives
Ms. Angela Heron	Maintenance
Mr. Allister Hinds	History
Mrs. Dorothy Hudson-McGhie	Mary Seacole Hall
Dr. Yvette Jackson	Dept. of Chemistry
Mrs. Paulette Kerr	Library
Miss Sheryll Lopez	Dept. of Advanced Nursing Education
Dr. Susan Mains	Dept. of Geography and Geology
Mrs. Mabel Marsh	Office of Finance
Mrs. Ingrid McLaren	Dept. of Language, Linguistics and Phil.
Mrs. Evadne McLean	Library
Miss Jacqueline McLean	Bursary
Dr. Donna Minott	Dept. of Chemistry
Miss Hope Munroe	Management Audit Department
Marie-Jose N'Zengou-Tayo	Dept. of Modern Lang. and Lit.
Dr. Lawrence Nicholson	Dept. of Management Studies

**Miss Dorothy Palmer
Mr. Paul Payton
Mrs. Margarette Pearce
Mr. Anthony Perry
Dr. Hugues Peters
Miss Beverley Phillips
Dr. Christine Powell
Dr. Dalip Ragoobirsingh
Dr. Paul Reese
Miss Tereza Richards
Mr. Dwight Robinson
Mrs. Karlene Robinson
Mrs. Frances Salmon
Mr. Maurice Saunders
Ms. Dorett Scott
Dr. Nadine Scott
Mrs. Sharon Williams-Brown**

**Dept. of Educational Studies
Office of Finance
Library
Office of the Board for Und. Studies
Dept. of Modern Languages and Lit.
Norman Manley Law School
Epidemiology Research Unit – TMRI
Basic Medical Sciences
Dept. of Chemistry
Library
Natural Products Institute
Medical Library
Library
Norman Manley Law School
TMRI
Institute of Education
UWI Health Centre**