

# Welcome Back

FILE COPY



by Ceril Kenny, SAFA President

Welcome back for the 2002/2003 academic year. Hopefully, most faculty had a restful summer, although I know some faculty were working over that time. It seems that once a semester starts, we all "hit the ground running" and the summer break becomes just a (hopefully) pleasant memory.

By now, the new Instructor Handbook should be in your possession.

When the Handbook was being prepared, SAFA requested that a short submission be included. Our submission has not been included, but I will excerpt some of it here. It reminds us all of why the Association exists and what we, as Association members, do.

- The SAIT faculty members are ultimately responsible for offering instruction that has made SAIT the institution of choice for learners in such diverse fields as engineering technologies, business, health sciences, communications, hospitality, and apprenticeship training. Through the SAIT Academic Faculty Association (SAFA), the Association attempts to ensure that the working relationships at SAIT are conducive to the continuing quality of SAIT instruction.
- The Faculty Association is mandated by the Technical Institutes Act and Section 37 (3) stipulates that "Each academic staff association shall have the exclusive authority, on behalf of the academic staff members, to negotiate and enter into an agreement." Instructors, academic coordinators, librarians, and educational counselors are members of the SAIT Academic Faculty Association. The Collective Agreement between the SAIT Academic Faculty Association and the SAIT Board of Governors outlines the working conditions of academic staff members.
- The Association Executive is charged with managing the business of the Association and consists of a President, Secretary-Treasurer, a past representative, and six directors (two appointed from each of three academic divisions).
- The President of the Association is an instructor who has a 50% off-load and maintains office hours most afternoons in the SAFA office. The Association office is staffed by a full-time executive administrator and a part-time office assistant located in Room N201 of the Senator Burns Building. We invite you to visit the office to obtain information about employment at SAIT, policies and procedures, and to chat about the importance of the Association to faculty members.
- You should have received a copy of the current SAIT/SAFA Collective Agreement, and we will be pleased to review any section of the agreement with you. If you have not received a copy of the agreement, you can pick one up at the SAFA office or we can send you a copy through interoffice mail.

To our new instructors, congratulations on your acceptance of a position at SAIT. We wish you all the best in your teaching career.

The SAFA Executive will be holding "drop in" information sessions throughout the year and we look forward to meeting you. The first one is planned for Wednesday, November 6, 4:00 - 6:00 p.m., in MacDonald Hall, Room MA114 Heritage Building.

Welcome back and have a great year. ♦♦

## SAFA Executive Committee

Ceril Kenny, *President*  
 Amoel Lisecki, *Secretary-Treasurer*  
 Mary Resch, *Past Representative*

### Directors, Division I:

Doug Chudleigh, *Construction*  
 Nurit Ofer, *Construction*

### Directors, Division II

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

### Directors, Division III

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

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## SAFA Office staff

Heather Sagan (*full time*)  
 Cathie Dadge (*part time - Tuesday & Wednesday*)

SAFA NEWS



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## FAQs



by Heather Sagan

**FAQ: Instructors Hired as Casual Employment**

**A:** "Casual employment" is non-permanent employment on an hourly basis.

**FAQ: How many hours is an instructor required to work on a casual basis before being moved up on the salary grid?**

**A:** An instructor is required to work one year (full-time equivalent) to increase on the salary grid.

**FAQ: Do instructors working on a casual basis qualify for overtime and overload?**

**A:** Yes. Section 49 Overtime and Section 51 Overload do apply to instructors employed on a casual basis.

**FAQ: What is the benefit of being hired into a temporary salaried position?**

**A:** Instructors employed in a temporary salaried position are eligible for health care benefits, accrue 3.5 days vacation per month, and have the option of contributing to Local Authorities Pension Plan (LAPP).

The benefit to the Institute is that there is a commitment to employees which ultimately benefits programs and students.

Instructors working less than full time can be employed in a temporary salaried position on a part-time basis.

## SAFAGRAM

### Editorial Board

Hilde Clovechock  
Heather Sagan  
Pat Squibb  
Wendy Strashok  
B.J. Hamilton—Cartoonist

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### Printed by

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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. 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.**

**FAQ: Can employment on a casual and temporary salaried basis count toward the probationary period?**

**A:** Yes. Both employment on a casual basis and a temporary salaried basis can count toward the probationary period. At the discretion of the department dean, prior employment can be counted toward the probationary period and a portion of the 24-month period can be waived or reduced.

An instructor who has previously been employed by the Employer may, at the discretion of the employer, have such previous employment considered as part of the probationary period.

**FAQ: What is a reasonable time for H.R. to process MIPS credits?**

**A:** A reasonable time for the process of MIPS credits is two months. If you do not have MIPS credits processed, and are not granted the movement on the salary grid within a two-month time frame, contact the SAFA office. If there are any adjustments on the salary grid, it must be made retroactive to the instructor's hire date.

### Know Your Collective Agreement

#### Section 14 Professional Development, sub-section 14.04

The Employer shall contribute an amount such that \$600.00 is available over a twenty-four (24) month period for each salaried academic staff member for individual short-term professional development.

#### Section 17 Probationary Period, sub-section 17.03

Within the first two (2) months of employment, the Dean/Director or designate will meet with the probationary academic staff member and provide in writing an appropriate role definition, the criteria for evaluation, and established expectations. Formal meetings between the two shall be held at least every six (6) months during the probationary period.

#### Section 19 Disciplinary Action, sub-section 19.01

When disciplinary action is taken against an academic staff member, that academic staff member shall be informed in writing as to the reason(s) for such action . . .

**ADVICE FROM SAFA:** Do not attend a disciplinary meeting, or a potential disciplinary meeting, unless a SAFA representative and the department H.R. Advisor are present.

#### Section 23 Supplies and Equipment, sub-section 23.01

The Employer in consultation with academic staff members shall make available to all academic staff members the books, texts, software, and other instructional materials deemed by the Employer to be necessary to the performance of their duties. ♦



## LIBRARY REPORT



by Nora Robinson and Dave Weber,  
Library Instruction  
[www.sait.ab.ca/library](http://www.sait.ab.ca/library)

- ☞ It's been a busy fall so far in the Library. Over 1800 students have participated in one of our library instruction or orientation activities since July. We also had the opportunity to talk with the new instructors during the New Instructors' Workshop in August.
- ☞ The Library has had some staff and service changes. Nadia Nastov has moved from the Centre for Learning offices to the Library to provide us with administrative assistance. We have also hired two new staff members to provide assistance during the evening and Saturday hours. Kristian McInnis and Kathleen James joined the library staff in September. Both are graduates of the SAIT Library and Information Technology Program. With the hiring of staff specifically for the evenings and Saturday, full time library staff will be more available to assist library users during the day. We are also now staffing an Information Desk on Level 0 to assist students and staff in locating material and information in the circulating collection.
- ☞ The Library lost two positions in last June's Centre for Learning staff cuts. Sandy Wilson, who looked after the playback service, and Bobbi White, who worked in the Library Support Services area, have both left SAIT. As a consequence, the Library is no longer offering the classroom playback service. You may, of course, still book material for classroom use. Pickup of pre-booked materials is now available at the Level 1 Information Desk. For more information, please check the library website, [www.sait.ca/library](http://www.sait.ca/library) (click on About Us or Library Information/Resources for SAIT Staff and Instructors).
- ☞ In response to numerous complaints about noise and litter, we are implementing two new policies. You can no longer bring hot food or meals or beverages in open or non-spill proof containers into the library. Level 0 has been established as the "quiet study" floor and we are discouraging conversation. The use of cell phones has also been banned throughout the library.
- ☞ Marquis Bureau, our former Dean, resigned in August. The Library reports to Pat Martens, Dean, Centre for Academic Learner Services and now Acting Dean, Centre for Learning. We look forward to working more closely with the CALS faculty and staff. ♦♦

## Technical Institutes Act Legislation Review



by Heather Sagan

Alberta Learning has announced a general review of the legislative framework for post-secondary education in the province. The Colleges, Technical Institutes, Universities, and Banff Centre Acts will be open for review in 2003.

ACIFA, as the primary stakeholder for the colleges and technical institutes, has been invited to provide input on the basis of a short questionnaire provided by Alberta Learning.

The questionnaire outlines the themes arising

from issues raised by various stakeholders in recent years, and ACIFA is asked to comment on them specifically or to analyze the current legislation itself, section by section.

According to the invitation ACIFA received, exact wording and legal definitions will be the Ministry's job. ACIFA is being asked to provide policy directly, and all sections of the Act are up for consideration.

### How does this affect SAFA?

The Technical Institutes Act stipulates that there will be an academic staff associ-

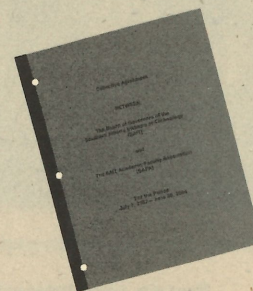
ation (Section 37). It also stipulates that each academic staff association is established as a corporation and consists of the academic staff members of the technical institute. In addition, the academic staff association shall have the exclusive authority, on behalf of the academic staff members, to negotiate and enter into an agreement.

Section 39 stipulates that the board (Board of Governors) and the academic staff association shall enter into negotiations for the purpose of concluding an agreement. ♦♦

## Super Stumper

Which section and sub-section of the SAIT/SAFA Collective agreement gives permanent instructors first right to participate in evening classes? What is the exact wording?

The first person to contact Heather Sagan in the SAFA office, **on Friday, November 8**, with the correct answer will win two tickets to the Highwood Dining Room for lunch. ♦♦





# Show Me the Money!!

## Demutualization of Mutual Life



by Heather Sagan

In March 1999, Mutual Life recommended to its policyholders that it demutualize; i.e., change its status from that of an entity owned

and controlled by its policyholders to an entity owned and controlled by shareholders.

As a result of this, in July 1999 SAIT elected to take a one-time cash payment from Mutual Life of \$1.18

million. In October and November 1999 administration met with SAFA and AUPE and had discussions about the possibility of returning a portion of these funds to employees. Following these meetings, a letter was to be sent to SAFA and AUPE from SAIT administration. No letter was issued to employees at that time. SAFA received a letter in November 2000 clarifying questions that had been raised by SAFA at Joint Advisory Committee (JAC).

In the Fall of 1999, the NAIT Academic Staff Association (NASA) became aware that NAIT also received funds from the demutualization of Mutual Life. NAIT administration advised NASA that no portion of these funds

would be returned to employees. NASA decided to bring a court action against NAIT. In August 2002, Judge William Wilson of Alberta Court of Queens Bench handed down a judgement that a portion of funds belong to the academic staff members. (Check [www.lancaster.com/about/headlines](http://www.lancaster.com/about/headlines) for detail of this decision.)

At the SAIT/SAFA Joint Executive meeting on September 25, 2002 the SAFA Executive inquired about the status of the demutualization funds at SAIT. The response from the SAIT Executive was that there may be an appeal by NAIT admin-

istration, and SAIT will wait for the final outcome of the NAIT legal proceedings.

The SAIT Academic Faculty Association (SAFA) filed a statement of claim in March 2001 to protect faculty members' rights regarding the demutualization funds. The intent at the time of filing the claim was to wait for the result of the legal proceedings at NAIT.

The SAFA office continues to get inquiries on this, and we will keep you informed as information becomes available to us. ♦♦

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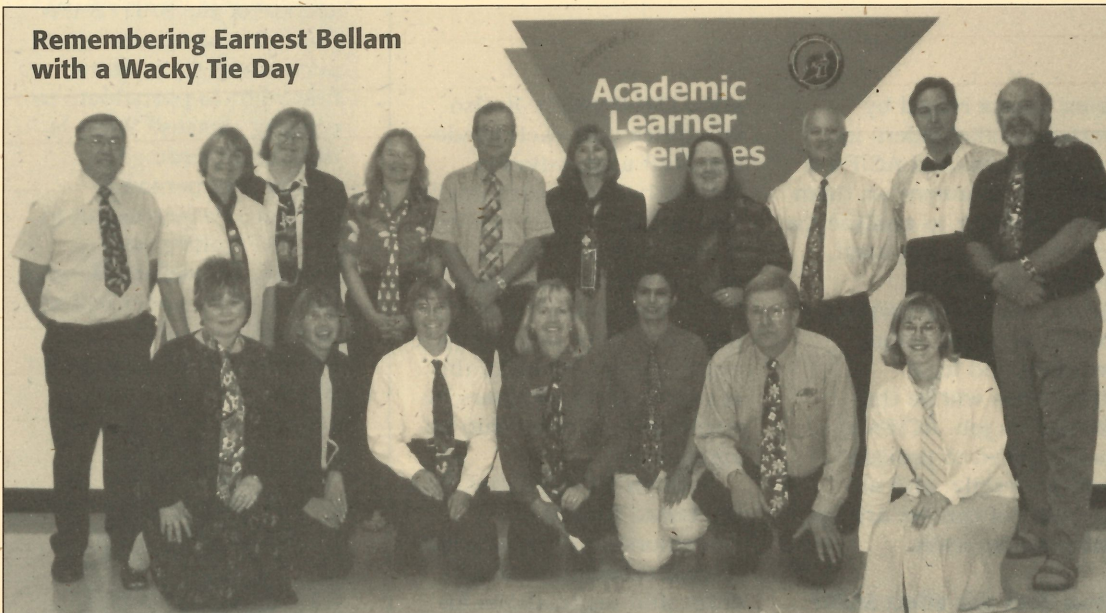
## Staff Seats in Continuing Education Classes

SAIT will continue to offer complimentary seats in Continuing Education courses for employees this year; however, effective January 2003, registration for complimentary seats in Continuing Education courses will be accepted only on or after the date the course(s) commences and will be based on availability to ensure that seats are first made available to our customers.

If faculty require a continuing education course for work-related professional development, please contact your Dean. Based on approval from the Dean and if within budget availability, departments may elect to pay the registration fee for Continuing Education courses for professional development.

If you would like to obtain more information or are interested in registering for Continuing Education courses, contact the Customer Services Department at 7248. ♦♦

### Remembering Earnest Bellam with a Wacky Tie Day



Back row: Borden McLeod, Margaret Wawrzyniewica, Isabella Labonte, Tracy Fawcett, Art Schlenker, Kim Lambrecht, Jennifer Morgan, Gord Nixon, Wayne D'Andrea, Franz Dinnendahl  
 Front row: Laura Anderson Ho, Betty Hersberger, Carol Ross, Diane Skene, Pam Bhullar, Len Molberg, Sonja Tiltman



## 2001 SAIT Employee Survey—Faculty Response

### Why do you think faculty responded as they did to these questions?

The 2001 SAIT Employee Survey—Faculty Responses were presented to the SAFA Executive. In the Overview of Survey Results some observations that may be of interest to faculty include:

**Fairness, Equity, and Treatment**—treating employees with respect and applying policies and work rules equitably/fairly.

### Q 51 SAIT backs faculty in dealing with academic dishonesty.

Response: 22 % responded Very Good or Good  
27% responded Average  
51% responded Poor or Very Poor

Why would 51% of faculty respondents respond unfavourably to this question? Have you had experiences that substantiate this result?

What can be done by the Institute so that faculty members respond favourably to this question?

**Value of Work and Contribution**—providing opportunities for skill use and development, input, decision-making, appreciation of efforts, and sense of contribution.

### Q 55 SAIT takes employee interests and concerns into account when making important decisions.

Response: 14% responded Very Good or Good  
27% responded Average  
59% responded Poor or Very Poor

At the SAIT/SAFA Joint Executive meetings, the SAFA Executive Committee has requested that the process for reviewing policies at SAIT include the constituent groups. This was the process in the past and seemed to work quite well. Academic policies are now reviewed at Academic Council and faculty members on Academic Council have an opportunity for input. The SAFA Executive believes that all faculty members should have the opportunity for input on all policies as many affect their employment at SAIT.

### What do you think? Should faculty have a process for input into policy-making at SAIT?

We would like your feedback. Please e-mail [safa.@sait.ab.ca](mailto:safa.@sait.ab.ca) or send your comments through interoffice mail. ♦♦

## Campus-Wide Assistance For You & Your Students

by Lynn Hoover, Enrollment Management Project Coordinator

### LEARNER SUPPORT PRODUCTS

It's 1:15 p.m. and that student you've been concerned about is late for your class . . . again, or maybe not attending at all. His grades are slipping, but you know he has potential. Is he experiencing financial burdens or other personal issues? Does he have a learning disability? Is he having difficulty fitting in? Whatever the case may be, there are resources on campus to help.

To support Instructors and Coordinators and improve the quality of student life on campus, the Enrollment Management Project, sponsored by Gordon Nixon, the VP Academic, is diligently working to improve awareness of student products and services with instructors and students.

One of the Enrollment Management Project Teams—the Learner Support Products Team—is currently working to promote student services that are available. Instructors are now learning more about these resources at the TLC's Instructional Skills Workshop (ISW) and Instructional Skills Program (ISP). Customer Services, the Library, Learning Assessment & Skills Centre, SAITSA, Alumni Relations, Health Services, Counselling Services, and more are available to help you help your students experience success at SAIT and acquire the support they need.

The Transportation Department recently kicked

off awareness for promotion of learner products and services provided across campus with the Aircraft Structures (ACST) program and the Heavy Equipment Technician (HET) program as a pilot project. Members of the Enrollment Management Team and representatives from the support services met with

Instructors of these programs to help further educate them on how to help their students. The HET program scheduled guest speakers to inform their students of such things as library services, customer services regarding fees, loans, scholarships, etc., Alberta Apprenticeship, Learning Assessment & Skills Centre, and Counselling Services.

With accountability for many students and several courses, instructors have limited time for focused attention on individual students. Knowledge of the available resources on campus to refer your students will help make the learning process a little smoother for everyone.

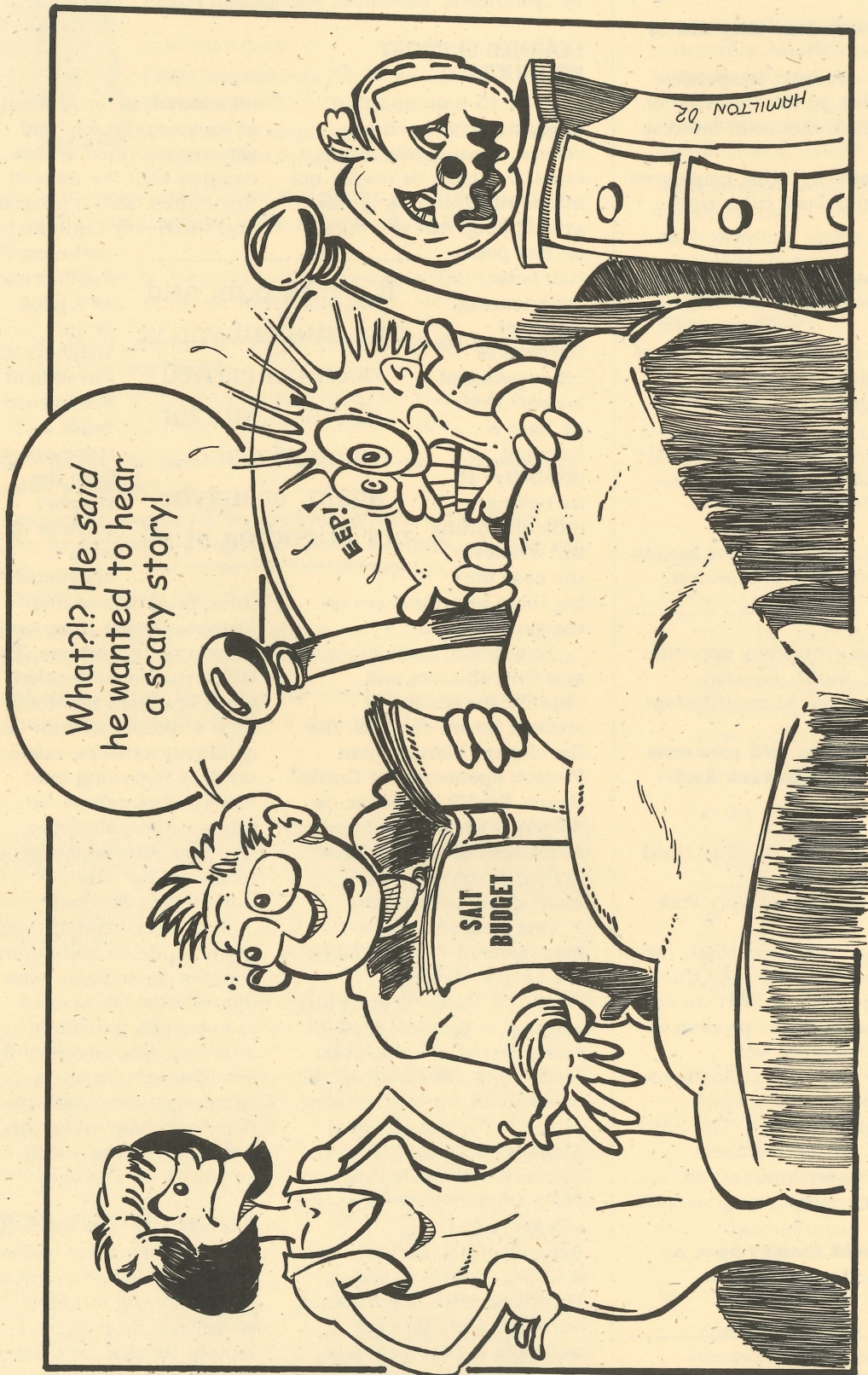
### RETENTION—ORIENTATION

Inevitably, there will be lost individuals the first day of classes and students scrambling to pick up a laptop, ID card, or U-Pass; but you may have noticed a greater number of "better prepared" students when classes began this semester.

*Continued on Page 6*

It's 1:15 p.m. and that student you've been concerned about is late for your class . . . again, or maybe not attending at all.





*Campus-Wide Assistance  
For You & Your Students  
continued from page 5*

As part of another Enrollment Management initiative, the Retention Team implemented an Orientation Work Team to redesign Orientation. The goal is to help support student retention at SAIT. Studies show that the first six weeks of a student's program are critical to his/her success and retention. Orientation is an opportunity to introduce our new students to the campus, to the staff, and to each other. This semester's students experienced a warm welcome at a pep rally after individual program orientations. The rally was followed by a campus tour guided by volunteer staff, faculty, or students and included a barbecue lunch on the Commons and pick up of IDs, U-Passes, and lockers.

Minor setbacks were experienced, such as line-ups. The committee is welcoming feedback, so that the orientation improvements can be fine-tuned. Overall, the feedback has been extremely positive, and we hope that you will join us at future orientations to welcome and interact with our new students.

The Enrollment Management Project consists of a number of people across campus, including academic departments, customer services, and marketing and communications, who are members of different teams including Customer Process, Loading and Scheduling, Recruitment, Communications Systems Data Management, Learner Support Products, Retention, and Orientation.

To get involved with January Orientation or for details on Learner Support Products and Services, contact

krista.duckworth@sait.ca. ♦♦