

THE UNIVERSITY OF BRITISH COLUMBIA

VANCOUVER 8, CANADA

OFFICE OF THE PRESIDENT

13 May, 1974

TO: Members of the AUCE Contract Committee

FROM: Eva Dolan, secretary to
W. M. Armstrong, Deputy President, Academic.

It has been brought to my attention that my position of secretary to the Deputy President, Academic, of The University of British Columbia, is considered by the Director of Personnel as being ineligible for AUCE membership.

Deputy President Armstrong and I discussed this matter last week and knowing that he does not object to my membership in AUCE has led me to write this letter.

To start with, the Personnel Department does not have an individual job description for my position and I believe this is the origin of the problem. Without a formal job description the only way to ascertain my responsibilities and define the confidentiality of my position is by clearing up the points already raised by Mr. McLean.

I am personal secretary to Deputy President Armstrong and handle secretarial duties for him in his capacity as a professor of the Faculty of Applied Science and as Deputy President, Academic, only. The Clerk to the Board of Governors - Mrs. Nina Robinson - handles all secretarial duties relating to his position as Secretary to the Board of Governors. My files do consist of resolutions passed by the Board of Governors but these items relate to matters concerning Academic Services Departments, buildings, space and related material.

Deputy President Armstrong is not involved in collective bargaining at any level, therefore I do not have access to information of this nature. These matters are included in the areas of responsibility of the Deputy President, Administration. Mrs. Carolyn Dawkins, his secretary, handles secretarial duties for Mr. White and her files are entirely separate and under her control.

I have tried to answer the points made by Mr. McLean to the Contract Committee here, but if he is not satisfied he should discuss the problem with my direct supervisor - Deputy President Armstrong.

This letter is written with some impatience as such a trivial matter as one person's membership in the AUCE seems a dreadful waste of negotiating time for a committee which has the support and backing of 820 office and library workers on campus. These 820 people are anxiously waiting the signing of a contract which will satisfy their immediate needs and hopefully eliminate much discontent.

cc. Mr. J. McLean
Deputy President W. M. Armstrong.

