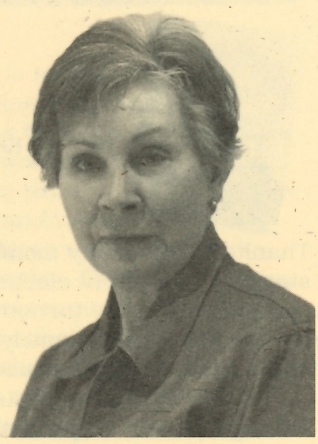


# SAFAGRAM

## A+ HEATHER SAGAN

Heather Sagan provided an invaluable service to SAIT for more than two decades. Before becoming the Administrator for the SAFA office, she was an instructor in the Business Department and an Administrative Assistant in the Mechanical Trades and Technologies Department.



In addition to ensuring that the day-to-day business ran smoothly and professionally, Heather took on additional roles in labour relations issues. She was a resource person for several arbitrations and had a significant role in the preparatory work for arbitration hearings. She also assumed the role of SAFAGRAM coordinator, a position that she held until she left SAIT.

By the time she left SAFA, Heather's job description had expanded to a five-page bulleted list, and many of the activities were beyond the original scope of the position. Below is a short excerpt from that list:

- provided administrative and secretarial support to the SAFA President, Executive Committee, Faculty Council and committee representatives, and SAFA consultant(s)
- maintained detailed and updated knowledge of the Collective Agreement, Constitution and By-laws, and SAIT policies and procedures; and interpreted them accurately to SAFA members, SAIT staff, ACIFA affiliates, and the public
- flagged any changes to the SAFA Constitution to bring forward to the Executive Committee and Faculty Council for recommendation to the Annual General Meeting
- advised the SAFA President on constitutional, ethical, political, and social matters
- prepared proposed annual budgets for Secretary-Treasurer, SAFA Executive, Faculty Council and AGM approval
- liaised with SAIT Budget and Finance on SAFA dues, accounts payable and accounts receivable matters
- prepared weekly agendas and attended all Executive Committee meetings and all Joint SAIT/SAFA Executive meetings as a recording secretary/participant
- provided continuity for the Negotiations Committee on ongoing contract issues and concerns of former bargaining teams and members' contract problems from round to round
- liaised with ACIFA, ATA, and AUPE for negotiations information exchanges
- assisted in research and preparation for hearings/arbitrations as well as by attending Arbitration Hearings
- liaised with SAFA consultant and legal counsel
- composed a variety of information columns as a member of the SAFAGRAM Editorial Board
- arranged, coordinated, and promoted all SAFA-sponsored social functions

The SAFAGRAM Editorial Board would like to thank Heather for her dedication and commitment to the Board. She was like a "walking encyclopedia" when it came to knowing any matters related to SAIT/SAFA and was the backbone of the Board—her position will be very difficult to fill.

As Heather embarks on her next career, we wish her the very best in her new position as Labour Law Assistant with the Law Department, City of Calgary. She will be greatly missed by many SAIT employees who have had the privilege of knowing/working with her over the years. ♦♦

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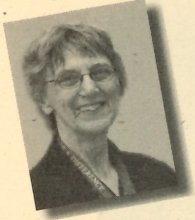
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## PRESIDENT'S MESSAGE



by Ceril Kenny

Thanks to all faculty members who allowed their names to stand for the recent elections, and thanks to everyone who voted. I believe the turnout was the best in many years, and the results were extremely close. Results like these make us realize that, as individuals, we really can make a difference.

Early in the fall semester, we will be starting preparations for negotiations. Depending on the outcome of our search for an office administrator and a labour relations officer, we will be needing faculty members to participate in negotiations (in preparatory discussions, on committees such as the benefits committee, and on the negotiations team itself).

Currently we need two Division II representatives on the Executive. We hope to fill these positions before September.

There are some good things happening presently—the Joint Advisory Committee (JAC) is discussing “irritants.” The results of the discussions that we are having will be presented to the Board, and we hope that there will be some positive changes on campus by the fall. Discussions have been ongoing all year and seem to be coming together now to have some impact by the start of the 2006/2007 academic year.

As I write this, I am preparing to take a few days' vacation followed by attendance at the ACIFA Conference. The Conference program looks great, and I look forward to seeing quite a few faculty there.

I wish everyone a fantastic summer, and I look forward to the next academic year. ♦

## SAFAGRAM

**Editorial Board**

Hilde Clovechok  
Stewart Hall  
Pat Squibb  
Wendy Strashok  
B.J. Hamilton—Cartoonist

**Layout**

Luda Paul

**Printed by**

Quick Print Graphic Services

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. Please keep submissions under 300 words, double space. 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.**

## Some Final Words from Heather to Faculty

*The following summary presents excerpts from the speech presented by Heather Sagan at her farewell function held on April 25, 2006.*

I have had a long association with SAIT beginning with teaching in the Office Administration program in the Business Department for about 14 years, working in administrative support in Business and Mechanical Trades & Technologies, and for the past 10 years, as Administrator for SAFA.

When I accepted the position with SAFA and resigned from Mechanical Trades & Technologies, the Dean at the time said, “You don’t strike me as a union person.” My response was, “I am not a union person, but it’s all about treating people fairly and having open, honest communication.” After 10 years of working for SAFA, I believe that is even more important. What is a union person? Faculty members have rights under the Post-Secondary Learning Act and under a collective agreement. Even outside collective agreements, employees have significant employment rights. Simply put, a union advocates for employment rights on behalf of its members, and I certainly support that concept.

During the 10 years working for SAFA, I have worked with four Presidents, and for seven of those 10 years, I have worked with two Presidents—Ceril Kenny and Ed Logue. Although Ceril and Ed bring their own individual perspectives to the position, they both advocate on behalf of faculty members. I thank them both for their support over the years. I would like to thank the office staff whom I have worked with—Cathie Dadge, Kathie Dann, and Ann Kostiuk. I would also like to acknowledge the work that Floyd Johnson does for the Association. Over many years, Floyd has made a very significant contribution to SAFA, and when he decides to retire, SAFA will never find a replacement for him.

I encourage faculty members to get involved in the Association—it needs the support of faculty. I would like to thank the SAFA Executive Committee and all of you for coming this afternoon. Hopefully our paths will cross again in the future.

Thank you. ♦

## SAIT Golf Tournament



**Douglasdale Golf Course**

**June 26—8 a.m.**

**Shotgun Start**

**To register—**

**see one of our committee members:**

Kelly Hollstein (7296 - MA215C)

Amanda Roberts (7025 - MC221H)

Lorraine Kramer (8066 - T219), Pat Ryan, (7042 - E184)  
Ron Whitford (4013 - MA209), or Stu Birkett (8752 - MB02)

18 Holes of golf, meal, and prizes—\$55 per person  
Only 80 spots available and many are already gone.

*Don't delay.*

## LIBRARY REPORT



by Dave Weber (284-8476) and  
Nora Robinson (210-4073)

### ⇒ New Student Photocopiers

Two new coin/card-operated student photocopiers were installed in April. The new card-reader feature has doubled the functionality of the Library cash card. For almost ten years, the card was used solely for purchasing prints from Library computer workstations.

### ⇒ Renovations

The Information Desk expansion design has been finalized. The Information Desk now includes a staff work island that will allow unobstructed sightlines to our existing entrance and will include an expanded computer workstation space.

### ⇒ Magazine Collection

Current issues of new popular magazines such as *Canadian Gardening* and *Sports Illustrated* have arrived. They are on display in our comfortable seating area near the Level 1 north bay window. We will be adding approximately fifty popular magazine subscriptions to the collection.

### ⇒ Library Web Page Development

We're redesigning our web page to make our resources and online services easier and quicker to locate. See our new look at [www.sait.ca/library](http://www.sait.ca/library) this fall.

### ⇒ Collections Development

The regular collections budget was enhanced by the infusion of several special grants totalling over \$300,000. These funds were used to obtain more material in all formats ranging from books to E-resources.

### ⇒ STEP Summer Student

Kelley Nutbrown (first-year Library & Information Technology student) has joined the Library as our 2006 Summer Temporary Employment Program staff. Kelley will be busy with projects such as collection development.

### ⇒ Upcoming Library Restricted Service Hours

The Library Staff Professional Development Day is scheduled for June 21. Library service hours will be 8 a.m. – 12 p.m.

### ⇒ E-Resources Session for Faculty

Kat Johnston and Nora Robinson will instruct two faculty e-resources training sessions on June 8 in the Library classroom from 10:00 a.m. – 11:30 a.m. for Science Technology & Special Databases and from 1:30 p.m. – 3:00 p.m. for Business & General Databases.

### ⇒ Alberta Association of College Librarians Spring Meeting

Forty librarians from Alberta colleges, SAIT, and NAIT attended the spring meeting of the Alberta Association of College Librarians. The afternoon workshop program included presentations by Kristine Plastow (Red Deer College), "Internal Library Communication: A New Tool"; David Brown (University of Calgary), "The Future of the Online Public Access Catalog"; Margie MacMillan (Mount Royal College), "Exploring the Changing Information Environment"; and Kit Wilson, Manager (Lois Hole Digital Library Project), on the progress of the Lois Hole Campus Alberta Digital Library initiative. This collaborative initiative, which was announced in the 2006 Alberta Throne Speech, will bring thousands of electronic resources to post-secondary institutions across the Province.

### ⇒ Student Library Survey

For the first time, the Library used an online survey creation/management tool. SurveyMonkey.com makes both survey development and response easy. Over 2,000 students (double the 2005 number) completed the survey. The survey results were rolled out to the Library staff on May 17. A public report will be issued during the summer, and we'll start working on the student recommendations. ♦♦



## Toils of Creating the Perfect Timetable

by Alex Reed

At the start of every new term, like clockwork, SAIT students and faculty have a course schedule in hand to guide them through their daily activities. It's an expectation of every SAIT student and faculty member, and it's a critical element of student success at SAIT. Finalized course schedules don't just magically appear. Timetabling is time-consuming, and it takes a dedicated team of professionals on the Program Setup and Timetabling (PST) team in Customer Services to meticulously manage the process.

The Program Setup and Timetabling team has spent a great deal of time debriefing the results of the fall and winter term schedules. They, along with our academic colleagues, assessed the issues and developed strategies to improve the process and output.

The scheduling cycle begins with the collection of course requests, including the delivery pattern, start and end date, classroom or lab requirements, and instructor and scheduling instructions. Each program coordinator reviews and adjusts this data in a web-based database called the Scheduling Data Collection System. The data is then used to assess pressure points for room and equipment shortages prior to creating timetables.

For the most part, SAIT programs are scheduled conflict-free by academic block (group of required courses for a particular body of students) under some very limiting conditions. For example, did you know that SAIT has over 140 teaching/delivery patterns while the norm for most schools is about 20, or that any faculty/program constraint seriously limits our ability to create great timetables, or keeping up with changes due to renovations, faculty hiring, changes in quotas or programs only adds to the complexity of the quest for the perfect timetable? There are some programs in which students are responsible for choosing their own schedule, and the PST team must work to accommodate those students as well.

The volume of course deliveries is increasing as SAIT grows. An electronic tool, TPHi, helps to manage the volume by streamlining the process to create the schedules and assign the classrooms. When working through the timetabling process, there are three primary resource factors considered: students, instructors, and rooms. The SAIT Scheduling Principles cover these factors and ensure the end result is student-centric timetables. The Principles are applied to both students and instructors in the database. Using both the TPHi and Banner systems, the process of coding courses to meet the SAIT Scheduling Principles and the academic department requests take an estimated two months. The development and editing of the timetables take another two months.

The goal is to have schedules completed at least one month prior to the semester to allow both students and faculty time to plan their personal time, and to make daycare or part-time work arrangements. Due to the vacation time that most instructors take through the summer months, we aim to have finalized schedules by the end of June/beginning of July.

When students and faculty have their course schedules in hand at the start of every term, it's thanks to an intricate scheduling system that works to optimize the allocation of resources and the distribution of space more equally among course deliveries under some very difficult conditions. ♦♦

## SUMMER WON'T LAST FOREVER!

by Human Resources

Yes, it is that time of year, ladies and gentlemen—VACATION TIME! We all know that it will end, so enjoy your break, take time to relax, have some fun in the sun; BUT WAIT—we are still HIRING!

While you are relaxing and enjoying your well-earned time away, remember that recruitment will continue. Take a moment every now and then to look at the SAIT career site [www.sait.ca/careers](http://www.sait.ca/careers) for any opportunities that may be available and are of interest to you.

Are you also aware that you could earn extra cash by referring a friend? The REAP Program has been developed to identify exceptional potential employees as well as encourage SAIT Employee, Alumni, and Retiree participation in the recruitment process and to reward that participation. For more information, visit our website at <http://www.sait.ca/support/humanresources/REAP.htm>. ♦♦

## TO ALL SAFA MEMBERS

Please Join Us

For the ANNUAL



**WHERE: Gateway**

**WHEN: June 8, 2006**

**TIME: 3 p.m. – 6 p.m.**

**DELICIOUS FOOD & DRINKS!**

**GREAT COMPANY!**

**HOPE YOU CAN MAKE IT!**

**This function is complimentary  
and open to only SAFA members  
and invited guests.**

## The 2006/2007 SAFA Executive Committee

**President:** Ceril Kenny, Centre for Academic Learner Services

**Secretary-Treasurer:** Ray Gauthier, Business & Tourism

**Directors:**

**Division I** Tim Thomas, Construction  
Morgan Chetty, Manufacturing & Automation

**Division II** Vacant  
Vacant

**Division III** Meena Kumar, Health & Public Safety  
Shoaib Nasir, Centre for Academic Learner Services

**Past Representative:** Allan Devereaux, Information & Communications Technologies,  
September 1, 2005–December 31, 2006

**Academic Council:**

**Division I** Brad Kingdon, Manufacturing & Automation,  
September 1, 2005–June 30, 2007  
Vacant  
September 1, 2006–June 30, 2008

**Division II** Dave Samson, Information & Communications Technologies,  
September 1, 2005–June 30, 2007  
Lois Hayward, Human Resources  
September 1, 2006–June 30, 2008

**Division III** Diane Skene, Centre for Academic Learner Services,  
September 1, 2005–June 30, 2007  
Vacant,  
September 1, 2006–June 30, 2008

**SAFA Executive:** To be appointed September 2006

**Board of Governors Representatives:**

Doug Chudleigh, Construction,  
July 1, 2005–June 30, 2007  
Lyndal Turner, Manufacturing & Automation,  
July 1, 2006–June 30, 2008

*A by-election will follow for the vacant positions. ♦♦*

## Quotes on Education

from the Web

It is the mark of an educated mind to be able to entertain a thought without accepting it.

*Aristotle*

The roots of education are bitter, but the fruit is sweet.

*Aristotle*

Education is an ornament in prosperity and a refuge in adversity.

*Aristotle*

An educated person is one who has learned that information almost always turns out to be at best incomplete and very often false, misleading, fictitious, mendacious—just dead wrong.

*Russell Baker*

I read Shakespeare and The Bible, and I can shoot dice. That's what I call a liberal education.

*Tallulah Bankhead*

Learning, n. The kind of ignorance distinguishing the studious.

*Ambrose Bierce*

Education, n.: That which discloses the wise and disguises from the foolish their lack of understanding.

*Ambrose Bierce*

Education is learning what you didn't even know you didn't know.

*Daniel J. Boorstin*

No man who worships education has got the best out of education... Without a gentle contempt for education, no man's education is complete.

*Gilbert K. Chesterton*

Why should society feel responsible only for the education of children, and not for the education of all adults of every age?

*Erich Fromm ♦♦*

## Thanks to Faculty



Thank you to the SAFA office staff and Executive Committee for arranging a farewell on my behalf when leaving SAFA. It was great to have the opportunity to see so many faculty members and receive your good wishes in venturing to a new position. (A special thank you to Ray Gauthier for preparing all of the great food.) I also appreciated receiving the many emails and kind words from faculty who stopped by the SAFA office. Thanks to all of you.

I hope that you have a well-deserved vacation and wish you all the best in the next academic year. ♦♦

Sincerely,  
Heather Sagan

Thanks for calling. Please leave a message.  
In case I forget to check my voice-mail, send me an e-mail,  
and a Fax reminding me to check for e-mail, then call back  
to remind me to check my mail slot for the Fax.



Communicating in the new Millennium