



WIGUT

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WIGUT

Jamaica

2017- 2018

ANNUAL REPORT

e-Book

Prepared by: **WIGUT Public Relations & Publications Committee** ^{2017/2018}

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PRESIDENT'S STATE OF THE UNION ADDRESS

Colleagues, good afternoon. Each year, the call to assembly for the Annual General Meeting is a time to reflect on how well we have done; a time to remember the cause for which we engage our time and energies; and a time to renew our commitment.

A time to reflect

Over the past year there have been many achievements that we could celebrate. Chief among these might be the conclusion of the LONG Supplementation dispute with The UWI via arbitration ruling in October 2017. In fact, most of our formal meetings were devoted to negotiating the terms of the Consent Order and its subsequent implementation. So far, there has been agreement on the date of the implementation of the UK rates for affected retirees, the date of disbursement of retroactive payments owed for 2017–2018, and tentative arrangements for the payment of retroactive monies for 2013–2018. Then, we are close to concluding the current Collective Bargaining Negotiations for the 2017–2020 Claim and other issues relevant to WIGUT members. WIGUT (Jamaica) continued its publication of relevant papers, in the last case, with respect to the public sector workforce size. Further, WIGUT (Jamaica) continued its representation of membership at various levels in The UWI.

A time to remember

But as important as these were, we are not here to commend ourselves but to remember the cause for which we engage our time and energies, inter alia:

- 2.1 Promote the welfare and interests of ... Academic, Senior Administrative, and Professional staff
- 2.2 Regulate the employment relationship between Union members and the University
- 2.3 Promote the welfare of its members by securing conditions of service conducive to the highest professional standards, which will make it possible for them to give the best possible professional service
- 2.4 Defend the professional integrity of its members and their academic freedom
- 2.5 Secure for its members the opportunity to participate actively at all levels in the formulation of policies which affect the standard of service offered by the University, and
- 2.6 Affiliate with national, regional, and international organizations for the advancement of the interests of the members of the Union. (WIGUT Constitution)

It is with these in mind that the various committees hosted meetings/workshops or organized other activities (detailed in this e-Book) for the benefit of the membership.

It is with these in mind that the Union took the decision in 2015 to include retired members. With the conclusion of the Supplementation dispute, it became necessary not just to hold meetings with them but to formally use the collective approach by including them as dues-paying members.

It is with these in mind that the Union engaged the Senior Administrative and Professional Staff on the proposal of delinking tenure. The position remains the same (as is the case with WIGUT-Cave Hill and WIGUT-St. Augustine) that there will be no delinking.

Over these 60 years, and perhaps more so since 1973 when the Union was formalized as a Trade Union, there has been an institutionalization of WIGUT (Jamaica) as a critical part of the formulation of policies and practices for the members we represent. This has been so important that current discussions for re-accreditation take place with involvement of the Union as part of the steering committee.

A time to renew commitment

Let me say thanks to the Executive and Management Committees for leading the charge in the activities of the Union, and in particular to Dr Anna Perkins and Dr Samantha Longman-Mills (Vice-Presidents), Miss Charmaine McKenzie (General Secretary), Dr Adwoa Anuora (Assistant General Secretary), Dr Ajamu Nangwaya (Assistant General Secretary – resigned during the year); Mr Paul Payton (Treasurer), Miss Hope Munroe (Assistant Treasurer); Special Secretaries and Section Representatives; Dr Donna Minott Kates (co-opted member – i/c constitutional matters and elections), Professor Hubert Devonish (Chief Negotiator), Mr Carl Pilgrim (Industrial Relations Officer) and Miss Frances Richards (Administrator), for their assistance throughout the year.

WIGUT is largely a Union of volunteers, with ONLY two permanently employed staff, and I salute the hard work and commitment of all of you who dedicated so much time and effort to the various Union committees, to those who served on University committees, to the Section/Unit representatives, to the various Branches, and those dispersed in the UWI 12+2 countries.

While we think about expansion, building new offices, and expanding staff complement, we must remain attentive to the changes taking place in the board rooms of the University, including the appointment of five Professors of Practice, and the Faculty discussion paper suggesting further appointments within Departments. These Academic/Industry creatures or constructs do not follow the same process of appointment or advancements and are not under the 'protection' of the Union.

We must also be aware of the ongoing discussions surrounding funding of tertiary education, and in particular The UWI. In the context of the current Triple 'A' Strategic Plan, we take note of two items under Agility: AG2: Restore financial health to The UWI, and AG3: Generate economies of scale and scope for The UWI. However, it is recognized that all of the initiatives will require "strong financial support" and "new funds" and "new human capital resources". In the absence of these realizations, The UWI's position is that "cutting some existing activities and diverting resources towards the strategic plan" and eliminating redundancies might be necessary. The Union must articulate a position and not leave these to chance.

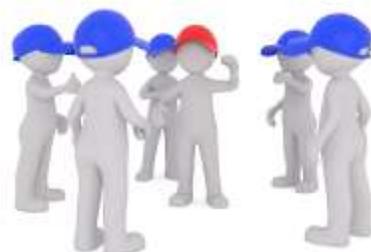
As we celebrate 60 years, let us join intellect, hearts and hands together for a brighter future for all. It has been an honour to serve the Union in this capacity over the past year.

Thank you.

Professor Paul D. Brown

President

GENERAL SECRETARY'S REPORT (Activities from April 2017–April 2018)



The year under review was an eventful and active year for WIGUT (Jamaica). The Union accomplished much with its small permanent staff of two and volunteers who served in all other positions. This report captures the major activities of the Union since the last Annual General Meeting, held in April 2017. Also notable was the increased attendance of members at the meetings called by the Union to provide updates on matters which arose over the year.

Meetings Held



A Special General Meeting was held with the members of WIGUT on August 15, 2017, to update them on the conclusion of the arbitration hearing held between July 11 and 14, 2017. Eighty-three (83) members attended this meeting.

An Emergency General Meeting was held on October 12, 2017 regarding the outcome of the negotiations on Supplementation.

A General Meeting of the membership was held on March 20, 2018 to discuss the salary offer in relation to the claim for the 2017–2020 triennium. Thirty-seven (37) members attended.

Executive Committee meetings – 5

Management Committee meetings – 5

Meetings were held with retirees on March 20, 2018 and April 6, 2018 to update them on the Supplementation issue. Twenty-three (23) members and 44 members attended, respectively.

Committee Reports

Membership

Between May 2017 and April 2018 there were a total of eight (8) meetings. They were well supported by the team and those who could not attend kept in contact via email.

The calendar of activities included:

1. New Members' activities
2. Christmas Party
3. Annual General Meeting
4. Fun Day

It was decided to once again invite the WIGUT faculty representatives to attend a Membership Committee meeting once during the year to discuss any issue(s) that might arise.

Mr Pilgrim was once again charged with engagement of eligible members (non-paying) throughout the year. This was facilitated by the WIGUT office being routinely informed of new hires. They were to be contacted to attempt to find out why they had not joined the Union.

New Members' Activities

The matter of hosting a reception for new members of the Union was discussed, and it was agreed that instead of hosting such a reception, a special invitation would be extended to the new members for the academic year 2017 to the current date, to attend the Fun Day and take their children along with them.

Christmas Party

The 2017 WIGUT Christmas Party was held on Saturday, December 9, 2017 at the SCR. The Membership Committee had to effect its Plan B, relocating activities to the Gold Room at the Mona Visitors' Lodge as rain threatened to dampen the spirits of attendees. Although the rain

persisted, a fair number of members supported the event. Four hundred and sixty-six (466) meal tickets were collected.

Retirees were invited to the Christmas Party as special guests. Of the 35 persons invited, nine attended.

The 2018 date was tentatively set for December 8, 2018. A booking was made for use of the SCR. However, a change of venue is to be considered if an appropriate venue is available.

Family Fun Day

This event, although generally well support by members, was not held during the year. It was decided that this could be done by the next Committee.

Retirees

At the request of persons for whom retirement was imminent, the Constitution was amended in 2015 to allow persons to continue as members of the Union, paying a fee to retain membership. Dues were to be determined. The Supplementation dispute, which reached its turning point in the current reporting period, brought the need for a collective approach on the part of the retirees into sharp focus and we have moved to effect the provision made by the Constitution. An application form was devised and Retirees, at a General Meeting called by WIGUT in March 2018, agreed that dues be set at \$5000.00 per year. Sixty-two (62) retirees have completed application forms.

New Members: 57 (serving staff)

Retirees: 62

Negotiations



During the year, the Negotiation Committee carried out activities on behalf of the Union on two issues, those of (i) the dispute surrounding calculation of Supplementation benefits for retirees, and (ii) the 2017–2020 Collective Bargaining Agreement.

This Committee held a total of 20 official meetings with Management (Mona Campus and the Vice Chancellery) to discuss a number of matters including supplementation arbitration (14), collective bargaining negotiations (5) and issues related to parity in salaries with the Cave Hill campus, compensation review, the 2017–2020 Claim and other issues relevant to WIGUT members (5).

Since the last AGM, five general meetings have been held with members, covering areas relating to the Government of Jamaica's salary offer, items of Claim for 2017–2020, as well as branch meetings with Library staff and Instructors. The other meetings were held with Retirees of 2013–2017 concerning back pay and the implementation of UK rates used to test for supplementation following the Consent Order; and staff at the Western Jamaica Campus (WJC).

Supplementation Benefit Dispute

The Sub-Committee played an active role in assembling the documentation and preparing and briefing the legal team put together by the Union to represent it in the arbitration hearings carried out by Justice Adrian Saunders, from 11 to 14 July, 2017. At the end of the arbitration hearing, the Arbitrator, in his summing, recommended that it might be better for all concerned if a negotiated settlement were arrived at. This was against the background of his suggestion that the law is “a blunt tool”.

Subsequent to the hearings, the Committee was involved in the ensuing discussions to get the University to agree to meet and negotiate a compromise position. During August 2017, there were numerous meetings, some formal and others informal, to agree the wording of a Consent Order by both parties for submission to the Arbitrator. The submission was made on September 27, 2017.

In March 2018, the Committee was once more involved because of a perceived failure of the University, from the perspective of the affected retirees, to implement the terms of the Consent Order. The Union's legal representatives were briefed and a letter with specific deadlines for action submitted to the University. The University responded by meeting with the Negotiating Team on the date of the deadline given in the letter and by the end of March, had submitted specific proposals and deadlines for implementation of the Consent Order.

At the time of the writing of this report, there has been agreement on (i) the date of the implementation of the UK rates for affected retirees, (ii) the date of disbursement of

retroactive payments owed for 2017–2018, and (iii) tentative arrangements for the payment of retroactive monies for 2013–2018.

2017–2020 Negotiations

Mona Campus

The Union and the Mona Campus Management met in a formal pre-negotiation meeting on July 15, 2017. At that meeting, both sides agreed to the guidelines for negotiations and made the commitment that every effort would be made to complete the negotiations before August 1, 2017.

The Union reiterated the discussions it had with the University Management regarding the need to have salary equivalency on all campuses in light of the “One University” concept, and also informed the Mona Management team that there was agreement in principle by the parties to pursue the idea and to identify ways in which it could be funded. The Union indicated at a meeting with the Campus Principal – who was willing to consider any such proposal – that WIGUT would submit the following for consideration:

► Salaries and Emoluments:

As an interim measure, to begin to provide the staff represented by the West Indies Group of University Teachers at the Mona Campus with salaries which are regionally and internationally competitive:

- a) The salaries at the Mona Campus shall be linked to the EC\$ values of those earned by equivalent categories at the Cave Hill Campus, as of August 1, 2017, using as a reference point the top point in the salary range for each grade at the Cave Hill Campus.
- b) The linkage for the first year of the triennium, 2017–2018, shall be 70% of the Cave Hill salaries as defined in (A), 80% in second year of the triennium, 2018-2019, and 90% for the third year of the triennium, 2019–2020, with parity at 100% on August 1, 2020, the first year of the 2020–2023 Triennium.
- c) From that point, the EC\$ values of the Cave Hill salaries as of August 1, 2017, become the floor against which further salary increases shall be negotiated.

d) There shall be equalisation of emoluments between medically qualified and non-medically qualified academic staff within the Faculty of Medical Sciences as of August 1, 2017.

e) There shall be a joint Union/Management team which will be empowered to agree, after appropriate consultation, on a set of international standards for performance as well as conditions of work to facilitate the achievement of those standards (See report of Conditions of Work Committee).

This proposal had to be placed on hold as the Campus Principal, while agreeing that better salaries were needed to retain existing staff and attract new staff, indicated that due to cash flow difficulties at this time it would be impossible to implement.

The parties agreed to settle all items that had financial implications during the early rounds of the negotiation as was evidenced by the acceptance of the Government salary offer increase of 5%; 2%; 4%; 5% over a four-year period.

Vice Chancellery (Centre)

Following the signing of the Mona Agreement on completion of the negotiations, the same conditions will apply to staff at the Vice Chancellery and that agreement will be prepared and signed with adjustments specific to the Vice Chancellery, if necessary. The Vice Chancellery is normally part of the Management's negotiating team.

Open Campus (Jamaica)

All items in the 30-point Claim of the Mona Campus were submitted as part of the Claim presented to the Open Campus Management, along with additional items specific to the Open Campus (Jamaica).

Open Campus (UWI 12 + 2)

The Claim for the UWI 12 + 2 was presented at the same time as that of Open Campus (Jamaica). It is expected that a resolution of the issue of salary increases for the 2014–2017, 2017–2020 collective agreements will take place following completion of negotiations with the Mona Campus. This was communicated to WIGUT following the submission of the Claim and a request from the WIGUT that the salary increases applied to the Open Campus (Jamaica) be applied to the UWI 12 + 2. The Open Campus Principal also indicated that any increase in salary would have to be consistent with increases agreed to between the Governments of the various countries and the public service unions.

The Bahamas (SCMR and CHTM)

The same 30-point Claim submitted to the Mona Campus in Jamaica for the period will apply to The Bahamas and will be submitted after the 2018 AGM, with negotiations for the 2017–20 period beginning on completion of Mona Campus negotiations.

UWI Press

Staff members of the UWI Press, who have been members of WIGUT for years, sought the Union’s assistance in addressing issues related to WIGUT benefits for Senior Administrative and Professional staff. This has resulted in these members now enjoying the full benefits applied to other WIGUT staff members under the Blue Book and Collective Agreements.

► **Research Sub-Committee**

During the period under review this team engaged in research to develop a number of documents and papers pertinent to specific problems affecting members as well as to general national issues which would affect members (i.e., the commercial banks). These included the following:

- Commercial Banks and their Role in Economic Growth and Development
- The Funding Crisis in Tertiary Education - Another Look at Financing Tertiary Education in Jamaica
- Public Sector Workforce Size, Wage Bill, and Destructive Policy Positions
- Rolling Housing Allowances into Salaries: Options and Implications for WIGUT Members

The Negotiation Committee expects to publish the series of public papers dating from 2012 to 2018 in a single publication during the latter part of 2018.

Professional Development

Three meetings of this 17-member committee were held. The committee hosted two individual workshops and collaborated with the Public Relations Committee on one.

The Committee held a workshop on October 27, 2017 on the career path for Librarians and Information Technology Officers, presented by Dr Allister Hinds, HR Director of the Mona Campus. The instrument used was one proposed by the IT Officers, and was an effort to see

whether this model could be used with other Senior Administrative and Professional groups. Nineteen (19) members attended.

The second workshop, held on March 28, 2018, focussed on improving the curriculum vitae and writing the relatively newly introduced self-statement. The presenters were Dr Allister Hinds and Dr Sasekea Harris, respectively. This workshop, which was originally intended for Senior Administrative and Professional staff, was oversubscribed, and some Academic staff expressed interest in attending. Twenty-five (25) members attended and the recommendation is for similar workshops to be held in the new reporting period.

Two Career Path and Blue Book meetings were held during this period.

Sabbatical

A meeting of the Sabbatical Committee, comprising 2 WIGUT representatives and 2 Administration representatives from the Mona Campus with a committee secretary from the Human Resource Management Department was convened on July 3, 2017. The nominated chairperson was one of the WIGUT representatives.

The Committee considered 30 applications, all from Mona; there were no applications from Centre.

- a. There were three (3) deferrals from the 2017–2018 awardees; these were automatically recommended for Sabbatical Leave in 2018–2019.
- b. Twenty (20) sabbaticals were recommended, including the three deferrals in (a) above.

Years of service since employment or last eligible leave ranged between 7½ to 24½ years among the applicants.

All applicants from Mona with approximately 9 years or more eligible service were recommended for award of Sabbatical Leave. In the event there were any deferrals, 3 proxies, each with 7½ to 8 years' service, were named.

Once again, HRMD had failed to accurately record leave data. This resulted in one applicant being initially ranked higher than warranted. The recommendation from the 2016 meeting, that the Sabbatical Leave form be amended to allow members of staff to declare relevant leave (Sabbatical, No-pay, Assisted, etc.) previously taken, was reiterated.

Proposed action: Mr Eyle is to have the declaration of leave taken inserted on the application form.

The Committee noted that the Open Campus was not mentioned in the Blue Book Sabbatical rules.

Recommendation: A wider discussion on this issue would need to be held between the University and the Union.

Loans

No report has been received.

Pension



The Committee’s mandate is to monitor developments relating to the pension plan and to educate staff about pension issues.

Overview of activities:

- April 2017 – Augmented Pension Committee Meeting
- October 2017 – WIGUT and the UWI management reached agreement on the Supplementation issue

- November 2017 – The Pension Committee hosted a seminar on the UWI pension system, “Your Pension is Your Business.” Seventy (70) persons attended
- Ongoing issue – Discussions regarding implementation of the agreement regarding Supplementation

Health and Safety

CPR Training: The proposed budget with the overall expenditure was submitted to the January meeting of F&GPC. The Committee awaits feedback.

Assembly Point/EMD: The Committee heard that the plan to create a gate in the fence had to be aborted. The fence was to have been established based on a request from Grounds, Buildings and Premises Committee to prevent the frequency of persons walking across the lawn (which separates entities such as Sutherland Global, Faculty of Law, and Mona School of Business & Management), causing deterioration in the green space.

A proposal has been drafted to use the lawn in front of the Sickle Cell Unit instead of the lawn in front of the former MONATS canteen as the new assembly point.

New Sidewalk at Joint Board/Health Centre: The Committee discussed the matter of the new sidewalk in the vicinity of the Health Centre and the Joint Board being unstable. The Health and Safety Officer met with relevant personnel from the Campus Projects Office to discuss the issue. Contact will be made with the contractor to address the matter.

Health and Safety Issues at Main Library: The following safety issues were discussed:

- i. Inadequate emergency exit points due to numerous modifications in recent years
- ii. Signs on the upper floor labelled “emergency exit” but the entrance to those areas are sealed
- iii. No emergency exit on the western side of the Library. The main emergency exit is on the eastern side and has only been constructed recently. The Committee agreed that this was a disaster waiting to happen and recommended urgent remedy of these issues and that a fire drill be conducted post-remedy.

The Librarian was informed of the violations via a report; a costing has been done and is to be sent to the Librarian.

Mosquito Infestation at “Lakeview Properties” – School of Nursing/MITS: It was brought to the attention of the Committee again that whenever it rains, water settles in the pond within the vicinity of the UWI School of Nursing and MITS, resulting in a proliferation of mosquitoes, which could lead to diseases. It was agreed that:

- i. The Health and Safety Officer would make contact with Mr. Morgan at the EMD to monitor the situation
- ii. The Health and Safety Officer requested that the matter be reported whenever there is a reoccurrence
- iii. Action to be taken to spray, oil and/or fog the area to eradicate the mosquitoes

Mould Eradication: The Committee discussed reports of mould infestation in some areas across the Campus including the newly built 138 Student Living residences. It was noted that investigations have revealed that in some cases it was mildew and not mould. The Committee agrees that the University needs to address the moisture issue that causes the mould to proliferate such as, water ingress in walls with incorrect paint, improper ventilation and controlling of air handler units by sealing them.

A Mould Taskforce (from the Office of the Principal) has been formed and is chaired by Professor Kahwa. Reports of mould should be made to the Health & Safety Officer.

Training of OSSD Drivers (defensive driving): The project has been put on hold as the JDF (which would conduct the training) has been on special operations in parts of the country as a result of the State of Emergency/ZOSO. The Committee suggests that training of personnel as Trainer of Trainers be done in an effort to have ongoing training.

Accident/Incident Reporting: A campus-wide education campaign is to be conducted on how persons should report accidents/incidents.

Stray Animals and General Cleanliness of the Campus: The Committee has received reports of stray animals (goats, dogs) on the campus. This has been attributed to community members taking their animals on the campus to graze, and the presence of garbage (from the restaurants on the campus), which result from untimely collection of refuse from the skips. The Committee heard from EMD that the campus has 2 trucks which are not always reliable due to occasional “break down”. A proposal has been made to purchase an additional truck to alleviate the problem.

Housing

Professor Waibinte Wariboko was appointed Chair of the Housing Committee during this reporting period. Among the matters that have arisen over the period are:

College Common Housing project: The Project Office presented a proposal for the development of College Common. Two-bedroom townhouses, and two- and three-bedroom bungalow type houses are being contemplated. The other level of houses being considered are executive estate-type dwellings for diplomats and non-UWI personnel who would rent from The UWI. The idea being proposed is for a private company to partner with the UWI in the construction of the new houses.

Housing for Members and Repairs to Housing Stock: Several houses in College Common are in dire need of repair. Members of that community are dissatisfied with the condition of houses. The view has been expressed that the funds from the rental of UWI houses need to be placed in a separate fund, which should be used for the maintenance of the properties. The Chair expressed his unwillingness to support the rental of new and existing off-Campus/non-UWI properties while there are properties that have been left to decay in College Common.

In the meantime, the problem of more than 20 staff members who need to be housed remains. Efforts to repair properties and continue to suitably house members are to continue.

The *Handing Over Certificate* that is usually signed by occupants of UWI housing is to be reviewed.

Security-related issues: These are covered in the Security section of this report.

Security

The Campus Security Committee addressed a number of key issues during the May 2017 to April 2018 year. The document "Developing Baseline and Security Metrics to Conduct Security Assessment of all Security Devices on the Mona Campus" was high on the agenda. This document has been reviewed and discussed. It is now before the Security Monitoring Sub-committee. Efforts were also made to amend the Campus Security Act, which was sent to the relevant government ministry to address the details to be amended. However, the process is much slower than anticipated.

College Common

Much attention was paid to security issues on College Common this year. A major concern for staff residing on College Common was the number of unoccupied houses in that community. However, over the Christmas/New Year holiday, the campus sought to place occupants in the homes. This has resulted in a significant change in the community. The Maintenance department has also sought to bush the area regularly, particularly the remaining unoccupied homes, and to regularize the height of perimeter fencing to allow for more visibility and to secure these areas.

The Security Post Orders and Regulation of Visitors and Contractors to College Common guidelines were also revised over the period.

The Security Committee has a new representative for College Common, Ms Annie Paul. The Committee thanked Dr Monica Taylor for her sterling contribution over the years as the representative for the community. There is also a new Housing Representative for College Common, Dr Joshua Anzinger.

Efforts to reinstate a visitor management calling system from the guard posts at College Common and West Gate are still ongoing. The Committee received mixed reaction from residents of College Common regarding the proposal but those who responded accepted the effort, for the most part. MITS personnel carried out a site visit at West Gate, College Common. The Maintenance department is to make a site visit to West Gate to determine the location for a lay-by for visitors as they are processed.

Staff and Student Issues

During this year, the Committee also sought to address some key concerns of staff and students. It has sought approval to have, as part of the campus signage, marked restricted areas as illustrated immediately below.



The Committee proposes to streamline the steps to be taken in reporting Criminal Incidents on the campus by a designated three-digit number – 555 – which will take the call directly to the Office of the Director of Security in the event of an emergency. The number can now be tested

and should work from any campus phone line. Persons are encouraged to test it and report any problem they experience to Mr Muir at MITS.

The full approval of the signage with emergency telephone numbers and labelling of the restricted area has been delayed, as the meeting of the Technical and Environmental Committee (TEC) was postponed from March to April 2018.

The Safety and Emergency Management Systems (SEMS) section of the campus carried out a Campus-wide safety inspection over the period.

The Visitor Management System at the Marlene Hamilton Hall of Residence is now in full operation. Security Guards were selected and trained to manage the system. The system began operations at the beginning of the 2017–2018 Academic year. The borders of some halls (Taylor, Elsa Leo-Rhynie, Chancellor and Irvine) still pose major issues in the quest for a safe passage for students traversing those areas, as these borders are still open, which provides no restriction for undesirable persons moving from one hall to another.

A representative of the operators of The 138 Student Living Halls (Irvine, George Alleyne and Leslie Robinson) is now on the Campus Security Committee.

Two major issues of concern regarding the student body over the year were incidents of violence among students and substance abuse. The committee heard that the violence has been traced to breakdowns in relationships. Efforts were being made, with assistance from the Health Centre, to address the issue of violence.

In relation to substance abuse, it was reported that some students have taken to mixing cough syrups and some brands of soft drinks, which give them a “high” but result in serious physical and mental health problems. It was suggested that a campaign be developed and implemented as a Campus-wide sensitization exercise by the Marketing and Communication Department and the Student Guild to target this substance abuse on the Campus, but to date it is still to be realized.

Following the shooting incident at the Usain Bolt Track the walls east of the track have been elevated to prevent future encroachment.

Efforts are being made by the Maintenance department to address the poor lighting across the campus and within the residential areas of College Common and West Road. Assessments are

being carried out even as some areas have already been addressed. In the past few months more than 20 areas were identified as being poorly lit by “mood lighting,” which is ineffective for surveillance and monitoring.

Staff, students and visitors are still leaving valuables and electronic devices such as laptops, high-end cellular phones and other gadgets exposed in their vehicles; this tempts criminals and results in break-ins of vehicles.

The traffic congestion at Irvine Gate is still a burning issue. Efforts are being made to address the situation but, in the meantime, police from the Mona Campus police post with assistance from other police posts have been manning this area.

Office of the Director of Campus Security and Security Service Provider Issues:

A cohort of 300 trainee police officers should complete their programme on the Campus within the next six months. Their practical training will be conducted between the Mona Campus and the wider Jamaican community.

Ten (10) new security officers have completed training and are now part of the Mona Campus team. Forty (40) other security officers are still in training.

The contract for the service providers on the Campus has been renewed.

The structural issues associated with the Guard houses at a number of locations on the Campus are to be addressed soon by the Maintenance department.

The Director of Security continues to address concerns regarding sleeping guards and those who leave their position or engage in conversation while they leave the bar raised and unsupervised.

He has advised the service providers of the need for a training protocol, to develop a model that will produce a cadre of security guards with more commitment to vigilance. He also suggested that they be given a badge that they will wear at all times.

Public Relations and Publications

Meetings

Over the last 4 years, the Public Relations and Publications Committee sought to showcase the work of WIGUT in order to make the Union more 'visible' to its membership. The PR&P Committee held 8 meetings for the period. Meetings generally discussed the layout of the monthly newsletter, information to be posted on the website, and general plans for the period. The Committee bid farewell to Mrs Cecille Maye-Hemmings in October 2017.

WIGUT Newsletter

The Newsletter continues to be an item of choice for WIGUT members as they look forward to its monthly publication. Over the period, the newsletter has highlighted:

- Photographs of the WIGUT Committees
- Public Relations & Protocol Seminar
- Pension Seminar
- Christmas Party
- Information on publishing (which garnered much interest from the community)
- Publishing series in collaboration with UWI Press (since February 2018)
- Scholarly achievements of members
- New members
- Bursary Fund reminder
- Update on Supplementation
- Special Valentine's Day edition
- General notices and information

WIGUT Website

The newly reconstructed WIGUT website was launched at the WIGUT AGM in April 2017. The website continues to give members updates on the work of the Union. It is also a repository for WIGUT Newsletters and is presently promoting WIGUT's 60th anniversary activities.

Information is updated on a monthly basis or when needed. Members visit the site regularly to access forms, general information, etc.

Training

▶ **Public Relations and Protocol Training Seminar**

The PR&P Committee in collaboration with the Professional Development Committee, hosted a Public Relations and Protocol training seminar on October 3, 2017. The presenters were Mrs Jean Lowrie-Chin and Ms Emma Lewis. The training was well subscribed and feedback indicated that members benefitted from the seminar. Sixteen members participated.

Plans for WIGUT's 60th Anniversary Celebration

- ▶ Launch a Countdown Clock on the website up to the date of WIGUT's anniversary – October 24
- ▶ Special edition memorabilia (cups and t-shirts) with The UWI 70 and WIGUT 60 logos
- ▶ Host a *WI-GUT* talent hunt and concert – October 25, 2018 to commemorate WIGUT's 60th anniversary
- ▶ One-time offer – WIGUT 60th Anniversary Postgraduate Scholarship (funds from *WI-GUT* Talent Concert)
- ▶ A 4-page newspaper supplement

Preparatory work done:

- I. Prepared a draft of the poster to advertise the WI-GUT Talent Concert and posted application form on the WIGUT website for members offering their talent
- II. Investigated the cost for venue and the rental of a tent to host the talent concert
- III. Held preliminary discussion with Peter Phillips (re his disco playing for the concert)
- IV. Initiated discussions with Office of Student Financing and Graduate Studies, re WIGUT 60th Anniversary Postgraduate Scholarship
- V. Made a tentative booking of venue for the concert – Ruins & Garden at Mona Visitors Lodge & Conference Centre

Grievance

For the year in review the Grievance Committee had twelve (11) issues that were brought to our attention, of which nine (9) have been resolved. Two of the remaining matters are currently in progress and should have some closure in the near future.

In April 2018 WIGUT invoked the Grievance Procedure in relation to a general grievance which concerns a significant membership of the bargaining unit and involves violations and breaches of the Terms and Conditions of Service and Contracts of Employment of the Academic, Senior Administrative and Professional Staff.

Car Duty Concession

Approved – 72

Scholarships and Bursaries

The Public Relations and Publications Committee continued to promote contributions to the student bursary fund through the WIGUT Newsletter. Five new contributors have been noted.

A cheque in the amount of J\$2,140,000.00 was handed over to the Office of Student Financing on March 23, 2018 in relation to the WIGUT Scholarship and Student Bursaries for the 2017/2018 Academic Year. An additional contribution of \$328,116.77 was made to make up a shortfall of \$2,140,000.00.

WIGUT (Jamaica) participated in the Office of Student Financing Open Day held on the lawns across from the Assembly Hall on March 29, 2018. One Hundred and eight (108) persons visited the booth and took flyers about the WIGUT Scholarship and Bursaries.

The Union is also taking steps to name a Bursary in honour of Mr Milton Pinnock, a retired member who served for many years on the Executive Committee and who died recently.

Succession Planning

Discussions continued on this matter. A final decision on the offer of the position of Industrial Relations Officer will be made by the new Management Committee.

JAMCOPY

Ms Cherry-Ann Smart represented WIGUT at JAMCOPY, attending five (5) meetings throughout the year. The 14th AGM was held at the Terra Nova All Suite Hotel, Waterloo Road, Kingston, on February 22, 2018.

Distribution for 2017 totalled just under J\$30 million. Affiliates may have noticed some movement in royalties distributed in December 2017. This is as a result of a recommendation that the distribution model be aligned to international best practices where authors of scholarly works should earn more royalty since it is the genre that attracts the greater licence fees. This was Phase 1 of the implementation. Affiliates should return their documents before April 30 to be eligible for earnings in December 2018.

Appreciation

It would have been impossible to achieve as much as has been accomplished without the support of Mr Carl Pilgrim and Miss Frances Richards. Mr Pilgrim continued to pound the pavement and knock on doors while Miss Richards efficiently managed the day-to-day operations of the WIGUT office. The entire Executive Committee thanks them tremendously. I am indebted to them.

Ms Charmaine McKenzie
General Secretary