



Chris Smith, an instructor of 21 years in Instrumentation Technology and the Instrumentation Apprenticeship Program had his position abolished on May 13.

Chris has worked diligently on behalf of faculty members and SAFA. He was a member of the SAFA Negotiating Committee in the 1999 – 2002 round of negotiations, a director on the SAFA Executive from 1999 – 2001, a member of the SAFAGRAM Editorial Board for the last three years and a Faculty Representative on the Board of Governors for the last year.

On behalf of all faculty members, we thank Chris for his commitment and tireless efforts on our behalf. We appreciate his enthusiasm and willingness to get involved. Chris will leave a void in the SAFA organization and will be greatly missed. ♦♦

## In Memory of Wayne Carlson

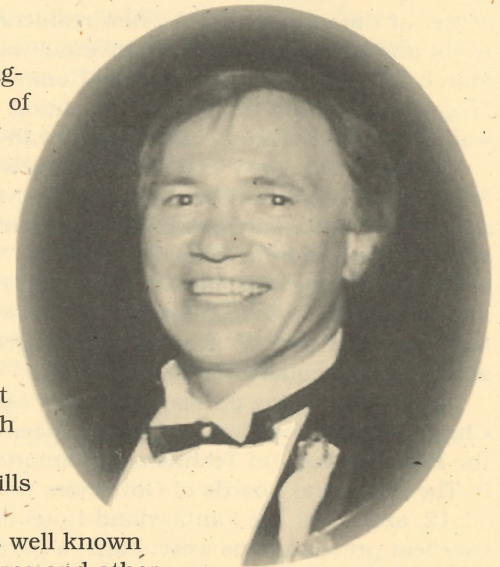
SAIT faculty are mourning the loss of another long-standing member of our community. Wayne Carlson of the Business and Tourism Department passed away April 22, 2002, after a valiant battle with cancer. Wayne was an instructor in the Marketing area for 23 years; during part of that time he served as a program coordinator.

When he started at SAIT, he had intended to teach for a short term, but soon found that he liked teaching so much that he stayed and made a career of it. Wayne was always trying to improve his craft. He regularly attended SAIT professional development sessions and liked to try different approaches to both enhance his delivery style and improve the learning environment for his students. He also shared his skills and ideas with peer groups around the province.

Wayne had a wonderful sense of humour and was well known for the cartoons that he always included on his quizzes and other exams to ease students' exam tensions. He had an easy, comfortable manner about him, and students quickly warmed to his personality. He would always put the students' needs first and spent much time in and out of class tutoring and mentoring his students. He freely shared his work with faculty both new and old, doing whatever he could to aid in their course preparation and improve their teaching abilities.

Wayne was a competitive person who loved contact sports like rugby and hockey. He continued to play in both areas as an old timer, long after others of similar age had hung their equipment up.

Wayne was respected as a person of principle and integrity by everyone who knew him and set high standards for all of us to aspire to. We will miss his companionship, his leadership, and his great spirit. ♦♦



### FAQ's



by Heather Sagan, SAFA Administrator

Many of the Frequently Asked Questions apply directly to the SAIT/SAFA Collective Agreement.

Following are some concerns that have been raised recently by faculty members:

#### Section 26 – General Illness

26.01 "General Illness" means an illness which causes an academic staff member to be absent from duty for a period of more than three (3) consecutive work days but shall not exceed eighty (80) consecutive work days. General Illness leave shall be in addition to any Casual Illness leave entitlements specified in Section 25.

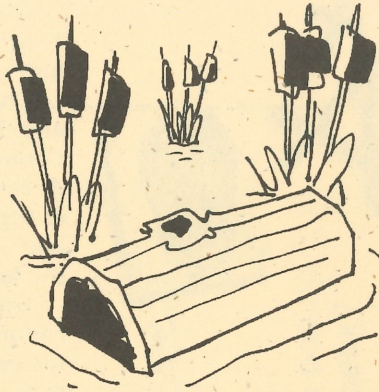
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## BOG Report

by Gary Codner/Chris Smith  
Faculty Representatives  
SAIT Board of Governors



Gary and Chris attended the BOG Expansion Committee meeting on March 20. The main topics were the new Aero center at the airport and the new residence project. The BOG Audit and Finance Committee meeting was cancelled on March 21, but Chris attended the Community Access Program Reception in the Heart Building. As usual the food was lavish with oysters, champagne, and other finger foods.

On March 25, Gary and Chris attended the BOG Recruitment and Retention Committee meeting where Canadian Career Partners made a presentation using quotes such as the one from Margaret Magnus: "HR will need to look at both trimming expenses and fulfilling HR's demand to keep and attract the best employees." Terms such as "re-engineering," "do what they do now faster, cheaper, and smarter" appeared throughout the presentation.

The BOG meeting on March 26 was cancelled. Gary and Chris attended the Faculty Council meeting on April 2 and the BOG Trades and Technology Committee meeting on April 9. The Provincial Boards of Governors workshop was April 11, 12, and 13 at the Fantasyland Hotel in Edmonton. Some excellent presentations were made; a particularly impressive one was given by Dr. John Izzo. Unfortunately in Chris's

haste to share Dr. Izzo's article, "Values Shift," with the faculty, some havoc was caused to the 'E' mail—sorry to all those inconvenienced. I.S. fixed the problem, and faculty can follow the links to get a copy or pick one up from the SAFA office.

There was a disappointing turnout of the Public Board members at this conference. However, it gave attendees the opportunity to compare SAIT's operations with other institutes. There were no examples of other boards "meeting in camera" all the time as SAIT's BOG has chosen to do. Gary and Chris attended the BOG Audit and Financial meeting on April 15 and the Recruitment and Retention meeting on April 22 when a presentation was made on workplace trends. The "Corporate" dislike of LAPP was not very well hidden at this meeting—and the presenter from the "Norfolk Group" put forward a case for alternatively-defined contribution options.

The BOG meeting on April 30 was poorly attended, and there was barely a quorum. Management occupied enough seats so the room did not look empty. The next event is a Team Building Dinner on May 16 in Edmonton. As well, a BOG Audit and Financial meeting is scheduled on May 21. ♦♦

## SAFAGRAM

### Editorial Board

Heather Sagan  
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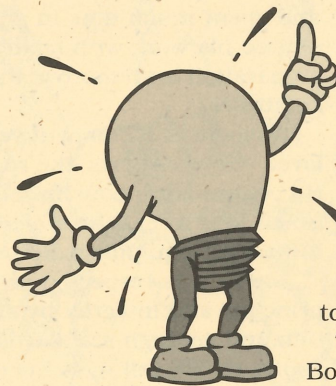
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SAFAGRAM is published by the SAIT Academic Faculty Association (SAFA) five times a year on or about the first days of October, December, February, April, and June. Deadline for submissions is the 10th of the month preceding publication. Send submissions to SAFAGRAM, care of the SAFA office, N201 or e-mail submissions to [luda.paul@sait](mailto:luda.paul@sait). Please keep submissions under 300 words, double space, and, if possible, submit on floppy disc (Mac or DOS) with an accompanying hard copy. Submissions may be edited for grammar, length, or content. SAFAGRAM editorial policy, as

approved by the SAFA Executive on June 14, 1995, is as follows:

1. The Editorial Board has the final say as to what is included or deleted from the newsletter.
2. Editorial Board decisions about newsletter material must be agreed to by consensus.
3. The newsletter will include a disclaimer stating that the views expressed in its content do not necessarily represent the views of the Editorial Board or SAFA.
4. All material included in the newsletter must
  - be signed by the author when submitted to the editors but anonymity may be requested and granted for printing.
  - be based on "reasoned argument" if personal criticism is used.
  - not involve name-calling.
  - not include sexist, racist, or homophobic comments.
  - be related to SAIT, although this will be interpreted broadly.

**The views expressed in SAFAGRAM do not necessarily represent the views of the Editorial Board or SAFA.**



Have you incorporated technology in your teaching? Do you have a technology-enhanced teaching project that you would like to let your colleagues know about? If so, we'd like to hear from you!

The SAFAGRAM Editorial Board would like to highlight some of the work that faculty

are doing with technology in a future issue, so that others might grow their own ideas/build on your ideas(?) for their own teaching. We look forward to hearing what you're doing.

Please e-mail a short summary of your favourite technology creation to [safa@sait.ab.ca](mailto:safa@sait.ab.ca).

In your e-mail, please let us know whether you would be willing to have other faculty visit your website by sharing the site address and also whether you would be willing to have faculty contact you with their questions. ♦♦

## LIBRARY REPORT



by Nora Robinson, Library Instruction  
www.sait.ab.ca/library

⇒ The recent library survey was completed by 145 students. Some of the suggestions from the students include requests for:

- Extended hours (to include evenings and Sundays)
- More computers
- More print and electronic resources
- More quiet study space

The library staff is looking at the results to see what steps may be taken to meet these needs.

⇒ The faculty/staff survey submission date was extended to May 17 because very few surveys had been completed by the April 30 deadline. Any faculty/staff who did not have the opportunity to fill out a survey and who still wish to comment on library services should drop by the library and provide their comments to a staff member.

- ⇒ On May 2, the library hosted an open house for corporate and other interlibrary loan borrowers. Twenty-six library staff from 15 external organizations came to see our new facility and to meet the SAIT library staff.
- ⇒ We finally have directional signs up in the library to help people find their way around. In celebration of spring, we have added plans to the public areas of the library—a little green to make us think that spring has arrived and summer won't be far behind!
- ⇒ As noted in the last SAFAGRAM, the library seeks input from our customers through a Talk Back Bulletin Board. In addition to the usual concerns about photocopiers, lack of quiet study space, and not enough computer workstations, we recently received one suggestion that we should allow a student to bring his/her cat—as a study aid! We replied that, if the student requires Fluffy the cat as a study aid, our Networked Learning courses would allow the student and Fluffy to be involved with the learning at home! ♦



When the owner of the Ranchman's called the Information & Communications Technologies Department looking for expertise to fix their ailing mechanical bull, Doug Andersen and Greg West, Instructors in Electronics Engineering Technology and Telecommunications Technology, stepped up to the challenge. Doug was keen to ride this jumping, twisting animal and talked Greg into working with him to fix the critter.

Doug and Greg spent Easter weekend at the Ranchman's diagnosing the problem and deciding how to proceed. This was a one-of-a-kind animal

whose creator is no longer with us. The bull ran off an old microprocessor with parts and documentation nowhere to be found.

Greg and Doug created a new control panel of switches, dials, and rewired the entire system. Two new variable speed drives were also needed to control the spinning and bucking of the bull.

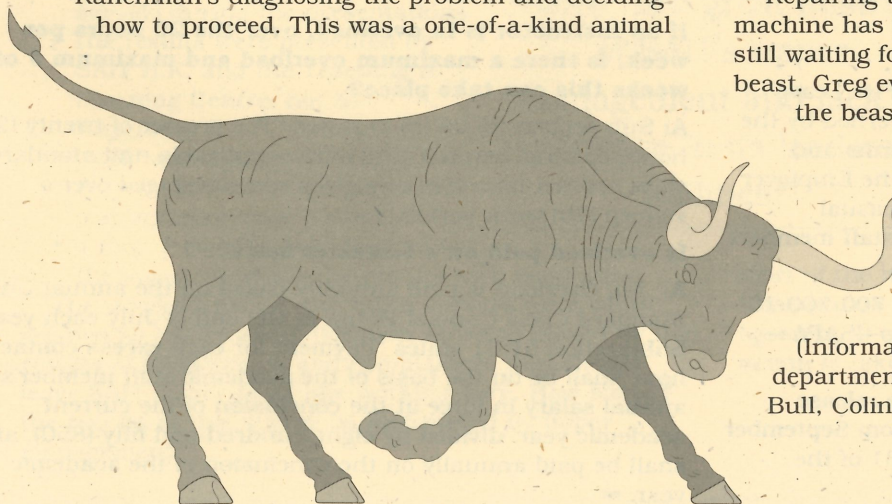
This is a work in progress. The bull is now operating 100 per cent but more modifications are needed to keep it running for the long haul. The bull now offers a wilder ride with a faster spin and a harder buck.

Repairing this lean, mean, jumping, and spinning machine has taken about 20 hours of their time. Doug is still waiting for his eight-second ride on the Ranchman's beast. Greg even has committed to mounting the back of the beast stating, "I can't let Doug have all the glory!"

The payoff for all of their hard work—the instructors brewed a party for the entire department at the Ranchman's which was held May 8.

Doug and Greg have also been awarded an Honorary Journeyman Bull-Tech Certificate from the ICBT

(Information Communications and Bull Technologies) department here on campus signed by the head of the Bull, Colin Chamberlain! ♦



FAQS  
continued from page 1

- 26.03 (a) Subject to Sub-section 26.03 (b), an academic staff member upon return to active work after a period of General Illness of less than eighty (80) consecutive work days will have any illness leave days used for which normal salary was paid at the rate of 100%, reinstated for future use at the rate of 70% of normal salary, within the same year of employment. General Illness leave days used for which normal salary was paid at the rate of 70% shall be reinstated for future use within the same year of employment, at the rate of 70% of normal salary.
- (b) **Such reinstatement shall only occur where an academic staff member has not taken any General Illness leave for the same or related illness during the first ten (10) consecutive work days following the date of return to active work.**

### Section 36 – Workload—Instructors

- 36.07 Each class contact hour which is performed anytime on Saturday or Sunday shall count as one and one half (1.5) or two (2) class contact hours respectively. Instruction on a Saturday or Sunday will be by mutual agreement between the Dean or his designate and the Instructor.
- 36.09 Assignable Work:
- (d) Qualified permanent academic staff members shall have first right to participate in instruction given after 6:00 p.m.

### Section 42 – Leave Without Pay

- 42.01 An academic staff member may upon request and subject to operational requirements and Dean/Director or designate approval be granted leave without pay for a period not exceeding one year in accordance with Guidelines and Procedures as established by the Employer.

#### NOTE:

H. R. Guidelines and Procedures 700-100-12 Leave of Absence Without Pay for All Employee Groups:

Item #5. An employee granted a leave of absence without pay shall be returned to the former position, or be placed in another position at a comparable salary.

### Section 52 – Four for Five Leave

- 52.01 The Employer will maintain a Four for Five Leave Plan for academic staff members as governed by the Plan Document. Notwithstanding the terms and conditions of the collective agreement, the Employer may use academic staff members on a casual employment basis to replace academic staff members on Four for Five Leave.

NOTE: H.R. Guidelines and Procedures 700-100-16 Four for Five Deferred Salary Leave Plan—SAFA—excerpts as follows:

The term of a leave under this plan (the release period) will be a twelve-month period from September 1st of one academic year until August 31 of the following year.

Any full-time permanent employee designated as academic staff of the Southern Alberta Institute of Technology may apply to participate in the plan.

Applications from employees are to be submitted to their Department Head by April 30th of the year of commencement in the plan.

A copy of the H.R. Guidelines and Procedures 700-100-16 is available from the SAFA office, Human Resources, or from your department.

**FAQ: Can the accrued vacation period be used as part of the notice period when an instructor resigns and/or retires?**

**A:** Yes, the accrued vacation period can be used as part of the notice period when an instructor resigns or retires.

Section 34 of the SAIT/SAFA Collective Agreement requires a permanent instructor to give six (6) weeks' written notice of resignation. This can be done prior to or during the vacation period.

**FAQ: When a SIR is completed, who should receive copies of the SIR?**

**A:** When a SIR is completed for an instructor, the instructor, Academic Coordinator, and the Dean may receive copies of the SIR?

**The negative comments from the SIR were extracted and given to H.R. Can the Coordinator do this?**

**A:** No. The intent of the SIR is to improve instruction. When there are positive and negative comments, they must be reviewed completely, and the SIR document has to be looked at in its entirety. It is not the intent of the SIR to be used as a punitive tool.

**What is the process if an employee wants to change the amount of his/her mid-month salary advance?**

**A:** Employee provides a written request to change his mid month. Employee maximum mid-month advance is 35% of his/her base salary. The employee may contact the payroll specialist for the employee's department for further information.

**How many hours can an Ed Tech III work instructing in a lab before he is classified as an instructor?**

**A:** If an Ed Tech III is instructing in a lab, then he has to be under an instructional contract or employed in a salaried position. The role of an Ed Tech III is not an instructional role.

**If an instructor is in overload, over the 20 hours per week, is there a maximum overload and maximum # of weeks this can take place?**

**A:** Sub-section 36.06 (b) (i) states "The greater of twenty (20) hours or three percent (3%) of the applicable unit standard class contact hours, in any given week averaged over a sixteen (16) week period."

**Is overload paid on a semester basis?**

**A:** No. Overload is paid annually based on the annual Unit Standard Class Contact Hours at the end of July each year. Sub-section 51.01 states "Payment for each excess contact hour shall be on the basis of the academic staff member's annual salary in force at the conclusion of the current academic year, divided by eight hundred and fifty (850), and shall be paid annually on the conclusion of the academic year. ⇄"

## Personal Files and Privacy at SAIT

by a Faculty Member

When was the last time you looked at your personal file? Did you know that there is often more than one file kept on an employee? Despite assurances in the SAIT Human Resource Development Plan that SAIT will implement a **"planned process for building and sustaining trust between management, staff and faculty associations"** (Human Resource Plan, page 2), some questions remain about open communication concerning department files.

Concerns about personal files being kept in department offices are not new. This year, SAFA has been involved in several situations where documents have been placed on members' files without their knowledge.

Human Resources maintains the "official" employee file, but each department maintains its own file—or files—and this leaves questions about the processes (or lack of processes) that are in place to protect our privacy and rights as employees.

Questions that have been raised by SAFA concerning lack of a consistent process regarding department files have not been answered satisfactorily. Some of the questions that require further response are:

- **WHY** is there a need to have additional department files on staff members?
- **WHO** has access to these files and what are the controls for access? FOIP regulations indicate that only an employee's immediate supervisor is able to view personal work-related information; however, there is concern that administrative assistants may be accessing personal files without the employee's knowledge and without signing confidentiality agreements.

- **WHERE** are the controls determining which documents can be placed on a department's employee file by a supervisor? In Human Resources, documents cannot be added to an employee's personal file without being initialed by the appropriate Human Resources advisor; however, there appear to be no such controls in place for departments that maintain their own employee files.
- **WHAT** is a "reasonable time" (as stated in the SAFA collective agreement) for a SAFA member to view his/her file? One department indicated that 5 working days were required so that the Dean of the department and administrative assistant could review the file and remove third party documents. Other departments ask for a day. Yet Human Resources have allowed faculty to see their files on very short notice.

If you wish to see your own employee files, you can do this by:

1. Asking SAFA to make an official request for you to see your department files (A SAFA representative may be present).
2. Asking your HR advisor to get it for you. ♦

## Spell Check Bloopers

(From Resumania)

- "I am very detail-oreinted."
- "I realize that my total lack of appropriate experience may concern those considering me for employment."
- "My primary goal is to be recognized."

## A Faculty Member's Perspective on the Employee Climate Survey Results ...

The results of the Employee Climate Survey are being presented to employees on a departmental basis. Some of the observations that have been made by faculty who have heard the results

- There was no representation by the Haygroup (who conducted the survey) during the presentations.
- The results were presented by SAIT H.R. and the Teaching & Learning Centre, not the Haygroup.
- Upper management initiated the survey yet no members of upper management were present.
- It took 7 months from the time of the survey to share the results with employees.

The previous ACIFA and SAFA surveys were white-washed by SAIT's administration as being biased by the results of malcontents and complainers who should leave SAIT if they don't like working here. How should the results of this survey be interpreted by upper management?

"there is a great mistrust  
of SAIT's upper  
management and lack of  
confidence in its leadership  
abilities"

All in all, massaged as it is, the survey indicates what we knew all along: there is a great mistrust of SAIT's upper management and lack of confidence in its leadership abilities. While these are very harsh words, it is very disconcerting that in the "Areas for Improvement" section of the presentation, for at least one department, this problem area was not recognized as an area needing improvement.

The next climate survey is scheduled for October 2002. This leaves 6 months to improve SAIT's business climate. (July and August are vacation and September is the start of the new educational year.) In reality, that leaves 3 months to improve years of mistrust and poor management. It's not going to happen unless some drastic action is taken by the SAIT Board of Governors. ♦

## SAFA Executive Council 2001 – 2002 and Office Staff



*L to R*

Ernie Grummett - Director  
 Cathie Dadge - Office Assistant  
 Carol Leriger - Director  
 Jack Graham - Director  
 Heather Sagan - Administrator  
 James McWilliams - Director  
 Amoel Lisecki - Treasurer  
 Mary Resch - Director  
 Ceril Kenny - President  
 Ludo Hof - Director

*Missing: Roger Wilhelm - Past Representative*

*Thank you to all the SAFA Executive and office staff for all of their time and efforts over the past year.*

### PRESIDENT'S MESSAGE



SAFA President's Message  
 by Ceril Kenny

These are difficult times at SAIT. In the last few months we have seen many employee terminations, through firings and position abolishments, some of which seemed to be operational and some of which were definitely on a more personal basis.

One major justification for the terminations was to "balance the budget." Some questions arise here: "Why are we in such a huge budget deficit position?" When was it known that this budget situation would occur?" I'm sure that the situation did not develop overnight.

Do you remember the Q&A article in News@SAIT, January 31, 2002, when Keith Pedersen was quoted as saying "It is too early to say" when asked "Does this mean some SAIT staff will lose their jobs to help balance the budget?" Within two weeks, the AUPE terminations occurred and various faculty positions have been terminated/abolished on a fairly regular basis since that time.

Management has said that we need to look at ways to improve morale. What is happening now certainly does not seem to follow that direction. Management is also looking at setting up forums to improve the results in the SAIT Employee Survey next year. We have less than 6 months before the next survey would be distributed. Do you believe in miracles?

Maybe it's time for Management to think again about where SAIT is going and how to get there, or perhaps there is an agenda which has not been shared with the majority of employees. Why are faculty not involved in some meaningful discussions which greatly affect our workplace? This is the

time to reiterate a statement that was made by the principal speaker at the opening of the Chinook Center in the Senator Burns Building. He stated emphatically that what the aboriginal students had to beware of were "fear and apathy." At the time, I thought that that was a message suitable for all of SAIT. Taking into account the recent happenings of employee firings and position abolishments, that message is now more relevant than ever. ♦♦

### Spell Check Bloopers

(From <http://www.relojournal.com/apr99/bloopers.htm>)

**Resumania** is the term coined by Accountemps founder Robert Half to describe the bloopers that appear in resumes, job applications, and cover letters. While these blunders may produce chuckles, they do little to help further a candidate's job prospects. Accountemps collects Resumania samples from businesses worldwide. Here are some of its latest additions to the file:

- "Work history: Bum. Abandoned belongings and led nomadic lifestyle."
- "Previous experience: Self-employed—a fiasco."
- "Reason for leaving last job: Pushed aside so the vice president's girlfriend could steal my job."
- "I have exhaustive experience in manufacturing"
- "Special skills: I've got a Ph.D. in human feelings."

## SAFA Executive Committee 2002/2003

**President** Ceril Kenny, Energy  
**Secretary/Treasurer** Amoel Lisecki, Centre for Academic Learner Services  
**Past Representative** Mary Resch, Information & Communications Technologies

### Directors:

**Division I** Doug Chudleigh, Construction  
 Neera Ofer, Construction

**Division II** Ernie Grummett, Energy  
 Doug Spurgeon, Information & Communications Technologies

**Division III** Carol Leriger, Health & Public Safety  
 James McWilliams, Business & Tourism

Division I - Construction, Manufacturing & Automation, Transportation

Division II - Energy, Information & Communications Technology, Centre for Learning, H.R.

Division III - Business & Tourism, Centre for Academic Learner Services, Health & Public Safety

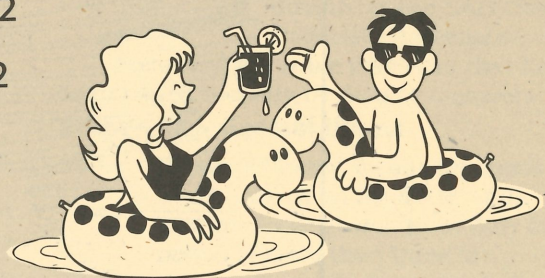
## SAFAGRAM

The SAFAGRAM Editorial Board welcomes articles and story ideas from faculty. We also welcome volunteers to serve on the Editorial Board for 2002/2003. No experience is necessary—just an interest in supporting a faculty newsletter at SAIT.

The newsletter is published five times a year with issues in September/October, November/December, January/February, March/April and May/June.

The publication submissions for 2002/2003 are as follows:

September/October	September 13, 2002
November/December	November 15, 2002
January/February	January 15, 2003
March/April	March 14, 2003
May/June	May 12, 2003



*Have a  
GREAT SUMMER!*

