

**THE WEST INDIES GROUP OF UNIVERSITY TEACHERS
MINUTES OF THE 2005 ANNUAL GENERAL MEETING
HELD ON TUESDAY, APRIL 19, 2005**

1. Call to Order

The meeting was called to order by President, Dr. Beverly Bryan at 5:15pm. She welcomed all present. Apologies for absence were tendered on behalf of Marie N’Zengou-Tayo, Yvette Jackson and Gracelyn Cassell.

2. Correction and Confirmation of the Minutes of the 2004 Annual General Meeting

The minutes of the 2004 Annual General Meeting which were circulated earlier, were reviewed by the members present.

There being no correction, Dr. Beryl Allen moved to confirm the minutes and this was seconded by Mrs. Rose Watts.

3. Matters arising from the 2004 Minutes

Retirement Age Policy

The meeting was informed that there were no changes in the policy; and so the retirement age remains at 65 years.

4. President’s Report

In her opening remarks, the President noted that it had been a challenging year with the Union facing a number of issues and concerns.

The President then presented her report which highlighted the major areas of concern for the 2004-2005 term. Highlights of the report include:

Career Path Review Group

At the Career Path Review Group meeting which took place at the Mona Campus April 4, 2005, the proposals presented for consideration included:

- The establishment of criteria for “teaching only staff”
- Establishment of the post of Associate Professor
- A proposal for the title “Distinguish Professor”

With respect to the Assessment issues, members were reminded that these items are recommendations in the Strategic Positioning Initiative document.

Blue Book

It was reported that changes to the Alleviation of Superannuation Hardship benefits have been tabled at an F&GPC meeting. WIGUT, after scrutinising the proposal will negotiate with Management. The concern was expressed that since new members would not be eligible for supplementation, then perhaps they could benefit from an increase in salary. It was suggested that this should be a matter for negotiation.

WIGUT Executive Retreat

An Executive Retreat was held in October 2004 where the plans for the year were presented. The proposal was made that due to the critical importance of this meeting the retreat for the new Executive members should be held as soon as possible after the election of new officers.

Grievance Training Workshops

The two grievance training workshops that were held, were well attended and well received. The feedback suggests that the workshops were very useful. The need for more members to get involved in grievance issues was emphasised, therefore, relieving some of the pressure off the Grievance Officer.

Local Leave Negotiations

The Local Level negotiations meetings had been suspended to facilitate the University's efforts to address the matter of the budget shortfall. The Deputy Principal had been contacted regarding an update on the Local Level matters.

The General Grievance

A general grievance was invoked after the failure of the Administration to pay the final 3% increase from the 2002-2005 Agreement. The matter was an agenda item, therefore, would be discussed later in the meeting.

The Budget Crisis

The President informed the meeting that this was the first issue dealt with by the 2004-2005 Executive. The University had lost 20% of its income and sought ways to cut costs. WIGUT's negotiated benefits were scrutinised, but the Union made it clear that the benefits were not up for re-negotiation. The Union participated in several meetings with Administration and also sat on committees established to address the shortfall; these included the budget monitoring, overtime/utilities, income generating and the vacancies committees.

Matters from the Security Committee

The Security Committee report indicated a worrying level of crime incidents for the period and concern was raised regarding the security plan for the campus. Dr. Claremont Kirton, WIGUT's Representative, on the UWI Security Committee has put forward several suggestions on behalf of WIGUT, including the request for the University's Management to prepare a campus security strategy. Copies of the performance evaluation of the campus security services over the last three years were asked to be made available. It was suggested that the new Executive look at the proposals.

A query was raised regarding the possibility of having the University publish the figures as they relate to the incidents that occur. Claremont Kirton responded that the difficulty would arise in gathering and acquiring the information.

Pensions Committee Report

The WIGUT Pensions Committee has been convened and held its first meeting. The Committee is chaired by Dr. Noel Reynolds. Its mandate is to monitor and investigate pension matters affecting WIGUT members. It was noted that the new Pension Act has been passed.

Study & Travel Grant

The current figure for this benefit has not yet been calculated, as British Airways has not provided the requested information required to do the calculations.

Non-Campus Members

Negotiations for the Resident Tutors 2002-2005 claim have not yet started.

WIGUT Bursaries Awardees' Function 2004

During November 2004 a function was hosted to recognise fund contributors and to familiarize students with the Union. Senator the Hon. Delano Franklyn, Minister of State in the Ministry of Foreign Affairs was the key note speaker. Certificates of appreciation were presented to contributors. It was noted that there has been a decrease in the number of contributors and an appeal was made to members who were not contributors to join.

Retirees Brunch 2004

A brunch for retired members and those with three years to retirement was hosted at the Mona Visitor's Lodge in October 2004. The programme included short presentations on matters such as FSSU, investment planning and the intellectual, physical, and psychological wellbeing. From all indications the event was well received and served to renew linkages between friends and colleagues. A number of potential "claims matters" was raised by the retirees.

WIGUT Office

Rex Shettlewood resigned from his position as Administrative Officer. Dorett Scott remains as Administrator.

The Way forward for 2005/06

The President spoke to the matter of the way forward for the Union, suggesting that WIGUT is at a crossroad. As the working environment becomes more complex and uncertain the challenges facing the Union increase. The main issues were identified as:

- 1) Problem of communicating the Union's work needs to the membership, and the importance of the Section Representatives in the process was emphasised. She proposed the development of a handbook and using an online newsletter.
- 2) Heavy work load of the Executive members causing 'burn out', also the need to recruit and train members .
- 3) Removing the perception that the Union is run like a club, by more members becoming involved.
- 4) Lack of adequate volunteers and the critical need for active members to replace those who made their contribution and departed.

In closing, the President thanked the Executive and Representatives who helped the Union to survive the difficult times. She paid special thanks to Mark Figueroa who continued to support the Union in many ways.

Comments on President's Report

The matter of the lack of participation was noted as an increasing problem, and it was suggested that this could be attributed to the perception that the Union's position is slipping. A suggestion was made that WIGUT explore the possibility of aligning with another Trade Union.

It was proposed that the benefits of being a volunteer should be promoted, and also that "volunteering" could be accredited to staff appraisals and evaluations. It was pointed out that rewards of Union work include increase salaries and benefits for all members.

Clarification was sought on the matter of the Study & Travel Grant and what was required from British Airways. Professor Paul Reese reported that information such as the cost for airfare, departure tax, security tax etc. for last year, were required to aid in the calculation of the Grant. There has been some difficulty in obtaining this. It was noted that while the current figure has still not yet been calculated, the members will not loose the increase as it will be added to next year's Grant. It was suggested that such information be requested from British Airways in early August as opposed to late in the semester.

It was suggested that a list of committees requiring assistance be provided to sensitize members as to the areas that they may offer their services. This could also be included in the newsletter. The WIGUT Office will also provide a list to the Section Representatives.

5. Treasurer's Report

The Treasurer presented the audited financial statement as at December 31, 2004, and offered the following explanation:

Income & Expenditure Account

The figure noted as 'interest received' suggests that there has been a big increase. The Treasurer pointed out however that due to a change in the standards of the IAS, the 2004 figure also includes interest that has been accrued and also includes funds from 2003.

Schedule of Expenses

Legal and professional fees – Increase here are as a result of the Union hiring a second administrator.

Donations – This year, donations were made to the Red Cross and the Jamaica Cancer Society.

Bursary function – The function was held this year for the first time.

Balance Sheet

Investments – This represents shares in Caribbean Cement Company and NCB.

Receivable – The interest from Capital Credit will not be paid over until next year.

Cash and bank balances – This represent monies that were accumulated in a savings account and then later transferred to a fixed deposit account. The Treasurer noted that the rates are good and the same institution is used by the University.

Comments on Treasurer's Report

Notes to Financial Statement

Payables - Clarification was sought on the Hurricane relief funds that were noted. The Treasurer explained that the monies were collected to assist in this disaster but some remained unspent.

Notes to Financial Statement

Cash and bank balances – It was noted that the sum included money towards the Bursary Fund and was not for the Union's administrative purposes.

6. Appointment of Auditors

On the recommendation of the Treasurer, it was agreed to accept the audited financial statements to December 31, 2004 and that BDO (Chartered Accountants) be reappointed as auditors.

7. Non-Payment of 3% salary increase

Members were informed that the 3% increase has not yet been paid and the Union is still looking at ways to enforce payment.

At meetings held with the Principal and/or his Senior Managers, it was agreed that there is a breach of the Agreement; however, instructions from the Ministry of Finance directed that the payment was not to be made. The general feeling was that the Principal was concerned with the consequences of disregarding a Ministry directive.

Members were informed that various options for action were examined. Industrial action such as a strike and the locking of the gate were not considered as it was felt that there would not be enough support from the members, and that it was not the appropriate approach at this time.

The meeting was informed of four action options open to the Union and these are:

- 1) Accept the reality of the MOU and demand rights to negotiate possible benefits under the MOU.
- 2) Accept the reality of the delay in the payment of the increase and negotiate to get this money in the next contract period.
- 3) Since the Union did not sign the MOU, continue with the General Grievance process that has been invoked.
- 4) Approach the situation through the legal route and consider challenging the UWI in the courts.

In continuing the update, the group was advised that a legal opinion was sought from Lloyd Barnett and the report was now in hand. Some of the questions posed to the Legal Advisor were:

- a) What is the legal status of the WIGUT contract?
- b) Are there legal options to enforce the contract?
- c) What is the anticipated timeline for results if opted to enforce the contract?
- d) Provide an evaluation of the likely success of a legal option;
- e) Provide an estimate of expected legal fees.

A brief overview and highlights of the Barnett report was given by Mr. Belnavis. It states that although the MOU cannot legally impose a wage restraint on WIGUT or annul the Collective Agreement, it is unlikely that the Agreement is enforceable in a Jamaican Court. The IDT was a possible approach, but it would be necessary to overcome the hurdle of the reluctance of the Minister to make the reference.

After a long discussion, it was agreed that any further action regarding this matter would be taken by the new Executive.

8. Election of Officers

President	Dr. Beverley Bryan
Vice President	Mr. Anthony Perry
General Secretary	Miss Dorothy Palmer
Assistant General Secretaries	Miss Pearlina Dove
	Dr. Nadine Scott
Treasurer	Miss Joy Dickenson

Special Secretaries

Grievance	Dr. Derrick Deslandes
Professional Development	Dr. Lawrence Nicholson
Membership	Mrs. Carolyn Hayle
Public Relations & Publications	To be filled
Research	Dr. Otelemate Harry
	Dr. Zagros Madjd-Sadjadi

Section Representatives

University Centre/Senior Administrative	Mr. Paul Payton
Senior Administrative	Mr. Selvin Goldson
Humanities	Dr. Marie-Jose N'Zengou-Tayo
Education	Mrs. Marceline Collins- Figueroa
Social Sciences	To be filled
Medical Sciences (Pre-clinical)	Dr. Maxine Gossell-Williams
Medical Sciences (Clinical)	Dr. Steve Weaver
Library	Mr. Dunstan Newman
	Ms. Gracelyn Cassell
Professional Staff	Mr. Noel Morgan
School of Continuing Studies	Mr. Lincoln Williams
Norman Manley Law School	Mr. George Belnavis
Pure and Applied Sciences	Dr. Thomas Stemann
	Dr. Margaret Wiggins-Grandison
	Mr. W. St. Elmo Whyte
MITS	Mr. Ian Sutherland
Maintenance	Ms. Angela Heron
UWIDEC	Ms Charmaine McKenzie

Co-opted Members

Dr. Donna Minott
Prof. Paul Reese
Dr. Angela Gordon-Stair
Mr. Mark Figueroa
Prof. Hubert Devonish
Miss Beverley Phillips
Miss Tereza Richards
Mrs. Ingrid McLaren
Dr. Loraine Barnaby

9. Any other business

The President informed the new Executive that the first executive meeting/retreat would be held in two weeks time.

Workshops and training sessions for negotiations have also been scheduled. Members were invited and urged to attend.

Members of the former Executive have been invited to a luncheon with the Principal to discuss the Strategic Repositioning document.

The new Health Scheme proposal is available at the WIGUT's Office. It was noted that Joy Dickenson and Marie Freckleton were the representatives on the Health Services committee that reviewed and recommended the proposal. The option of self-insurance was under discussion. More work and research needs to be carried out before this route could be pursued, therefore this would not be possible for August 1.

There being no further business, the meeting was adjourned at 7:10pm.

**WIGUT (Jamaica) ANNUAL GENERAL MEETING
TUESDAY, APRIL 19, 2005**

LIST OF ATTENDEES

NAME	DEPARTMENT
Mr. Anthony Perry	OBUS
Dr. Donna Minott-Kates	Chemistry
Miss Hope Munroe	Management Audit
Miss Rae-Ann Smith	MITS
Mr. Dunstan Newman	Library
Dr. Dalip Ragoobirsingh	Basic Medical Sciences
Mrs. Rose Watts	Bursary
Dr. David Dodman	Geography & Geology
Dr. Faisal A. Butt	Geography & Geology
Dr. Zagros Madjd-Sadjadi	Economics
Dr. Beryl M. Allen	Instructional Development Unit
Mr. Claremont Kirton	Economics
Dr. Roy Porter	Chemistry
Miss Allison Dundas	MITS
Miss Tameca Thelwell	Library
Mr. Patrick Anglin	OASIs
Dr. Allen C. Wais	Basic Medical Sciences
Mr. George Belnavis	Legal Aid Clinic
Dr. Maxine Gossell-Williams	Basic Medical Sciences
Mrs. Marceline Collins-Figueroa	Institute of Education
Mr. Selvin. Goldson	Bursary
Mrs. Mabel Mars h	Office of Finance
Mrs. Ingrid McLaren	Lang, Ling & Philosophy
Miss Vilma Charlton	Institute of Education
Miss Sonia Chin	Institute of Education
Miss Pearlina Dove	Legal Aid Clinic
Mrs. Dian McCallum	Dept of Educational Studies
Dr. Allister Hinds	Human Resources
Miss K. Brown	Business Development Office
Mr. Samuel B. Bandara	Library
Mrs. Cynthia Ferguson	UWI Bookshop
Mr. Derrick Thompson	UWIDEC
Dr. Beverly Bryan	Educational Studies
Miss Tereza Richards	Library
Miss Joy Dickenson	Office Student Financing
Miss Dorothy Palmer	Educational Studies

Dr. Otelemate Harry
Mr. Paul Payton

Mr. Ken Grant
Mr. Noel Morgan
Mr. Eaton Chin
Dr. Françoise Cevaer
Dr. Willem Mulder
Dr. Mohammed Bakir
Prof. Paul Reese
Mr. Ian Sutherland
Dr Tom Stemann
Miss Sheryl Hope
Mr. Kenneth Berry
Mrs. Paula Daley-Morris
Mrs. Myrtle Harris
Mr. Carl Lawrence
Dr. Nadine Scott
Miss Sonia Black
Mr. Mark Figueroa

Lang, Ling & Philosophy
Office of Finance

Bursary
Bursary
Bursary
Modern Languages
Chemistry
Chemistry
Chemistry
MIT
Geography & Geology
Advanced Nursing.
MIT.
Educational Studies.
Educational Studies
Principal's Office
Institute of Education
Registry
Faculty of Soc. Science