

SAFAGRAM

President's Message

By Blair Howes



Hello Faculty,

I hope you have all had a relaxing summer and enjoyed your well-earned time off. As we get ready for the fall and a new season of instruction, there are a few important things to remember: we are under a new Collective Agreement and a fresh start for SAFA and SAIT.

Repeated from my earlier e-mail this fall and some follow-up to a few things not mentioned, this article may come across more like a public service announcement than our usual SAFAGRAM articles.

As per the new Collective Agreement, there are new personal days that can be used in the calendar year, and as we are creatures of habit, some of us may still be using old saved copies of HR-11 forms. Please visit **SAIT NOW** and download the new forms. The changes would be the new codes for the Forms: **245** is for SAFA personal days and **215** is for family illness days.

Al Brown will summarize the highlights of the Agreement in his article. Watch for the Town hall invitations from **Kathie Dann** for a time and place near you for a visit from Al and me to go over the Agreement and answer any questions.

In like a lamb and out like a lion (who started that anyway) October roared in with a record snowfall dump and to a city underprepared for the event (my rant).

Some of you may have noticed the **bright red benches** around the campus. These are the new designated smoking areas for those of us who partake in that pastime, I have attached the map supplied by Brad Boser and would remind everyone about SAIT's smoking policy (HS.1.4 and procedures HS.1.4.1) all found on SAIT NOW which are aligned with the City of Calgary Bylaws. I would remind everyone that SAIT has an EFAP program through Homewood Health, and there is a smoking cessation program that can help you quit the habit if that was on your New Year's resolution list. I myself have used a program and did stop for almost eight years but that's another story.

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SAFAGRAM is published by the SAIT Academic Faculty Association (SAFA) five times a year usually closer to the end of the months 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 kathie.dann@sait.ca. Please keep submissions under 300 words, double-spaced. 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.

<http://www.safacalgary.com/>

Labour Relations Officer (LRO) Report

By Al Brown, LRO



Welcome back everyone!

It's been a busy time since the last SAFAGRAM!

As you are all well aware, we ratified the new Collective Agreement (CA) prior to the summer break. Over the summer, I received many questions regarding the many changes contained in the new CA.

Since then, Blair Howes (new SAFA President) and I have hosted a series of “town halls” across all of SAIT’s campuses to shed light on the new entitlements.

Although there is **no** provision for a cost of living raise in the first two years of the term of the Collective Agreement (2017/18 and 2018/19 Academic Years), there are several changes that will have positive benefits on the working lives of SAFA members—not the least of which is across the board reductions in Class Contact Hours (CCH).

Other changes that have a positive impact on work/life balance are the removal of the requirement for a doctor’s note after 3 days—**not required now until after 10 days**. The ability for members to use up to 10 days during a calendar year for absences due to family illness and/or bereavement (in the case of a death in the immediate family) is also significant as well as the addition of **2 personal days** for use as you see fit and a **workload appeal process**.

The designation of instructors formerly known as fee for service instructors as academic staff members resolves a long-standing friction between SAIT and SAFA. This group of instructors will now be entitled to SAFA representation.

Finally, it’s important to note that SAIT and SAFA will reconvene by May 15, 2019, to negotiate a salary increase. If we are unable to come to an agreement at the bargaining table by September 30, 2019, we can proceed to **binding arbitration**.

If you have any questions or comments, please stop by the SAFA office N201 in the Burns Building or contact me directly at Ext. 4067 or e-mail al.brown@sait.ca.

In solidarity...

Key Highlights & Significant Changes

Monetary

Section 2 – Effective Date and Term

Three year collective agreement commencing July 1, 2017 (retroactive) and ending June 30, 2020.

- July 1, 2017: 0% cost of living adjustment with no change to the current salary table
- July 1, 2018: 0% cost of living adjustment with no change to the current salary table
- July 1, 2019: Wage re-opener on salary table only, with dispute resolution to be compulsory interest arbitration with a prescribed timeline—negotiations to start no sooner than May 15, 2019 and, if there is no agreement at the bargaining table, either SAIT or SAFA may refer the dispute to binding arbitration no sooner than September 30, 2019.

Non-Monetary

Section 36 – Workload

The total amount of Class Contact Hours (CCH) required for each institutional unit will be averaged over **15 weeks** instead of 16 weeks. These changes shall be effective **January 1, 2019**.

Faculty will continue to work the same 40-hour work week (averaged monthly or annually) for the same rate of pay. The change to CCH loading is to ensure adequate hours outside the classroom to support what happens in the classroom, both equally important in contributing to student success outcomes.

Business	540		
Hospitality & Tourism	540	735	
Core Service Instruction	555		
Construction	570	585	645
Health & Public Safety	570		
Information & Communications Technologies	555	615	675
MacPhail School of Energy	570	615	
Manufacturing & Automation	585	645	
Transportation	675		

Addition of a definition of Class Contact Hours as:

“hours spent lecturing and/or supervising students in the classroom (physical or online), lab, shop or on Practicum.”

Addition of a definition for Scholarly Activity and 33% offload for any assigned Scholarly Activity.

A new Letter of Understanding (LOU) commits SAIT and SAFA to working through issues related to workload assignment and provides faculty with an expedited process to grieve such assignments based on set criteria.

Existing LOU language from the workload study committee is now incorporated as part of this section.

Please Note for this academic year ONLY: The new, lower CCH loading comes into effect January 1, 2019. So, for this academic year only, there is a “transitional” CCH loading. This is an average of the old loading numbers and the new. This “transitional” CCH loading number will be the threshold for Overload this academic year. There is a possibility that individual loading will not actually decrease till next academic year (2019/20) which means you may find yourself in Overload by the end of the current academic year. I’ve attached all three CCH charts.

Other Changes, Amendments, Deletions, and Additions

Section 3 – Jurisdiction

Fee-for-Service Instructors will be re-named as **Adjunct Instructors** and **designated** as Academic Staff. Members with an accompanying definition in Section 1 – Definitions. Adjunct Instructors gain access to limited provisions of the Collective Agreement—most notably grievance procedures.

SAFA’s jurisdiction is now confirmed for the Province of Alberta only. This means that any SAIT faculty engaged in an out-of-province or an out-of-country work assignment are not

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New Faces at the Reg Erhardt Library

By Kevin Tanner



You may have noticed some new faces around the Library. This year we welcome Jessica Leslie (left) and Hilary Stamper (right).

Jessica is the new Instruction Librarian and was most recently a librarian at St. Catharines Public Library where she provided reference service and planned and facilitated community programs. She has also worked at the Business Library at Western University, where she developed and delivered Information Literacy Instruction sessions and provided specialized reference services to business students and faculty.

In addition to teaching Information Literacy Instruction sessions at SAIT, Jessica will be the Library liaison to the **School of Hospitality and Tourism**, working to ensure we provide services and collections that best meet their needs. In her spare time, Jessica enjoys cooking, writing, biking, and singing.



Hilary is the Project Librarian—Assessment & Liaison, covering for Ebony Magnus who has moved into an interim Library Manager position. Hilary was most recently an Information Management Specialist at Alberta Innovates, where she managed small and large research-focused projects, provided customized deliverables to meet the needs of a diverse staff, and utilized quantitative and qualitative research methods to develop actionable strategies for progress and growth. She previously worked at Dalhousie University as a Special Projects Assistant in Human Rights and Equity Services and as a Research Assistant at Schulich School of Law.

Hilary will be the liaison for the **MacPhail School of Energy**. In her spare time, Hilary is interested in fishing, dancing, gaming, and art.

If you see Jessica and Hilary around campus, be sure to say hello! ➡

What I've Learned Through Teaching at SAIT

By Eugene Blanchard, ICT Instructor

I first started teaching in 1994 as a contractor at SAIT, and I became a full-time employee three years later. When I started teaching, I felt that the content of the course was most important and would push out the notes and slides rapid fire. I had a reputation among students that if they blinked they would miss something. I would get upset if a student asked a question that I had just discussed and thought that the student wasn't listening.

I learned that it is a good thing to repeat yourself and that there is a specific time and place in the learning process when a snippet of knowledge becomes important. That is the time when the student is ready and receptive to hear it. Once I realized this, a lot of stress left me, and I made it a habit of repeating the instructions whenever a student needed to hear it. I remember in one computer programming lab, I provided the same five-minute dialog about a difficult concept to each student as they arrived at that critical point in the lab process. A student came up to me after and thanked me for taking the time to explain it to him even though I had explained it so many times before.

As my career progressed, I realized that it is not the content that is important but how I delivered it. I spent hours going

over my classroom presentations fine tuning them so that I could deliver it effectively.

Later, I realized that it is not the delivery of the content that is important but how the students were taking it all in. Was the content actually being “taken in” by the students? What notes were they taking and how were those notes and that knowledge being applied? My focus changed from content delivery to content acceptance.

Now I realize that is not the content at all but how the students feel about learning. This is very strange for me because I've always been a logical-thinking person, not an emotional feeling person. Now I'm concerned with the student experience during the learning process: do the students feel successful, are they enjoying the process, do they feel that they can learn on their own, and are they comfortable digging into the content? I've become a facilitator in the learning process guiding the students through the learning process. I never really knew what it meant before, even though one of my mentors, Dave Samson, discussed it many times.

Teaching at SAIT is an amazing journey through the continuous learning and interactions, both technically and personally. I am sharing my experience as I think that I'm a better person for having worked here. ➡

governed by the Collective Agreement. However, SAFA members on any such secondment will maintain benefits and the right to return to their pre-secondment appointment and this secondment will not constitute a break in service.

Section 12 – Professional Development

- SAIT will update the PD policy and procedures that impact academic staff members October 1, 2018. I will e-mail details as soon as I have them, but essentially, SAIT has committed to an additional \$400 per year from the Department on a “use it or lose it basis.”

Section 13 – Position Abolishment

- The SAFA President will now receive advance notice (at least 10 days) prior to the commencement of any planned position abolishment activity to allow for consultation between SAFA and SAIT.
- Con Ed, Corporate Training and other such courses may be bundled, with mutual agreement, to reduce the number of permanent positions abolished.
- Permanent faculty now have a provision to allow for self-selection (**volunteering**) for position abolishment. Finally, vesting rights (recall) have been increased to 12 months from 180 days.

Section 14 – Probation Period

- The initial probation period remains 12 months. However, in the event the academic staff member is dismissed during the initial period, they will receive one month’s pay in lieu of notice instead of the current two weeks.
- Probation period **extension** is reduced to **6 months** (currently 12 months) with an additional one month of pay in lieu of notice if dismissed in this **additional** six-month period.

Section 15 – Performance Reviews

- If the performance of a faculty member is deemed unsatisfactory, they will be given one year to improve before losing entitlement to an annual salary increment.
- SAFA members will move to use the new online performance management (PPR) system—probably September 2019. SAFA will forward details as they become available.
- Through the Joint Advisory Committee, SAIT will have regular consultation on the direction of the online performance management process and associated documentation.

Section 16 – Disciplinary Action

- SAFA members will be notified **in writing** of their right to representation.
- The “sunset clause” concerning disciplinary action is **reduced** from 30 months to 24 months.
- Disciplinary action greater than five working days will remain part of the employee’s file for 48 months—**reduced** from 60 months.

Section 17 – Grievance Procedure

- Complaints regarding alleged unfair working conditions, unjust treatment, or discrimination may now be taken to arbitration for resolution.

Section 23 – General Illness

- Medical certificates (Doctors’ notes) **will not** be required until an absence is over ten days.

Section 32 – Annual Vacation Leave – Instructors and Education Counsellors

- Removal of reference to summer months. This is **not** changing the normal cycle of summer vacation but allows flexibility to take vacation any time during the academic year.

Section 33 – Annual Vacation Leave – Librarians

- Removes the “rounding out” of vacation days.

Section 35 – Special Leave

- The entire existing pool of 10 Special Leave days may be used for bereavement or family illness or travel time for illness within the immediate family or bereavement in one calendar year.
- Two new “**personal leave**” days have been added—in addition to the existing pool of 10 days.
 - o They are not retroactive prior to the ratification of the Collective Agreement.
 - o There is no “carry over” for personal days— in other words “use them or lose them.”
 - o However, you have 2 for 2018 that should be used prior to December 31, 2018. Then you will have another 2 personal days in 2019—so you could use them as soon as January 1, 2019.
 - o There are **no restrictions** except that up to two weeks’ notice may be required.

Section 40 – Maternity/Parental/Adoption Leave

- SAIT will review the Maternity leave plan benefits with plans to implement any changes no later than January 1, 2019.

Section 42 – Long Service Allowance

- Criteria has been altered to **10 years** of current, continuous service plus two years of satisfactory performance (no longer required to be at the top pay step increment). However, for the term of the CA only, you may use either the “new” criteria or the “old” criteria—whichever favours you. Anyone qualifying under the new LSA criteria will receive the LSA **retroactive to July 1, 2017**.

Section 43 – Education Allowance

- Instructors who have earned **two Red Seal trade** endorsements will now be entitled to an Education Allowance of \$1,500 per year. Anyone qualifying under the new (2 red seal TQ) criteria will receive their Education Allowance **retroactive to July 1, 2017**.

Section 49 – Copyright and Patents

- Existing LOU language regarding the requirement to train instructors now incorporated as part of this section and LOU therefore deleted.

President's Report
Continued from Page 1

October 17 came and went and like December 31, 1999, the world did not come to an end (although I think I had to buy a new toaster and coffee maker January 1, 2000).

SAFA is working diligently with the other stakeholder groups and employee services to come up with a cannabis policy that is fair and equitable to all stakeholders at SAIT, and to that end I would remind everyone **that any civil/provincial and/or federal policy would be fully enforceable at SAIT.** In lieu of the new policy, please refer to HS.1.4.1 for specific details.

The SAFA events to date have had great attendance, and I would like to thank everyone who attends. These events are a great place to meet family and friends at work and to have conversations about other things.

The ACIFA Conference is early this year (April 28 – May 1, 2019). Please **wait until you hear from Kathie** to register for the event. If you do it ahead of time, SAFA can't guarantee you will be funded by us for the event.

In closing, I would also extend an invitation to anyone who sees me on campus walkabouts in November and December to flag me down. I will buy you a coffee, and we can try to solve the world's problems. The door at SAFA is always open, so drop in to say hi and grab a candy or two from Kathie.

Always, in service of membership. ☘

Designated Smoking Areas



- 1 Thomas Riley Northeast Corner
- 2 Aldred Centre West Entrance
- 3 E.H. Crandell Main Entrance
- 4 Clayton Carroll East Entrance
- 5 Campus Centre Northeast Entrance
- 6 Senator Burns Patio



The Cannabis Act

Here's What You Need to Know

The *Cannabis Act* is designed to better protect the health and safety of Canadians, to keep cannabis out of the hands of youth and to keep profits out of the hands of criminals and organized crime.

- ▶ To buy, possess or use cannabis, **you must be of legal age** (18 or 19 or older, depending on your province or territory).
- ▶ The *Cannabis Act* includes **strict penalties** for selling or providing cannabis to youth under the legal age.
- ▶ **Legal cannabis has an excise stamp** appearing in different colours for each province and territory on product labels.
- ▶ If you use cannabis, learn how to use it responsibly. **Know the health effects.** Like alcohol and tobacco, cannabis has risks, especially for youth and young adults.
- ▶ **Don't drive high or work impaired.** Cannabis can impair your ability to operate vehicles or equipment safely. Driving while impaired by cannabis or any other drug is a serious criminal offence.

To learn more about the *Cannabis Act*, in effect as of October 17, 2018, and the health effects of cannabis, visit: www.Canada.ca/Cannabis or call 1 800 O-Canada

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HUMOUR FOR SEMI-PROFESSIONAL SPEAKERS?

Attitude

One of the secrets of life is to make stepping stones out of stumbling blocks. – Jack Penn

Accountants

Old accountants never die. They just lose their balance.

Baby Sitters

A baby-sitter is a teenager acting like an adult while the adults are out acting like teenagers.

Bureaucrats

"Hell hath no fury like a bureaucrat scorned." – Milton Friedman

Discretion

"Discretion is being able to raise your eyebrow instead of your voice."

Hairdressers

Psychologists with scissors

Self Confidence

"Self confidence comes not from always being right, but from not fearing to be wrong."

Smoking

Warning: Smoking can seriously lead to statistics

Tax

Everything we have is taxed—even our patience.

Letters of Understanding

- New LOU – expanded workload criteria and a loading **(workload) appeal process** in the event that an instructor considers their workload is unfair, unreasonable, or arbitrary.
- New LOU – to address transitional terms and conditions for Adjunct Instructors. It includes how these instructors are covered by the Collective Agreement, the scale for hourly payment, a process to follow if there is a need to pay in excess of the salary scale, what the hourly rate pays for, and it will be reviewed by both parties before June 30, 2019.
- New LOU to establish a Joint Benefits Program Review Committee to review and recommend a more modern benefit plan. SAIT will invest in resources, training and supports to ensure funding to prioritize the compliance with Alberta's Bill 30 legislation.
- New LOU to confirm the transitional provisions for faculty affected by the changes to the Long Service Allowance (grandfathering provision).
- New LOU to transition the payment of the step increase to a common date of October 1 with provision that no one will be **disadvantaged monetarily** by this move. ♡

Current Table from 2016 LOU SAFA Collective Agreement 2014-2017

Department					
Business	576				
Hospitality & Tourism	576			784	
Centre for Academic Learner Services	592				
Construction	608	624	656	688	
Health & Public Safety	608				
Information & Communications Technologies	592	656	720		
MacPhail School of Energy	608	656	672		
Manufacturing & Automation		624	656	688	
Transportation			720		

2018-19 Blended class contact hours (CCH) table for this academic transition year

Department					
Business	558				
Hospitality & Tourism	558			760	
Centre for Academic Learner Services	574				
Construction	589	605	651	667	
Health & Public Safety	589				
Information & Communications Technologies	574	636	698		
MacPhail School of Energy	589	636			
Manufacturing & Automation		605	667		
Transportation			698		

2019-20 Class contact hours (CCH) for an instructional unit within a department

Department					
Business	540	--	--	--	--
Hospitality & Tourism	540	--	--	735	--
Centre for Academic Learner Services	555	--	--	--	--
Construction	570	585	--	645	--
Health & Public Safety	570	--	--	--	--
Information & Communications Technologies	555	615	675	--	--
MacPhail School of Energy	570	615	--	--	--
Manufacturing & Automation	--	585	645	--	--
Transportation	--	--	675	--	--

Computer logged into latest version of Brightspace that replaced the version you just got used to.

Notebook full of class revision ideas, but is mostly kept on your desk to keep track of the network password you need to change faster than you can memorize.

Cup of coffee that has been warmed up in the microwave so many times it should give you some form of radioactive super powers



Plywood extension that gives a home to all the activities you do off the side your desk (e.g., scholarly activity, committees, updating curriculum...).

Ergonomic chair that is somewhat comfortable, but randomly lowers itself at the same pace as "The Drop" at West Edmonton Mall's amusement park.

The \$2 hot dog option you were able to walk past 4 times but finally gave into at 2:30pm.

Overview of an Instructor's Desk

Searching for a Cartoonist

The SAFAGRAM Board is looking for a cartoonist who is creative and has the ability to draw, even simple figures or sketches. You should provide your audience with amusement and good humour while avoiding malice. The cartoons may involve comments in the balloons over the heads of characters or simply stand on their own as a humorous or political statement without comment.

A sense of humor and imagination is essential to bring ideas and sketches to life as people look at them. You should know what interests our readers and how to work on ideas with other people.

If you are a visual thinker who can communicate using few—or no—words and are able to rapid-fire idea generators that make political points or tell jokes using only one compelling picture, you are the cartoonist for us. Please contact the SAFA Office, N201 or e-mail Kathy Dann at kathie.dann@sait.ca.

