

**MACEWAN FACULTY ASSOCIATION
GENERAL ASSEMBLY**

A G E N D A

Date: **Thursday, March 3, 2011**
Time: **4:30 p.m. – Dinner Available**
5:00 p.m. – Meeting Starts
Location: **Room 9-201, City Centre Campus**

*Have you remembered to RSVP?
If not, please do so to:
miller@macewan.ca*

- I. Approval of Agenda
- II. Approval of Minutes – November 4, 2010 (*Appendix A*)
- III. Items for Discussion/Approval
 - 3.1 TD Insurance Meloche Monnex – Presentation/Draw
 - 3.2 FA Logo – Jerry Zdril
 - 3.3 Negotiations – Update – Jonathan Withey/Sean Hillman
 - Approval of Bargaining Proposals
 - 3.4 Academic Titling – Update – Jerry Zdril/Cynthia Zutter
 - 3.5 Faculty Evaluation – Cynthia Zutter
 - 3.6 FA Governance Structure – Update – Jerry Zdril
 - 3.7 Presidential Search – Update – Jerry Zdril
 - 3.8 Sport and Wellness Centre Review – Update – Jerry Zdril
 - 3.9 Health Spending Account – Update – Sean Hillman

IV. Elections

President

One (1) representative to be elected for a two (2) year term expiring AGM 2013.

The following nomination was received:

Jerry Zdril, Business

In accordance with the GMUFA Constitution, the individual nominated and named above is declared elected by acclamation.

Vice President Professional Affairs

One (1) representative to be elected for a two (2) year term expiring AGM 2013.

The following nomination was received:

Chris Hancock, Business

In accordance with the GMUFA Constitution, the individual nominated and named above is declared elected by acclamation.

Vice President Dispute Resolution

One (1) representative to be elected for a two (2) year term expiring AGM 2013.

The following nominations were received:

Bob Graves, Business

In accordance with the GMUFA Constitution, the individual nominated and named above is declared elected by acclamation.

V. Reports (Verbal additions to monthly written reports – business arising out of these reports will be discussed under *Other Business* below)

- 5.1 President – Jerry Zdril
- 5.2 Vice President Executive – Cynthia Zutter
- 5.3 Vice President Dispute Resolution – Shahidul Islam
- 5.4 Treasurer – Shannon Digweed
- 5.5 Vice President Communications and Research – Karen Zypchyn
- 5.6 Vice President Professional Affairs – Richard Pereschitz
- 5.7 Board of Governors Representative – Chaldeans Mensah
- 5.8 Vice President Negotiations – Jonathan Withey
- 5.9 Professional Resource Officer – Sean Hillman

VI. Other Business

- 6.1 Shirley Kniazky Award – Draw

VII. Information Items

VII. Date of Next Meeting – Wednesday, April 27, 2011 (Annual General Meeting)

MACEWAN FACULTY ASSOCIATION
GENERAL ASSEMBLY

MINUTES

Date: Thursday, November 4, 2010
Time: 5:00 p.m.
Location: Room 9-323, City Centre Campus
Members Present: 74

I. **Approval of Agenda**

M/S/C Colleen Maykut/Suzette Roy
THAT the agenda be approved as circulated.

II. **Approval of Minutes**

M/S/C Lynne Honey/Shahidul Islam
THAT the minutes of the April 28, 2010 Annual General Meeting be approved as circulated.

III. **Items for Discussion/Approval**

3.1 Bi-Weekly Payroll

Jerry Zdril reviewed the recently signed Letter of Understanding between the University and the FA regarding implementation options for the transition to bi-weekly payroll. Specifically, he referred to the grandfathering option for full-time faculty, which will provide for a payment on January 14, 2011 equivalent to 10 days worth of pay, and should address concerns regarding cash flow. This payment will be subject to all regular payroll deductions (including LAPP), and will be reconciled once an employee leaves the institution. The other options for full-time faculty are a payout of carry forward vacation, and transitioning directly to the bi-weekly pay-in-arrears system, neither of which will factor into LAPP contributions. Faculty members must choose only one option; options cannot be combined. Brian Pearson indicated that new forms for selecting one of the aforementioned options will be distributed in the coming week. Faculty members who do not submit a form will be defaulted to the grandfathering option.

Jerry then reviewed the process for full-time faculty members who go on leave following receipt of the grandfathering option. The grandfathering payment will be reconciled as for any other employee leaving the institution. Upon return from leave, the faculty member will have the option to request an advance (which is

available only following a faculty member's first leave, and not any subsequent leaves) of up to 10 days of pay, repayable over the next 10 pay periods; grandfathering will not be an option. The grandfathering option and bi-weekly payroll processing will be jointly reviewed by the University and the FA within 36 months of implementation.

For term faculty members, there is a separate transition process. Term faculty members teaching 270 or more instructional hours (IHs) will receive an advance of \$2,000.00 on January 14, 2011. Those teaching less than 270 IHs will receive an advance of \$700.00 on the same date. These advances are to be repaid over the next seven pay periods, starting January 25, 2011.

The floor was opened for questions from the membership (responses from Brian are provided in brackets):

- What are the options for term non-instructional faculty members? (The threshold for benefits for this group is 60 percent, which is equivalent to 270 IHs, and will determine the amount of the advance – either \$2,000.00 or \$700.00 just as for term instructional faculty members. When term faculty members, instructional or non-instructional, start a new appointment, they will be placed on the bi-weekly pay-in-arrears system.)
- What about term instructors who don't know how many courses they're teaching until the last minute? How will their pay be processed? (Human Resources will process pay based on the information with which they have been provided. Individual concerns will be addressed as they are identified.)
- For those full-time faculty members who select the option of being paid out for carry forward vacation, what is the effect on pensionable earnings during their last year of employment? (It's really a matter of timing. When an employee leaves the University, that individual will be paid until their last day of employment, and pensionable earnings will be based on this. Vacation paid out is not pensionable earnings.)

Jerry commented that while a lot of work was done by the FA Executive Committee on this issue, what really had an impact was the volume and intensity of the messages sent by the membership to administration. This demonstrated to administration that it was not just the Executive speaking up, but the membership as well. The FA is only as strong as the voice of its membership.

3.2 Negotiations – Update

Jonathan Withey reported that the FA Negotiating Committee (FANC) is currently in the pre-negotiations phase, which includes information gathering, evaluation, and prioritization of items. Earlier in the fall, FANC held a series of forums to gather information on faculty issues. Overall, about 45 faculty members, 20 or so of which were from Arts, attended the 7 forums offered. Some valuable input was received at these forums, and has been used to assemble the

negotiations survey. The survey is dynamic, permitting faculty members to respond based on their category of employment. This will allow FANC to better represent smaller faculty groups. To date, about 420 surveys have been completed. Jonathan encouraged everyone to complete the survey, and to encourage others to do the same. This should provide FANC with an informed set of information. The survey results will be provided to the membership at a forum scheduled to take place on November 25.

Jonathan also reported that Sean Hillman and he met with Brian Pearson this week. During this meeting, there was a brief exchange of key issues, and it appears that there is some overlap between the two sides. Given the attention required by the bi-weekly pay issue, administration will likely not be ready to start the collective bargaining process until March, which provides FANC with extra preparation time.

Sean noted that Jonathan and he will be attending the upcoming ACIFA Negotiations Advisory Committee (NAC) meeting in Calgary later this month. This is a good opportunity for the FA to exchange information with its counterparts across the province, and, in particular, with Mount Royal University.

Jonathan commented that FANC has been making an effort to reach out to the membership, and will continue to update the membership as information on negotiations becomes available. However, faculty members have to speak up and identify issues of importance to them in order for FANC to most effectively represent the membership.

3.3 Academic Titling – Update

Jerry Zdril reported that, at the last Academic Governance Council (AGC) meeting, there was an acceptance of the Terms of Reference for the Faculty Standards Committee, which will develop the guidelines for permanent titling. Nominations are now being accepted for membership on this committee. Jerry noted that the FA did request representation on the committee due to the impact of the titling issue on the Collective Agreement (CA). The FA does not want anything to delay the inclusion of titling in the CA, and FA representation on this committee will help with this. The request of the FA to have voting privileges on the Faculty Standards Committee was turned down by AGC; however, the FA does have two liaison positions (the FA President and one FA Executive Committee position to be determined) on the committee. It could be as long as two to three years to make the titling process operational; however, the process is really just beginning and the timelines will evolve with the process.

Aimee Skye noted that eight departments have now had their standards approved for interim titling.

Questions regarding titling included the following (responses are indicated in brackets):

- Will the FA be looking to include titling in the upcoming round of negotiations? (This is a possibility. It may also be possible to request this addition to the CA outside of regular bargaining.)
- What is the advantage to applying for the interim title of assistant professor now? (For some, the immediate benefit will be in writing letters for students, or completing research grant applications.)

3.4 Faculty Evaluation

Aimee Skye reported that she joined the Faculty Evaluation Committee (FEC) this past May, and the learning curve has been pretty steep. In May, she became aware of plans to change the evaluation instrument, and was expecting some analysis of this, which was not forthcoming. In September, the new instrument was presented for implementation. At that time, Aimee expressed concern to the FEC about the lack of opportunity for faculty to provide feedback, as well as the short turn around time for chairs to review the instrument and then have to use it. While a few areas did have the opportunity to review the instrument, the majority of areas did not.

Most recently, a message went out to faculty indicating that the FEC would be using the same instrument as used during winter 2010. There are mixed feelings about the proposed instrument, so clearly there is work yet to be done. Concerns expressed to Aimee have included:

- Faculty members have not had the opportunity to provide feedback on the new instrument.
- The proposed instrument has been reduced in both questions and content (to maybe about 15 questions that focus mainly on the instructor, rather than the course).
- With the redesigned tool, how will it function as an evaluation instrument, and how will it be monitored and evaluated?

Aimee also expressed concern regarding the possibility of offering student incentives to complete evaluations, which could shift the response rate from students. As well, there is concern about sample sizes, and the validity of data based on these. She has lobbied the FEC to provide faculty with an opportunity to provide feedback on the proposed instrument, and a forum will be taking place soon. Aimee invited those faculty members not able to attend to pass their input on to their colleagues or to her. In addition, concerns could be sent on to AGC, as the FEC is a sub-committee of AGC. Aimee and other members of the FA Executive Committee will keep the membership informed of progress made; however, there is a real need for the membership to pay attention to and

participate in this, and other, issues, and to be pro-active rather than reactive to matters which directly affect faculty.

Comments/questions regarding evaluation included the following (responses are indicated in brackets):

- Chairs need some flexibility to add questions to the standard questions in the instrument to meet individual needs.
- Would the membership have known about this if it had not been raised by the FA Executive? (Possibly; however, communication from the FEC has not been handled in the best manner.)
- Evaluation is not included in the CA, and there is a need for some guidelines. (Faculty evaluation is an issue which has been identified for the upcoming negotiations,)
- Could there be some form of self evaluation to go hand-in-hand with the student evaluation? (This can certainly be raised with the FEC.)

Jerry Zdril commented about the need for the FA to hear from the membership on the issues that affect them. He commended Aimee for her diligence and work on this issue.

3.5 FA Governance Structure – Update

Jerry Zdril referred to the motion passed at the April 28, 2010 Annual General Meeting tasking the FA Executive Committee to further investigate models of governance, and return with a proposal to the membership at the 2011 AGM. The Executive Committee has since had a couple of meetings regarding policy-based governance, and has accepted the principles – not a particular model – of policy-based governance. Jerry indicated that he would like to form a sub-committee, which would include representation from both the Executive and the membership-at-large, to assist the FA with the selection of a governance model that would best suit the FA. Anyone interested in participating on this committee should contact Jerry directly.

3.6 Presidential Search – Update

Jerry Zdril reported that he is representing the FA on the University's Presidential Search Committee. The competition has closed, and applications are now being reviewed by the search firm to determine the suitability of applicants for the position. The Search Committee will be meeting on November 22 to come up with a shortlist of candidates, based on the recommendations of the search firm. It is hoped that initial interviews will start in December. Following final interviews, the Search Committee will make its recommendations to the Board of Governors. The Search Committee is in agreement that candidates must have a strong and current academic background, a PhD or equivalent, and some administrative experience to go along with their academic experience.

Comments/questions regarding the presidential search included the following (responses are indicated in brackets):

- Are the survey results available? (This is currently with the search firm for summarization, and will be used in consideration of the candidates.)
- Will the final candidates make public presentations? (This will depend on the individual candidates, as candidates cannot be made to submit to this process.)

3.7 Sport and Wellness Centre Review – Update

Jerry Zdril reported that in response to the pushback to the University's announcement to close the pool, a Sport and Wellness Centre review committee has been formed. The University has indicated that while the pool will not be closed, it may be modified in some way. The review committee will look at the overall operation of the entire Sport and Wellness Centre, excluding the gym. The committee will have access to five million dollars, and possibly more if the need is demonstrated, for the implementation of its recommendations. The committee has received plenty of information to begin its assessment of how to best allocate these funds. A survey will soon be distributed University-wide. Once the survey has closed and the results have been compiled, the committee will review the findings and present its recommendations. The original target date for the recommendations was December of this year; however, March or April of 2011 seems like a more realistic target.

3.8 FA Executive Governance Committee – Interim Replacement

Jerry Zdril indicated that an interim replacement is needed on the FA Executive Governance Committee, as one of its members is on leave. The position will be up for election at the 2011 AGM. In the meantime, Peter Rocchia has expressed an interest in filling this role. Jerry asked for the endorsement of the membership to accept Peter as the interim replacement. The consensus of the membership was to support this request. Congratulations were extended to Peter.

3.9 VP Executive – Interim Replacement

Aimee Skye will be going on leave in the new year, and an interim replacement is needed for her. If someone from the membership-at-large does not step forward, then the options are to have one of the Executive Committee members take on her role (which means that Executive member's duties then need to be covered), or for her duties to be distributed amongst the Executive. Anyone interested in taking on this position for the interim should contact the FA.

Jerry Zdril noted that the Constitution does permit for a faculty member to be appointed to an Executive position on an interim basis for such circumstances.

IV. **By-elections**

Member-at Large, Health and Community Studies

The following nomination was received:

Lisa McKendrick-Calder, Health and Community Studies

In accordance with the GMUFA Constitution, the individual nominated and named above was declared elected by acclamation.

Member-at-Large, Professional Resource Faculty

The following nomination was received:

Karen Hering, Library

In accordance with the GMUFA Constitution, the individual nominated and named above was declared elected by acclamation.

Jerry Zdril indicated that these Member-at-Large positions are in keeping with the constitutional change made at the last AGM to ensure that the Executive Committee includes representation from all academic units. He expressed his congratulations to Lisa and Karen.

V. Reports

5.1 President

Jerry Zdril had nothing to add to his written report.

5.2 Vice President Executive

In addition to her written report, Aimee Skye reported that she has also been involved with scheduling concerns, which do have an impact on workload. She encouraged faculty members to pass their scheduling concerns on to her.

5.3 Vice President Dispute Resolution

In addition to his written report, Shahidul Islam reported that the Grievance Committee had met and was prepared for a possible grievance surrounding bi-weekly pay. Fortunately, a grievance was not necessary.

Shahid encouraged anyone with concerns to get in touch with him. This is the only way the FA can be aware of problems being experienced by the membership.

5.4 Treasurer

Shannon Digweed had nothing to add to her written report.

5.5 Vice President Communications and Research

In addition to her written report, Karen Zypchyn reported that she is working on streamlining communication for the FA, which includes directing faculty members to the FA website. In October, the FA website received 786 visits, which coincided with the e-mail distribution of the weekly MacEwan FA Bulletin. She commented that having an up-to-date website is also good for prospective employees who would like to be informed about the issues pertaining to faculty members at MacEwan.

5.6 Vice President Professional Affairs

Cynthia Zutter had nothing to add to her written report.

5.7 Board of Governors Representative

In addition to his written report, Chaldeans Mensah reported the following:

- Construction of the administrative building is on time and on budget. It should be ready for occupancy a few months into the new year.
- He is able to represent the FA and the University at a number of functions, including those at which MLAs are in attendance.
- Currently, the University has a solid financial footing. A crunch may come in about three years.
- The presidential search is a major issue, and he will be going into this process with a very critical eye.
- The new Board Chair, John Day, has been a good choice, and is very pro-faculty. The Board does consider the point of view of faculty on many issues.

5.8 Vice President Negotiations

Jonathan Withey had nothing to add to his written report.

5.9 Professional Resource Officer

Sean Hillman had nothing to add to his written report.

VI. Other Business

There was no other business for discussion.

VII. Information Items

7.1 Shirley Kniazky Award – Deadline for Applications

The deadline for applications to the Shirley Kniazky Award to Dependents of a FA Member to Attend a Post-Secondary Educational Institution is Monday, January 31, 2011.

7.2 MacEwan Employee Family Christmas Party

Aimee Skye encouraged faculty members to attend the MacEwan employee family Christmas party, which is scheduled to take place Saturday, December 4. The party will include a number of activities for children, lunch, entertainment, and a visit from Santa.

7.3 AUCC Visit – Faculty Meeting/Reception

Jerry Zdril reported that representatives from AUCC (Association of Universities and Colleges of Canada) will be visiting MacEwan on November 29 and 30, and have requested participation from faculty members at a meeting to take place on Monday, November 29 from 3:30 to 4:30 p.m. A wine and cheese reception will follow. Further details will be announced.

Respectfully submitted,

Celine Miller
Recording Secretary