

**GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION
GENERAL ASSEMBLY
A G E N D A**

Date: Thursday, November 24, 2011
Time: 4:30 p.m. – Dinner available
5:00 p.m. – Meeting starts
Location: Room 6-212, City Centre Campus

- I. Approval of Agenda
- II. Approval of Minutes – April 27, 2011 (Appendix A)
- III. Items for Discussion/Approval
 - 3.1 FA Governance Structure Update – Jerry Zdril
 - 3.2 Motion to Support University Application to AUCC – Jerry Zdril
 - Presentation on AUCC Application – David Atkinson (6:00 p.m.)
 - 3.3 Negotiations Update – Jonathan Withey
- IV. Reports
 - 4.1 President
 - 4.2 Vice President Executive
 - 4.3 Vice President Dispute Resolution
 - 4.4 Vice President Communications and Research
 - 4.5 Treasurer
 - 4.6 Vice President Professional Affairs
 - 4.7 Board of Governors Representative
 - 4.8 Vice President Negotiations
 - 4.9 Professional Resource Officer
- V. Other Business
- VI. Information Items
 - 6.1 Shirley Kniazky Award

GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION
ANNUAL GENERAL MEETING
MINUTES

Date: Wednesday, April 27, 2011
Meeting Time: 9:00 a.m.
Location: St. Michael's Ukrainian Orthodox Parish Hall (12918 – 121 Street,
Edmonton)
Members Present: 94

I. **Approval of Agenda**

The agenda was approved as circulated.

II. **Approval of Minutes**

The approval of the March 3, 2011 General Assembly minutes were approved as circulated.

III. **Items for Discussion/Approval**

3.1 Notice of Motion – Constitutional Changes

Jerry Zdril reviewed the proposed changes to the constitution. It was noted that the proposed name change of the Ethics Committee to the Professional Conduct Committee should be amended to the “Professional Ethics and Conduct Committee”.

In order to better reflect the role of the FA on the Faculty Standards Committee, Bob Irwin proposed a friendly amendment to Articles 9.10.1 and 9.10.2 (Faculty Standards Committee) so that they read as follow:

9.10.1 The President, as well as one other Executive member to be appointed by the Executive Committee, will be the FA liaisons to the Faculty Standards Committee.

9.10.2 The liaisons will report on the work of the Faculty Standards Committee to the FA Executive and General Assembly as required.

M/S/C Debbie Styles/Linda Cook

THAT the amendments to the proposed changes to Articles 9.10.1 and 9.10.2 be accepted as presented.

The proposed changes to the Constitution were accepted as proposed.

3.2 Approval of GMUFA Audited Financial Statement

Shannon Digweed reviewed the audited financial statement for the FA. She noted that adjustments were made by the auditor in the following areas:

- Employee compensation.
- Visa charges for executive expenses, travel, office and sundry, and gifts and donations.
- Reserve fund.

Shannon also noted that the expense for release time was lower this year due to not as many course releases being taken by Executive Committee members.

M/S/C Chris Hancock/Lynne Honey

THAT the audited financial statement for 2010/2011, as prepared by the auditor, Peterson Walker Chartered Accountants, be accepted.

3.3 Approval of GMUFA Proposed 2011/2012 Budget

Shannon Digweed reviewed the proposed budget and projected dues for 2011/2012, and noted changes from the past year's budget. Overall, these changes resulted in a nearly \$4,000.00 increase in the budget to \$419,000.00 (this number does not reflect reserve fund contributions). Shannon noted that the Finance Committee has been reviewing the investments (reserve fund) of the FA, and is working toward a better and more secure manner in which to invest these funds.

M/S/C Chaldeans Mensah/Peter Roccia

THAT the proposed budget for 2011/2012 be accepted as presented.

3.4 FA Governance Structure – Recommendation

Further to the motion made at last year's AGM tasking the Executive Committee to bring forward to the members a recommendation regarding policy governance, Jerry Zdril reported that a Policy Governance Sub-committee was struck. In addition to Jerry, membership on this committee includes Shannon Digweed, Shahidul Islam, Colleen Maykut, Richard Pereschitz, Peter Roccia, John Tanasichuk, and Cynthia Zutter. The committee has worked diligently to determine the impact of policy governance on the FA in order to create the proposal requested by the membership a year ago.

Shahid provided the following rationale for a move to policy-based governance (PBG):

- Faculty member participation on the FA Executive Committee, and other committees, has decreased for valid reasons, such as workload. It can be

difficult for Executive Committee members to plan their workload around their executive duties.

- Moving to a PBG model would enable the Executive Committee (which would be referred to as a board) to focus on being pro-active and forward thinking, as opposed to being reactive and putting out fires. The FA needs to move forward as the institution moves forward. The Executive Committee does not currently have the opportunity to consider the bigger and longer-term picture.
- A move to PBG might facilitate the recognition of service to the FA as service to the institution.
- The hiring of an executive director (ED) would provide continuity and accountability within the FA, whereas Executive members usually serve limited terms.
- Academic Governance Council (AGC) has been in existence for nearly three years, and the FA does not have direct representation on this body. A move to PBG would enable the FA to develop a more direct line of communication with the Board of Governors.

Colleen reviewed the current and proposed governance structures for the FA, and noted the following regarding the proposed model:

- There would be three elected portfolio positions on the new board: President, Board of Governors Representative, and FANC (negotiations) Chair.
- There would also be a number of elected representatives from each school, faculty, and/or campus.
- From those elected to the board, chairs of various FA committees (Ethics, Finance, Grievance, etc.) would be determined.
- In addition to providing continuity within the FA, the ED would be the implementation arm of the board, allowing the board to focus on policy, look head, and work more equally with the University Board.

Shannon indicated that the Finance Committee was tasked with creating a budget scenario around this recommendation. It does appear that a dues increase would not be necessary during the first year of implementation; however, after this, dues would need to be examined on a year-by-year basis. Shannon reviewed the budget scenario in comparison to the current budget, and noted the following:

- The biggest reduction would be to release time. Some release time would still be needed, particularly during the first year of transition, and depending on whether or not the University would recognize service to the FA as service to the institution.
- Office/sundry would increase in order to accommodate additional computer and office equipment, etc. for an ED.
- Travel would increase as the ED would potentially be travelling to represent the FA.
- Staff development would increase with the hiring of an ED.

Questions/comments regarding the budget scenario included the following (responses are provided in brackets):

- Is the amount budgeted for release time enough? (This coupled with the release time provided by the University should be sufficient. Even during the transition year, the board would have less to do with the hiring of an ED.)
- What is the cost to hire an ED? (The cost is about \$133,000.00, which includes salary and benefits. This does depend on the position description, qualifications required, etc.)
- Most policy-based organizations have a budget line item for insurance.

Jerry indicated that the sub-committee is now looking for approval of this recommendation in order to proceed to the next step in the process, which would be to develop new documentation (bylaws, etc.) to be presented to the membership for initial approval at the November General Assembly. In addition to creating such documentation, a position description for an ED will be written (between November and February), which will include comparatives and help determine the background needed for this position. Following any document revision, final documents and a budget will be presented to the membership for approval at the February General Assembly. Once these items have been approved, the hiring process for an ED will begin, with the anticipation of having a candidate to present to the membership at the April 2012 Annual General Meeting. Jerry noted that the sub-committee wanted the approval of the recommendation to proceed with PBG (as per the principles provided) before undertaking the task of developing new documents.

Further questions/comments included (responses are provided in brackets):

- Has concerns about the process (not everything is known), and the Executive should look at other options. (We can't have all the answers without going through all the stages of the process. The sub-committee did not want to proceed with the creation of new documentation, including the ED position description, without support of the fundamentals of PBG from the membership. The process does provide for checks and balances along the way. And, the sub-committee has considered other options as part of this process.)
- Is concerned about what happens to the grievance process. Will the ED take this process forward, or a member of the board? (The FA has a Professional Resource Officer who was hired specifically to act on behalf of our members. And, there will continue to be a Grievance Committee to examine the issues and concerns of members as they arise.)
- Are there any details available on what an ED will take over that is currently completed by Executive members? A specific list would be helpful. (This recommendation would essentially see the board moving away from portfolio management. This would also result in the board meeting less frequently than it currently does, and being able to focus on strategic perspective. In addition,

the board will be able to build a relationship with the Board of Governors, and to have input into decisions made at that level. The membership will continue to have influence by electing the FA President, Board of Governors Representative, FANC Chair, and all other board members. While an ED would run the day-to-day operations of the FA within limitations as determined by the board, the position will not have absolute power, and will be accountable to the board.)

- Will this model create more power for the FA? (There is a perception that the FA is just a bargaining unit. There is an important role for the FA President to play in influencing the Chair of the Board of Governors; however, this must happen face-to-face. The current Board of Governors is very pro-faculty, and takes the FA seriously. A model of PBG would provide the FA President and FA Board with more time and opportunity to communicate issues of importance in a unified voice to the Board of Governors and senior administration.)
- Why hire an ED instead of an office manager? (While this is a possibility not examined by the Policy Governance Sub-committee, the difference between the two positions is that an office manager would execute orders, whereas an ED would implement policy.)
- How many people here today did not run for FA Executive Committee positions, but might run for a position on an FA board that would make higher level policy decisions?

M/S/C Peter Roccia/Rose Ginther

THAT the FA Executive provide a specific proposal on a policy-based governance model for the November General Assembly, based on the ten principles of policy-based governance presented at the Annual General Meeting. This will include implementation timeline, budget implications, duties of the Executive Director, and a comparison of those duties to the duties of an Office Manager.

Six oppositions to and three abstentions from this motion were noted.

3.5 Approval of Proposed Changes to Code of Professional Conduct

Jerry Zdril reviewed the proposed changes to the Code of Professional Conduct. A friendly amendment from the floor was made to the following sentence in D) iii):

They do not denigrate ~~or derogate~~ students, or encourage the denigration ~~or derogation~~ of students.

M/S/C Joan Patrick/Teresa Costouros

THAT the proposed changes to the Code of Professional Conduct be accepted as presented.

3.6 FA Logo

Further to the March 3, 2011 General Assembly, the FA logo was presented to the membership in a blue color choice in addition to the green. Following an informal vote by a show of hands, the membership approved the blue option over the green for the FA logo.

3.7 ACIFA Update

David Hyttenrauch, President, and Terry Sway, Labour Relations Officer, for ACIFA were introduced and welcomed. David, who was elected as President a year ago and is a faculty member with Mount Royal University, reported on the following ACIFA activities and initiatives:

- The annual ACIFA Conference will be taking place this year from May 29 to June 1 at Chateau Lake Louise. Conference numbers are growing in terms of both participants and presenters. Conference organizers have had to make some competitive decisions with regard to presentation submissions.
- Terry Sway continues to provide both bargaining and dispute resolution support.
- ACIFA continues to advocate in support of post-secondary education (PSE) by liaising regularly with the provincial government, Public Interest Alberta (PIA), and the Confederation of Alberta Faculty Associations (CAFA). Of particular concern is the current budget climate and how it will affect PSE. The ACIFA Executive has developed an action plan to address this and other PSE matters.
- ACIFA is organizing a symposium to bring together major federations, including students and CAFA, on June 3 in Calgary to discuss barriers to the advancement of PSE.
- ACIFA conducted a vision survey this past year, and plans to create a new vision statement to assist ACIFA as it moves forward. ACIFA needs to continue to address ways for its members to come together and support one another.

Terry reported that over the next 3 years, post-secondary institutions will receive funding increases of 0/0/0 from the government. Across the province, 5 institutions have negotiated increases of 2 percent for 2011/2012. NAIT negotiated a 3 percent increase for 2012/2013; however, that agreement was reached nearly 3 years ago. The University of Alberta has served notice to pursue binding arbitration.

David and Terry opened the floor to questions, which included the following (responses are provided in brackets):

- What did the vision survey address? (The survey focused largely on students and learning, the visibility and effectiveness of advocacy, and communication

of activities and initiatives. As a result of the survey, ACIFA will be working on raising its profile with individual members within member institutions.)

- What are the most recent trends with regard to grievances? (Grievances around redundancy and terminations, as well as instructor/student relationships outside of the classroom, have been the most common trends. Institutions are taking a very cautious approach to grievances, with cases being very well documented. Human resources departments, which were once a neutral resource unit, are now far more knowledgeable and involved in negotiations, as well as progressive discipline, gradual exits, and strategic departures.)

David and Terry were thanked for providing this update from ACIFA.

3.8 Student Refugee Program

Cynthia Puddu indicated that MacEwan has been involved with World University Services Canada (WUSC), an organization which believes that education changes the world, since 2006/2007. A group of MacEwan students provided an overview of the WUSC Student Refugee Program (SRP). It was noted that the Students' Association has had a referendum that all students pay \$2.50 per term/\$5.00 per year to support the sponsorship of a refugee student, which passed. Ideally, sponsorship of a refugee student is for two years, rather than one, in order to give the student more time to acclimatize to a new environment. A MacEwan student benefitting from the WUSC SRP spoke about his experiences as a refugee, and what receiving an education has meant to him. He noted that, as only a limited number of WUSC scholarships are available, competition for them is fierce. Cynthia asked for the support of the membership in sponsoring a refugee student to receive a post-secondary education.

M/S Cynthia Puddu/Rafat Alam

THAT each faculty member contributes \$5.00 a month through a payroll deduction to sponsor a new student through World University Services Canada Student Refugee Program.

Following discussion for and against this motion, the motion was **defeated**.

3.9 Negotiations Update

Jonathan Withey reported that three weeks following the last General Assembly in March (at which time FANC's proposals were shared with the membership and feedback provided), FANC and the University exchanged bargaining proposals. FANC submitted 26 proposals, and the University submitted 9 proposals. To date, FANC has met with the University four times, and has dealt with some of the more straightforward proposals, although none have been signed off. The two sides will have an ambitious bargaining schedule during May, and hope to make significant progress before the end of June.

Questions/comments regarding negotiations included the following (responses are provided in brackets):

- Financial terms? (This is not on the table at this time. As mentioned previously by Terry Sway, 2 percent in the first year might be realistic.)
- Two or three-year contract? (Looking at three years.)

FANC will provide updates as much as possible.

3.10 FA Executive Governance Committee Update

Bob Graves reported that the Executive Governance Committee received reports from members of the FA Executive Committee, and reviewed these, along with the minutes of the FA Executive Committee meetings. It would have been helpful to the Executive Governance Committee to have more detail from the Executive Committee about release time. The Executive Governance Committee has also given consideration to how the roles of the Executive Committee members might change if policy-based governance is implemented. Based on this review and discussion, the Executive Governance Committee has recommended the following:

- That the process for Executive Committee members taking leave be formalized (this was dealt with previously during the changes to the Constitution).
- That the Executive Committee be more specific in its orientation of new Executive members.
- That the Executive Committee formalize its decisions through motions, and make its meeting minutes available to the members.

Otherwise, things appear to be working well.

3.11 Academic Titling Update

Cynthia Zutter reported that Jerry Zdril and she have been the FA liaisons on the Faculty Standards Committee. At this time, the Faculty Standards Committee has decided not to say anything about its discussions until agreement about a model is reached, and, subsequently, approved by AGC. Cynthia did note that the models under consideration are common to other universities.

The Faculty Standards Committee is planning to bring a progress report to the table for the June meeting of AGC. Cynthia encouraged everyone to look at the minutes of the AGC meetings.

3.12 Faculty Evaluation Update

Cynthia Zutter reported that the new student evaluation instrument was introduced last fall. At the time, Aimee Skye raised some questions regarding the instrument, and dialogue followed. An ad hoc committee of FA members (Karen Buro, Andrew Howell, David McLaughlin, and David Watson) was established to review the instrument for fairness and validity to ensure that faculty receive the feedback they need. This group will evaluate the instrument in the spring.

Cynthia also reported that there was a campaign to bolster student participation rates.

3.13 Sport and Wellness Centre Review Update

Dave Kato reported that consensus of the Sport and Wellness Task Team is that the pool should remain open, and the report of the committee is ready to go forward to Paul Byrne, who should receive it within a week or so. The report will also address other issues around the operation and sustainability of Building 8.

In response to the question of how long the pool would remain open, Dave answered that the intent of the Task Team is that it remain open permanently. The University needs to look at including the pool as part of the infrastructure, rather than as a separate cost-recovery entity.

3.14 Faculty Development Update

Joan Patrick provided an overview of Faculty Development (FD) as included in the Collective Agreement. She reviewed how FD funding is allocated, and noted that FD funding does not come out of faculty salaries; it is based upon those salaries.

Joan indicated that her she will complete her three-year term as Faculty Development Coordinator at the end of June. She reflected that the first year of her appointment was a year of change as FD moved within the Faculty Commons, the second year was focused on changes in the diversity of faculty members, and the best part of this past year has been working on a day-to-day basis with faculty members wanting to develop themselves. She commented that she has appreciated the guidance of the Faculty Development Committee.

Joan also noted that, as she ends her term as Faculty Development Coordinator, she has the following concerns around the declining voice of faculty in FD and the Faculty Commons:

- By the time she completes her term, the number of faculty positions within the Commons will have decreased from 4 to 0.5. Most of these former faculty secondment opportunities have been replaced by administrative appointments.

Three Commons employees were terminated within an eighteen month period of time.

- Prior to the implementation of PeopleSoft, Joan had the responsibility of overseeing FD funds. Since July 1, 2010, she has had neither access to nor signing authority for FD accounts. This has been incredibly inefficient, and, although she has expressed concern over this, nothing has changed. As well, sabbatical funds are now administered in a completely separate manner from faculty development funds.
- The hiring process for the new Faculty Development Coordinator was not without its challenges. The first posting, which was open to internal candidates only, did not yield any applications, even though a number of suitable applicants expressed interest in the position. The second posting was then opened to external candidates. The Faculty Development Committee (FDC), as a whole, did not have input into the selection process. Nor did the FDC have input into who would represent them on the selection committee; rather, two members were selected to represent the committee. Once the selection committee decided upon the successful candidate (who will have an administrative, rather than a faculty, appointment), the FDC was asked to endorse the decision without any information about or input into the applications of the other candidates.

Joan noted that an external review of the faculty commons is expected to be held at some point in the not-too-distant future.

IV. Elections

Members-at-Large (Alberta College Campus, Health and Community Studies, Professional Resource Faculty)

The following nominations were received:

Valla McLean, Professional Resource Faculty
Richard Pereschitz, Alberta College Campus

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

The following nomination was received from the floor:

Ann Little, Health and Community Studies

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

FA Finance Committee

The following nomination was received:

Joseph Fong, Arts and Science

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

The following nomination was received from the floor:

Tiina Hohn, Arts and Science

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

FA Grievance Committee

The following nomination was received:

Jack Robinson, Arts and Science

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

Faculty Development Committee (Business, Centre for the Arts and Communications, Professional Resource Faculty)

The following nomination was received:

Jessica Knoch, Professional Resource Faculty

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

The following nominations were received from the floor:

Teresa Costouros, Business
Kathy Neiman, Centre for the Arts and Communications

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

FA Ethics Committee

The following nominations were received:

Elaine Beltaos, Arts and Science
John Casey, Arts and Science
Ann Little, Health and Community Studies
Cynthia Puddu, Arts and Science
Jack Robinson, Arts and Science

Following a secret ballot vote, Elaine Beltaos, Ann Little, and Cynthia Puddu were declared elected.

M/S/C David McLaughlin/Rafat Alam
THAT the ballots for this election be destroyed.

FA Governance Committee (one position for one year, two positions for two years)

The following nominations were received from the floor:

Mary Hanson, Health and Community Studies (two-year term)
Cathy Walsh, Arts and Science (two-year term)
Cynthia Zutter, Arts and Science (one-year term)

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

Faculty Evaluation Committee (Business, Centre for the Arts and Communications)

The following nominations were received from the floor:

Dal Pirot, Business
Peter Rocca, Centre for the Arts and Communications

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

Constitution Committee (two positions for one year, two positions for two years)

The following nomination was received:

Manzar Saberi, Arts and Science (two years)

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

The following nominations were received from the floor:

Kevin Friesen, Arts and Science (one year)

Joan Patrick, Business (one year)
Ruth Stewart, Health and Community Studies (two years)

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

V. Reports

- 5.1 President
- 5.2 Vice President Executive
- 5.3 Vice President Dispute Resolution
- 5.4 Vice President Communications and Research
- 5.5 Treasurer
- 5.6 Vice President Professional Affairs
- 5.7 Board of Governors Representative
- 5.8 Vice President Negotiations
- 5.9 Professional Resource Officer

There were no verbal additions to the written reports submitted.

VI. Other Business

There was no other business.

VII. Information Items

7.1 GMUFA BBQ

The 20th Annual GMUFA Fall Welcome BBQ will take place **Friday, September 9** at a new venue, Woodvale Facility.

On behalf of the FA, Cynthia Zutter extended thanks to outgoing FA Executive Committee members Karen Hering, Shahidul Islam, and Lisa McKendrick-Calder for their valuable contributions during their respective terms.

Respectfully submitted

Celine Miller
Recording Secretary