



ANNUAL REPORT 2021-2022

EBOOK

Produced by the Public Relations & Publications Committee

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PRESIDENT'S REPORT

State of the Union Address

If I could use one word to describe the affairs of the Union over the past year, it would be embodied in the word 'Resolve'. According to the Merriam-Webster dictionary, Resolve (as a verb) means "to deal with successfully (clear up), to make clear or understandable, to reach a firm decision about, to distinguish between or make independently visible adjacent parts of, to progress from dissonance to consonance." Resolve (as a noun) indicates "fixity of purpose (from which we get Resoluteness).

Negotiations

Our resolve was tested and proven in our marshalling of the conclusions of negotiations with the Mona Campus, the Open Campus (Jamaica), and The Regional Headquarters, as we persevered in signing off on the long-standing collective agreement for the 2020-2023 triennium. You will recall that at our last AGM we were yet to start the formal negotiations on the 2020-2023 claims. Things came to a head at the end of 2021 when there was a stalemate with clear evidence of ineptness on the part of the Campus management negotiations machinery, and the new year (2022) started out with industrial action. Whether this action assisted in precipitating other similar actions within the public sector is moot, but it was a poignant reminder that as a united body, whatever we desire to achieve can be done. We finally signed off on the 2020-2023 agreement with the caveat that the final year would be concluded once the public sector compensation review was completed. We also saw the extension of the covid19 agreement, which extended the reprieve from the escalating costs incurred because of the need to work from home. Further, we saw the return of our colleagues from the UWI School of Nursing to their refurbished home at the Mary J. Seivwright Building, after concerted efforts by the staff and Union reps in conjunction with the Occupational Safety and Health Committee. Discussions with the Mona Campus in relation to the School of Clinical Medicine and Research (SCMR) in The Bahamas, and the Open Campus (UWI14 countries) are yet to be completed, but we remain resolute that these activities will be signed off shortly.

The Union is united in its resolve to see equity and access to relevant timely payments of salaries and refunds for approved expenses for all our colleagues in the Open Campus. The Union is also firm in its resolve that the current discussion and plans for the so-called rightsizing of the Open Campus, and for the establishment of the Global Campus and what those bode for current staff must be placed on the table for fulsome discussions. Our repeated requests for information in relation to several aspects of Open Campus operations (with a view to assisting with strategy ideation for restoring financial health to the Open Campus) have not been honoured, which has left staff in a position of chronic uncertainty, anxiety, and anger. We resolve to deal with this matter in a more focused way in short order.

Colleagues, there may be some persons in the Academy who might not value the work and importance of the Augmented Pensions Committee, especially as it relates to pension contributions. As a Union, we resolve to ensure that all members of staff that are covered by the Blue Book, will be treated fairly and consistently. In a similar way, the resolution of matters related to the draft Workload and Telecommuting policies, revisions to Ordinance 8, revisions to the IP policy, and discussions surrounding the Disability policy require our immediate attention and close monitoring. A few things to note:

1. Student assessments of teaching (SATs) are developmental and must not be used in the evaluation and promotion process. This was confirmed at the June 2019 meeting of the Career Path Review Group. In a similar vein, there are several aspects of the teaching and learning process that must be included in the analysis to get an accurate reflection of its contribution.
2. Discussions surrounding the Revisions to the IP policy have highlighted the fact that course material is owned by the staff member and cannot be automatically transferred to another staff member for teaching the course. Further, staff members who teach need to be protected from students who record and sell recordings to other students, or from other inappropriate use of recordings from lectures and tutorials. Further, with the push towards entrepreneurship activities, members need to be aware of the legal and other ramifications as they develop their ideas.
3. In relation to the Disability policy (and the Disabilities Act which came into effect in February 2022), the Union has argued on two fronts: (1) That The UWI put in place adequate provisions and guidelines for staff with disabilities, especially with respect to evaluation and promotion; and (2) That The UWI be committed to taking reasonable measures to support the accessibility of its digital resources as these members carry out or participate in core educational or administrative activities of the University. Colleagues, there are some persons who express differing views about 'disability' based on whether it is (a) genetic/congenital (e.g., some cancers, blindness, mental deficits); (b) lifestyle associated (e.g., CVD/stroke/some cancers); or (c) acquired/external (e.g., via motor vehicle accidents, occupational exposure/incidents, etc.). However, we must bear in mind that we could be hearty today and be down tomorrow.

There is so much more that could be said in these regards, but I rest for now. Much more details are included in the e-Book, which has details from the General Secretary and the various sub-committees of the Union.

Just one last item of note: The Union made another major donation this past year, presenting a cheque for 1 million Jamaican dollars to the Mona Campus Principal, Prof. Dale Webber, that assisted some 14 finalizing students across several faculties at Mona. This followed up on another such donation that we made in the previous year to assist needy students. The Union

will need to resolve to continue in this needful endeavour even as we move towards contemplating our usual end-of-year Christmas party.

The way forward

As we close the annals of this reporting period, we resolve to keep the focus and stay the course. As we have noted previously, the persistence of the covid19 pandemic and its economic and psychosocial effects, coupled with the increasing multiple demands of higher education of its now (perhaps entrenched) multi-modal delivery and multi-disciplinary developments have almost permanently changed how we work within the Academy. If we must change (and in many ways, we must), we must change with a view to being better citizens, as we band together. There is an important lesson from microbiology and a study that is currently going on in my lab: Bacteria (bad bugs) by themselves are susceptible and vulnerable to stresses such as heavy metals and disinfectants, even if they are known to use body armour (what we call biofilm). However, when two or three are gathered together, even if they would not normally check for the other, become so formidable that they thrive in the presence of those things that would have killed them, if they remained separate. For those in nursing and clinical practice, polymicrobial infections are very difficult to treat, and lots of effort is being made worldwide to deal with that problem. We can use that analogy to strengthen our resolve as we move forward. God willing, in 2023, we will celebrate our 65th anniversary as a group focused on collective bargaining and supporting workers' rights at the University of the West Indies. I implore you to let us band together even more, as we embrace the future.

As I close, we could not have achieved anything without the collective efforts of the Executive and Management Committees for leading the charge in the activities of the Union: Dr. Charmaine McKenzie and Mr. Dunstan Newman (Vice-Presidents), Ms. Anthia Muirhead (General Secretary), Hon Consul Ms June Barbour and Sandra Stubbs (Assistant General Secretaries); Mrs. Shana Hastings-Edwards (Treasurer), Miss Stascia Gordon (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 (Senior Industrial Relations Officer), Mr. Gavin Walters (IR Officer) and Miss Frances Richards (Administrator), thanks for your assistance throughout the year. In the same breath, I also commend those who have served on the various Union committees, on University committees, to the Section/Unit reps, to the various Branches, and those dispersed in the UWI 12+2 countries.

It has been an honour to serve the Union in this capacity over the past year, and I look forward to what is ahead. We Resolve!

Thank you.

Professor Paul D. Brown

GENERAL SECRETARY'S REPORT 2021/2022

The year 2021-2022 was quite an active one for the Union. From the many Committee meetings to the Emergency meetings which were called to take decisions on stalled negotiations or on behalf of colleagues at the Open Campus, the Union was kept busy working assiduously on behalf of all constituents, which expanded by 68 during the year under review. Between the period August 2021 and May 2022, WIGUT (Jamaica), through its various committees, participated in approximately 80 meetings on behalf of the constituency.

The activities of the Union are outlined below:

MEETINGS

Committee chairs and representatives on University Committees attended meetings as follows:

WIGUT Committees	
Committee	Number of meetings
Executive	6
Management	4
Membership	6
Negotiations	17
Professional Development	2
Pension	9
Public Relations & Publications	11
Treasury	2
UWI Committees	
Health & Safety	8
Housing	5
Sabbatical	1
Loans	1
Security	5
Blue Book and Career Path	4
Special/ Emergency Meetings	3

The above table in no way reflects the time members spent addressing matters related to the committees on which they served, however, as follow up was always required.

COMMITTEE REPORTS

Membership Committee

The Committee formally invited the Chair of the Public Relationship Committee (PRO) to sit in during our Membership meeting. Thanks to Dr. Donnette Wright, current Chair, who worked with the Committee throughout the year. This will be an ongoing arrangement.

The COVID-19 pandemic which started in March 2020 and is ongoing, severely curtailed activities. This required adjustment and postponement of a number of yearly functions.

Activities of the Committee

From July 2021 to May 2022 six (6) meetings were held. These were well supported by the team and those that couldn't attend, kept in contact via email.

The calendar of events was formulated which included:

- 1) New Members activities
- 2) Christmas Event
- 3) Annual General Meeting
- 4) Fun Day
- 5) Department Lyme
- 6) Paint and Sip Hydrate Edition

Mr Pilgrim was charged with the continual engagement of eligible members (non-paying) throughout the year. This was facilitated by the WIGUT Office being routinely informed of new hires.

New Members

There were a total of 68 new members who signed for WIGUT dues deduction between January 2021 and April 2022.

As of March 2022 there were 837 dues-paying members.

Christmas Event

The Christmas event was postponed for December 2021. Instead, a gift voucher valued at \$5,000.00 was offered to members who requested one via a Google WorkSheet. A total of 570

members made use of this offer. All reviews and feedback indicated satisfaction with this initiative.

The 2022 date is tentatively set to December 10, 2022. A booking was made for use of the SCR. However, the incoming committee will make the decision on the appropriate Christmas Event.

The committee considered and recommended to the Executive a COVID-19 relief fund valued at J\$1,000,000 to help final year UWI students in need. This enabled students affected by the pandemic to complete their final exams. All required processing (administration, selection and disbursement) was handled by The Office of Student Financing. We thank the office for the assistance.

Department Lyme

This event was cancelled because of COVID-19.

Family Fun Day

This event was cancelled because of COVID-19.

Annual General Meeting

The 2021 AGM was held via Zoom, due to the ongoing pandemic, with clearly defined protocols for nomination and election of WIGUT officers. The AGM was driven by the Executive and Membership committee.

Again, special thanks to all of the members of the Membership Committee and the WIGUT office who continue to provide excellent service to our community.

Negotiations

2020–2023 Negotiations

Negotiations for the 2020–2023 Collective Bargaining Agreement were concluded in the first week of March and the agreement signed by the parties on March 15, 2022. A copy of the signed agreement was shared with the WIGUT membership on March 17, 2022. The new agreement covers areas such as:

- a) A salary-increase of 4% as of August 1, 2021, for all WIGUT category staff
- b) An increase of \$40,000 in the amount allotted to Book Grant as of August 1, 2022.
- c) The introduction of Compassionate Leave for WIGUT level staff; and
- d) Improvement on the Parental and Family Leave provision

Extension of Covid-19 Agreement

The Covid-19 Agreement, which was signed on December 21, 2020 and initially covered the period March 15, 2020, to July 31, 2021, has been extended. After representation by the Union to the Management of the University about the ongoing negative impact of the Covid-19 pandemic on the work conditions of staff members and their ability to perform their duties efficiently, Management on January 17, 2022, further extended the agreement to July 31, 2022. This extension allows staff members who did not previously purchase equipment or who may have purchased equipment but did not seek reimbursement to be able to do so. Persons can purchase ICT (e.g., laptop, printer, screen protector, headphones etc.) and non-ICT (e.g., chairs, tables, bookshelves, lamps, fans etc.) items. The funds being used (\$430,000, maximum) for the reimbursement come from the Book Grant and a percentage of the Study and Travel Grant. Areas of the agreement benefitting retirees will extend to a year after an official declaration by the government of Jamaica that the Covid 19 pandemic has come to an end.

Waiver of Study and Travel Grant Rules to Cover Tuition Fees for Self-Financed Programmes

On October 29, 2021, the Union and The UWI, Mona campus signed an agreement that allowed members of staff who were unable to travel due to the pandemic, to use their Study and Travel grant balances to offset tuition fees. Eligible staff members were able to apply their grants to tuition fees for self-financing programmes that either they or their dependents were enrolled in for the academic year 2021-2022. The waiver will remain in force until the end of the academic year 2021/2022.

Grievance Committee

Grievances

Following a breakdown in the negotiations between the University Management and the Union over outstanding claim items, including the 4% salary backpay on December 20, 2022, the members of WIGUT (Jamaica) voted at an emergency meeting on January 6, 2022, to take industrial action. This action saw members of the Union either withholding grades or working to rule.

The action was suspended on January 10, 2022, and members were asked to return to their regular duties and prepare for Semester II, after an emergency meeting between the parties was held. At that meeting, a commitment was given by the University Management to resume negotiations and to address the outstanding claim issues, including the 4% salary backpay.

One individual grievance was filed during the period; and at the time of this report, the matter had not yet been resolved. Several complaints were raised by members; namely, the loss of vacation leave days, lapsing of Study and Travel Grant, and working conditions. Also, some members had queries and/or raised concerns about the evaluation process, the promotion process, and the renewal of contracts. At the time of this report, most of the complaints and queries had been resolved satisfactorily.

Professional Development Committee

A series of UWIScholar workshops had been planned for March – April 2022. Due to various challenges, the uptake was very low. Additionally technical challenges were experienced with UWIScholar which resulted in the rescheduling of some sessions.

Only one session was held with 8 participants.

Public Relations & Publications Committee

The ongoing pandemic has affected the normal operations of the WIGUT and the Public Relations and Publications Committee in particular. The Public Relations and Publication Committee had to adjust all planned events and physical meetings and moved to online monthly meetings primarily and most recently blended hybrid formulations, due to the challenges brought on by the COVID-19 pandemic. These changes are consistent with the operations of the Mona campus and were dynamically adjusted in keeping the practices of the campus and the DRMA. The 2020/2021 Committee agreed to continue serving for this new term and continued to produce quarterly editions of the Newsletters and the completion of the ADZE magazine for 60th Anniversary. We further reported both budgetary and logistics requirements to the leadership. The committee also collaborated with the membership committee in planning the 2021 end of year initiative. The collaboration facilitated logistic coordination of the virtual selection of end of year options for the members towards efficient supply of vouchers pertaining to each member's choice.

WIGUT Publications

Newsletter

Four [4] issues were produced highlighting:

- Messages from the President
- Executive Committee members

- Welcome to New Members
- Congratulatory messages
- Highlights from Sections
- Excerpts from the Bluebook
- Your FSSU & You
- Know Your Representatives
- Scholarships & Bursaries
- General Notices

One issue included a special highlight of female Deans appointment.

ADZE Magazine: 60th Edition

The fourth and fifth drafts of the magazine were produced and circulated to Dr. Charmaine McKenzie, the VP with responsibility for editing and proofreading the content. The finalised edited version will be turned over to the Secretariat for final editorial oversight, with subsequent revisions and approval for printing a limited amount. The magazine is being launched today, May 31, 2022, and will be placed online for distribution to the wider membership. The intent is to print 60 copies for contributors, sponsors, and executive members as keepsakes.

AGM Ebook of Reports

Under the guidance of the General Secretary, the PR&P Committee assisted with the design and layout of the eBook of Reports for the AGM.

The Public Relations & Publications Committee has committed to assist the WIGUT secretariat in hosting the virtual Annual General Meeting on May 31, 2022.

Membership Brochure

The PR&P Committee has been integral in the update and redesign of the membership brochure to be used for any upcoming membership drive.

WIGUT Website

During this period, the PR&P Committee monitored and directed the update of the Union's Website including the site maintenance and content management. We updated forms, leadership details and content.

Social Media presence

During this period, the PR&P Committee pitched a proposal to the Executive to improve the viewership of the members and prospective members as well to engage membership concerning the policies and services of the Union. The team has designed a Facebook page with a proposed weekly posting schedule which is ready for official launch, May 31, 2022.

Events

The PR&P Committee supported the WIGUT Executive in planning and hosting the Data Protection Workshop on January 28, 2022 on World Data Protection Day. The session was chaired by WIGUT president, Professor Paul D. Brown and the keynote speaker was Dr. Patrick Anglin. The workshop catered to more than 100 attendees across The UWI.

WIGUT (Mona) Pension Committee Report 2021/2022

The WIGUT (Mona) Pension Committee comprises of seven (7) members. Four meetings of this committee and ten sub-committee meetings were held. These meetings were all virtual. The committee would like to thank Ms. Richards for her dedication and for facilitating all our meetings, especially the Friday early morning meetings.

Accomplishments:

- The committee hosted two virtual Pension Seminars on March 23 and 30, 2022. The themes for these two seminars were:

Planning for and Adjusting with Retirement and Maintaining Healthy Body, Mind and Pension. Our Moderators for the seminars were Prof. Eris Schoburgh and Mr. Ian Forrest.

Our Presenters were: Dr. Debbie-Ann Chambers, UWI Health Centre, Mr. Dwight Walters, Mr. Daniel Morgan and Mr. Brian Brooks from the Office of Finance, Regional Headquarters (RHQ); Mr. Peter Thompson – JMMB; Mrs. Camesha Samuels-Smith and Ms. Natalie Fowler from National Housing Trust; Ms. June Jackson and Ms. Rosemarie Henry from UWI Mona Bursary; Mrs. Daniele Williams from Gallagher Insurance Brokers; Mrs. Stacey-Ann Porter from Educom Cooperative Credit Union and our retirees, Dr. Carroll Edwards, Dr. Meritt Henry, Ms. Cecile Clayton and Ms. Pat Douce.

Both seminars were well received by the membership.

- The Committee hosted a conversation with the Pension unit from the Bursary, the Office of Finance and our membership prior to August 1, 2022 re supplementation on May 19, 2022 from 2pm – 3:30 pm .

There are 4 Matters in Progress:

1. Supplementation for staff employed on repeated 1- and 2-year contracts prior to August 1, 2005. A further request has been made to obtain the list of members who may be impacted. We are still awaiting this list.
2. Training on Pension and Financial Planning. Proposal for training on Pension and Financial Planning for Retirement, under review.
3. Social Club for retirees, started conversation with membership.
4. Fitness club for members in keeping with our Healthy Body, Mind and Pension mantra, started conversation with membership.

Sabbatical Committee

The Sabbatical Committee met July 16, 2021 to consider applications for the Academic Year 2022-2023. Present were two representatives from WIGUT, two representatives from Management and the Secretary to the Committee.

1. The current Sabbatical Leave fund balance was provided for Mona; the fund balance for the Centre was not available. Continued failure of the Centre to provide financial information on its Sabbatical fund was noted. It was agreed that there were sufficient funds to support all Mona applications if the candidates were eligible. Given the number of applications from Centre, decisions to recommend Sabbatical Leave would not be dependent on the fund balance.
2. There was a request from Centre to be involved in the Committee's future deliberations which was welcomed by the Committee, given this had been one of its recommendations for a number of years.
3. There were seventeen requests for Sabbatical Leave; fourteen of the applications were from Mona and three were from Centre. No deferrals from Mona or Centre were tabled at the meeting.
4. Length of service ranged from 6 years 10 months to 23 years 10 months for Mona applicants and 10 years 6 months to 20 years for applicants from the Centre.
5. All applicants were deemed eligible and a recommendation was to be made to Appointments Committee for all the members to be awarded Sabbatical Leave.

Note: Campus Appointments Committee met January 25, 2022 and February 21, 2022, to consider the Sabbatical Committee's recommendations on the 2022-2023 applicants and to award Sabbatical Leave. Recommendations were presented by the Chair of the Sabbatical Committee.

Loans Committee

The committee has one WIGUT (Jamaica) representative, who protects the interests of our members.

WIGUT (Jamaica) members regularly utilize the consumption loans to assist with minor house repairs and improvements, tuition fees, medical bills and credit card debt.

There has been limited uptake of the car and house loans in recent times. The car loan is inadequate to purchase a vehicle and would require two separate loans if this benefit is to be accessed. It is also a fact that the current house loan amount is not enough to pay either the deposit or closing costs when a mortgage is being accessed.

With these considerations in mind, the meeting of UWI Mona Loans Committee held on Friday May 6, 2022 took several decisions:

1. The car loan value will be increased;
2. The house loan value will be increased;
3. The house loan rate will be reduced.

The effective dates, amounts and rates will be shared with the members at a later time, once all documents have been fully prepared.

During the period May 1, 2021 to April 30, 2022 loans were disbursed as follows:

68 Consumption (including home improvement) loans totaling \$29.4million dollars;

1 Car loan totaling \$3 million dollars;

1 House loan totaling \$1 million dollars

Campus Security Committee

Six meetings were held by the Campus Security Committee for the 2021/2022 Academic year to date. The first meeting for the year was held in blended mode in October, and all meetings have since been conducted in blended mode. The lack of funding to comprehensively provide for the

Campus Security requirements was a major point at meetings at the beginning of the academic year, however, the committee forged ahead with projects that were possible.

The Committee gave much attention to establishing protocols, strengthening and updating policies to make the campus and its properties more responsive to various security threats, including procuring technology for more efficient surveillance.

Policies

The updated Campus Security Policy was approved by Campus F&GPC.

The Committee has decided that the Policy be shared on Mona Messaging and posted on websites linked to the campus, to sensitize the campus community to grow in knowledge about the policy.

It was revealed that a separate policy for College Common is being developed. A suggestion was accepted that this separate policy include all campus residential properties.

An Emergency Response Protocol was also drafted, circulated, and tested during the year.

A draft Mental Health Protocol, for security interaction with persons with mental illness on the campus, was circulated for comments.

A policy to deal with animals, including stray animals was also developed and circulated for comments.

Technology

The Access Control System on the campus was updated during this academic year.

After much delay, the license plate readers (sensor loops) for the gates, to read vehicle number plate details were purchased. Once these are installed the campus plans to phase out the gate passes.

A campus security App called **Rush Alert App** was developed by a group of UWI graduates for Mona Campus staff and students. The App was endorsed by the Campus Principal and the Director of Security. A contract was signed between the Campus and the designers. The App will improve security on the campus in terms of monitoring movements. The link to the App is: <https://youtu.be/eLUYz3JZyyc>

Change in leadership

Mr. Jason Robinson replaced Mr. Karl Brown as Campus Security Manager on November 1, 2021.

At the beginning of the academic year Dr. Samuel Braithwaite, became the representative for College Common on the committee, replacing Ms. Annie Paul who has retired.

Great Improvements in garbage control and debushing

The 2021/2022 academic year brought much improvement in the solid waste management and debushing of many overgrown areas on the campus and on College Common. Many of these areas were pruned, cleaned and kept low with greater visibility and less rodents.

Other Issues

The introduction of the use of a confidentiality agreement by members of the campus security committee has been put on hold.

Squatting is now being flagged as an issue of increasing concern on the campus. Some persons have been found to drive onto the campus at nights and sleep in their vehicles; others have been occupying abandoned buildings.

Smoking and vaping have also been flagged as problems in the campus community.

The sabre-tooth along the Ring Road will be reinstalled to curb the increase in persons driving opposite to the established flow of traffic along the ring road.

The security committee made much greater progress this year than in the 2020/2021 academic year when the COVID-19 pandemic brought many activities to a halt.

Housing Committee

Since the start of the year, under the guidance of the new Chairperson, Dr. Christopher Malcolm, the committee has been reviewing:

- i. The Operations Manual for the Housing Office
- ii. The Tenancy Agreement for the Staff Residents

Both documents are not yet finalized.

The committee continues to review requests for extension of stay for residents who have retired. Two cases were referred to F&GPC for a decision to be made.

OTHER ACTIVITIES

Data Protection Workshop

WIGUT (Jamaica) in collaboration with the UWI Data Protection Office hosted a 2 hour workshop discussing the data protection policies, responsibilities and regulations associated with organizations that manage sensitive data. The workshop was held on January 28, 2022 on Data Protection Day. The session was chaired by WIGUT president, Professor Paul D. Brown and the keynote speaker was Dr. Patrick Anglin. The workshop catered to more than 100 attendees across UWI 12 +2. The session culminated in a vibrant discussion concerning the repercussions of data breach, strategies to prevent data breach, data subject and who should be allowed access to sensitive data. The WIGUT uses these and other opportunities to maintain its response to important national and international policy changes and recommendations for the highest standard of operations.

Car Duty Concession

The Union approved 74 applications for motor vehicle concession during the period.

Scholarship And Bursaries

During this year WIGUT (Jamaica) continued to award an annual scholarship and student bursaries through the Office of Student Financing.

Michael Layne was the recipient of the Joe Pereira Scholarship for 2021/2022. Other awards for this year include:

General Bursaries	-	40
Special Bursaries	-	9
*Special Assistance	-	14

*These bursaries were as a result of an initiative by the Membership Committee to reach out to final year students who experienced a short-fall and MBBS students who had 50% FMS bursaries discontinued due to the ongoing pandemic.

A cheque in the amount of \$1,000,000.00 was handed over to the Principal of the Mona Campus on February 24, 2022, providing special assistance towards tuition for 14 final year students. This represented the balance from the amount allocated for the Christmas Party.

Feedback on UWI Documents

Members contributed comments on the revisions to Ordinance 8, the IP Policy, and the Workload Policy.

Career Path and Blue Book Meetings

The Career Path and Blue Book Meetings were held on February 15 and 16, respectively. The decisions and actions from the meetings are below:

<i>Career Path</i>	
ITEM	AGREEMENT
Revision & Standardization of Contact Hours (Workload Policy)	● Collated feedback from WIGUT to be submitted to the UR by end of March 2022 ● The taskforce to be reconvened in April 2022. ● The revised document would be submitted to the CPRG, scheduled for May 2022
Update from St. Augustine on Contract Officers	● Exercise, which would include budgetary allocations, movement of staff as well as consultation/sensitization of staff, should be completed by June 2022. ● The exercise of moving the 7 Development Engineers would be finalized by December 2022.
Update from Open Campus on Contract Officers	● The Campus as part of its current rationalization exercise would by June 2022 determine what would happen to the Contract Officers
Competency Framework	● Composition of Working Group to be agreed on by Co-Chair Brown and Co-Chair Smith.
Information Technology Career Path Paper	● Job Descriptions of Faculty LAN Administrators would be submitted to Dr. Anglin to ensure that that group was included. ● The Career Path for I.T. Officers would be assessed to see if it aligns with the competency framework. ● I.T. working group should consult with the Campuses' HR team.

Career Path	
ITEM	AGREEMENT
IGDS Assessment Guidelines	• The document should be revised to ensure alignment • The existing criteria relating to outreach, should be used to guide the proposal for staff whose duties are primarily outreach in nature. • The revised document should be resubmitted to the Career Path meeting scheduled for May 2022.
Assessment & Promotions Framework for Librarians	• The relevant consultations with the Library Advisory and Assessing Committees as well as all Librarians would continue with the assessment and promotions framework coming back to Career Path at its next meeting.
Promotion to Senior Level III	• WIGUT to facilitate revision of the document.
Post Tenure Review	• The review of the clause would continue and recommendations made as part of the revision process of Ordinance 8.
Appointment of Deputy Deans	• A provision for an established process for the appointment of Deputy Deans was to be drafted for inclusion in ordinance 8.
Professors of Practice	• A joint committee would be established to assess the provisions for Professors of Practice. • Co-Chair Smith would liaise with Co-Chair Brown to nominate participants for the joint committee.
Career Path Audit	• A small committee would be established to examine the issues in the current context and thereafter recommend next steps. • Agreements made at CPRG will be submitted for approval by the appropriate committees.
Proposed HR300 form for Medical Officers and Counsellors	• HR Director, Mona would collaborate with the Dean, FMS to revise the document. • HR Director, Mona would share the document with the other HR Directors and Campus Registrars to encourage cross campus collaboration. • The document would be returned to CPRG for consideration in May 2022.
CV fillable template	• Word version of document would be shared with the Campus Registrars as well as the WIGUT Presidents for feedback • WIGUT would provide feedback. • Document should be sent in a word version to facilitate the revisions. • Document would then be revised and return to the CPRG

Career Path	
ITEM	AGREEMENT
Limit of terms for Heads & Deans	WIGUT St. Augustine to consult with other WIGUT Presidents to present a common position as it concerns the length of terms.
Roles and Rules governing the appointment of Honorary appointments	Clearer guidelines were needed for the appointment of Honorary appointments
Staff with Disability	The draft policy to be shared with WIGUT so they could provide feedback by March 31, 2022.

Blue Book	
Item	Agreement
Revision of Ordinance 8	WIGUTs to review proposed changes to the ordinance and submit joint positions ahead of the next meeting.
Tenure/Crossing the Merit Bar	- WIGUT Trinidad & Tobago could initiate grievance procedures on behalf of staff members who are affected by the incorrect application of Merit Bar/Tenure rule; - Campus Registrar, St. Augustine, to inform, yet again, CAC of the 2019 decision so that members are not adversely affected.
Post Tenure Review	The matter will be discussed along with the review of Ordinance 8.
Contracts	WIGUTs to provide feedback on the proposed draft;
Staff with Disabilities	University Registrar to arrange meeting between the WIGUTs and the Minot Committee

WIGUT Secretariat

Special commendations and thanks must be given to the three full time and two part-time staff who manage the daily operations of the WIGUT Secretariat. Indeed, the functions of the General Secretary were made much smoother by the assistance of the consummate professional, Ms. Frances Richards. Messrs. Carl Pilgrim and Gavin Walters are also acknowledged for their advice and guidance throughout the year.

Financial Overview

WIGUT (Jamaica) continues to promote the welfare and interests of the University of the West Indies' (the University') Academic, Senior Administrative and Professional Staff.

As reported in our financials for last year, many educational institutions were closed for parts of the year however there has been a glimmer of hope with the phased reopening of schools which started late 2021 for some and the continuation into 2022 for others. Unfortunately up to the week ending May 27, 2022 there were reports in the media that over 27,000 children are still missing from schools across Jamaica.

The University of the West Indies (UWI) Mona has restored some level of face to face classes and face to face examinations with the relevant protocols and policies in place and further changes are expected for the coming academic year.

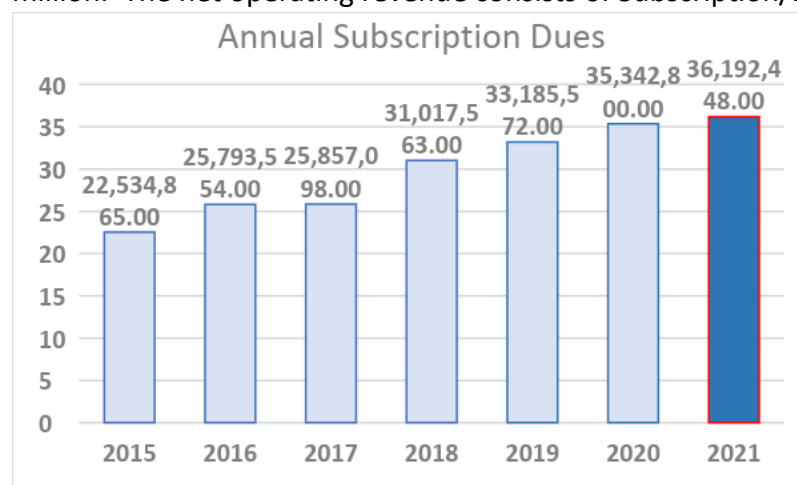
The Union continues to maintain meticulous financial records and to ensure that value is derived from all spending through careful management, notwithstanding unavoidable increased expenditures in some areas.

Compliance

Following International Financial Reporting Standards (IFRS) and requirements of the Trade Union Act, the Unions accounts have been duly certified by the external auditors, BDO and I have the honour of sharing the report for the year ended December 31, 2021.

Financial Performance

Net operating revenue increased by 1.49 percent from \$36.9 million in 2020 to \$37.45 million in 2021. It should be noted that revenues are still below the 2019 (pre-pandemic) level of \$38.3 million. The net operating revenue consists of Subscription/Dues, Interest Income, Gain/Loss on



Investments, and Dividends Received.

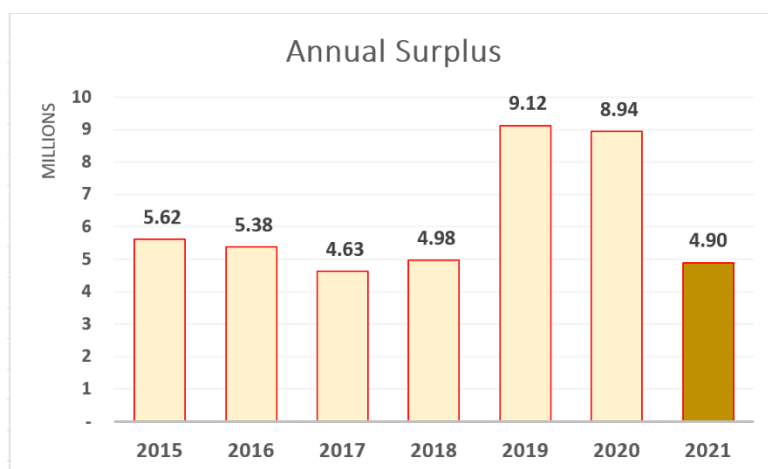
Subscription/Dues increased by 2.4 percent from \$35.34 million to \$36.19 million as membership grew by Fifty-Five (55) persons during the year to make a total membership of approximately Nine Hundred (900).

The net investment income (combined Interest Income, Gain on Investment, and Dividends Less Tax) declined by 17.62 percent. A reduction from \$1.53 million to \$1.26 million. This reduction was mainly due to a fall in the 138 Student Living stock price from \$4.84 in 2020 to \$4.32 per share in 2021, resulting in a net loss of \$520,000.00.

Other investment options are currently being pursued; the long term fund with Educom has been beneficial and further investment is being explored also there are three stocks under consideration for purchase, the Jamaica Stock Exchange Limited , Seprod and Wisynco Group Limited which all rebounded even whilst we approach the fifth wave of the Covid-19 pandemic.

The operating expenses of the Union were \$32.55 million, reflecting an increase of 16.4 percent from \$27.96 million in 2020. While routine expenses were carefully managed and kept below prior-year levels, there were some normal increases and one unbudgeted amount from the Campus.

- 1) Professional fees saw a 171.66 percent increase from \$0.46 million in 2020 to \$1.25 million in 2021. This increase was attributable to two things:
 - a) The implementation of a monthly fee by the UWI for accounting services to the Union; this entails payroll services, filling of taxes and management of benefits for the three employees in the WIGUT office. The billing was retroactive to August 2020 and therefore a portion of the amount represented prior year expenses.
 - b) There was a one off payment for the review & advise on the role/authority of “the Visitor”
- 2) Audit fees increased by 5 percent over prior year in keeping with discussions with our Auditor, BDO.
- 3) the student bursary expense increased by 83.44% from \$0.88 million to \$1.62 million.
- 4) The Christmas initiative increased from \$2.30 million to \$3.26 million, or 41.74% due to the increased number of staff who registered to benefit from the initiative.
- 5) As was disclosed in last year’s audit report, \$1 million was awarded to final year students in semester II of the 2020/2021 academic year (July 2021). There was also a donation for the current academic year 2021/2022 which was awarded in semester 1 (December



2021). This initiative of WIGUT (Jamaica) has been well received by the fourteen (14) final year students who were assisted with their balances in 2020 and the fourteen (14) combined Faculty of Medical Sciences (full fee paying) and final year students (from all faculties) who benefitted in 2021.

The net result from operations is a surplus of \$4.9 million, which was

45.19% or \$4.04 million lower than the \$8.94 million recorded in 2020.

The Balance Sheet

At the end of 2021, total assets under management was \$160.96 million. An increase of \$9.00 million from \$151.96 million in 2020. Funds under Management continue to be invested in money market and Equity instruments and the Union remains adequately funded and capitalized despite the continued impact of the COVID-19 pandemic on the Jamaican economy.

Social and Corporate Responsibility

The Union supports UWI's Triple "A" strategy of Access, Alignment and Agility via robust and proactive leadership, support of reasonable proposals to the members by the Mona Campus, continued and increased support to the students through the Joe Periera Scholarship, Bursaries, and special initiatives each year.

Additionally the Union played its part in assisting Saint Vincent and the Grenadines via our contribution of US\$6000 or J\$0.91 million which was distributed through the Jamaica Red Cross, on our behalf.

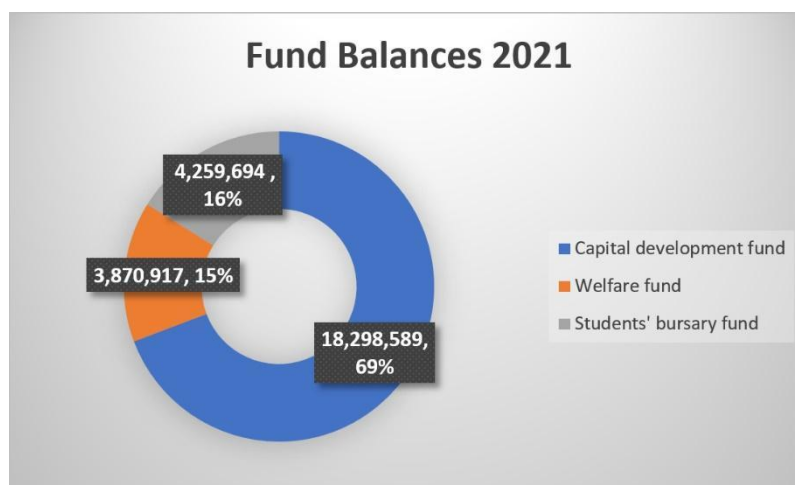
Managed Funds

The Union manages the Student Bursary Fund, Welfare Fund, and Capital Development Fund, totalling \$26.43 million in 2021.

The Student Bursary Fund now stands at \$4.25 million which is the total value of current commitments. Therefore, our most urgent attention is required to replenish this well-needed fund that assists students. We propose that each member who supports the Bursary makes an additional fixed voluntary contribution of JMD800 monthly to ensure that the Union continues to meet its obligations without using cash which is ear marked for investment.

The Welfare Fund, established to assist present and past members facing financial challenges, has grown to \$3.87 million from \$3.11 million; this was a 24.32 percent increase in 2021.

The Capital Development Fund grew by 8.93 percent from \$16.80 million to \$18.30 million in 2021.



Looking Forward

Replenishing the Student Bursary Fund to adequate levels will ensure students continued “access” to the Pelican experience. But this cannot be done without support from our members. For our members we seek to ensure greater access to benefits such as motor vehicle, consumption and housing loans through representation on particular committees. Finally, our goal in the ensuing year is to grow the investment income stream through greater diversification of revenue streams.

Gratitude

No-one can refute that Covid-19 has brought additional work, stress and displacement in some areas however I am grateful for the support of the Executive, the Assistant Treasurer, Miss Stascia Gordon, Miss Frances Richards, our administrative assistant and our Accountant, Michael Porteous who is an integral part of our audit process. To our members, we ask that you continue to be faithful and supportive and that you participate in the initiatives that will strengthen our Union.

Shana Hastings Edwards, MBA, FCCA, FCA, BSc.
Treasurer