

## Reminder

### **GENERAL MEETING**

**TO:** *All MUNFA Members*

**FROM:** *The MUNFA Executive Committee*

**DATE:** *April 27, 2015*

**SUBJECT:** **MUNFA GENERAL MEETING**  
**TUESDAY, APRIL 28, 2015 @ 11:00 A.M.**

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*A General Meeting of MUNFA will be held on:*

**TUESDAY, APRIL 28, 2015**

**at 11:00 a.m.**

**in Room IIC-2001**

**Bruneau Centre for Research and Innovation**

*An agenda and documents for the meeting have been sent via internal mail.*

*Attached please find:*

- *Report from the MUNFA Benefits Committee*
- *Joint Equity Committee Annual Report*

*MUNFA members at Grenfell Campus (GC) will be participating in the meeting through teleconference. The GC meeting will be held in room AS-2034.*

**MUNFA Benefits Committee**  
**Report for the MUNFA General Meeting**  
**April 28, 2015**

On March 26<sup>th</sup>, 2015, Human Resources sent an e-mail to Members of Memorial's Group Insurance Plans outlining the changes made in the annual renewal of these plans. This information should soon be available on the Human Resources website.

Last year we reported that, for the first time, an audit would be done on Blue Cross, the insurance company that has covered our Health and Dental claims for many years. The option to audit Blue Cross was suggested by ISI, Interuniversity Services Incorporated, who also recommended the auditor, Orion Audit Limited of Vaughan, Ontario. Orion had already audited Blue Cross for St. Francis Xavier University with, we were given to understand, a considerable rebate to that University.

When the results came in for Orion's audit of Blue Cross for Memorial University, Orion identified a savings for the University of close to a million dollars: \$994,000. Human Resources found this figure questionable and arranged for a meeting of the Orion auditors with Blue Cross. On point after point, the auditors had mistaken what they had seen and had not properly interpreted the data made available to them in Blue Cross's head office in Moncton, NB. The huge savings evaporated, and MUN paid \$45,000 plus HST (\$50,850) for the audit.

Blue Cross came shining through. However, with the benefit of hindsight, MUNFA suggested that in any future audits Memorial University, not ISI, should choose the auditor.

Your MUNFA representatives also suggested that Memorial immediately notify the other Atlantic universities of our experience with Orion, in case they are considering a similar audit. While charging top dollar, Orion sent in auditors who were way off the mark. Mr. Glen Roberts, Memorial's Manager of Benefits and Pensions, has already notified the other universities.

On a lesser matter, it emerged in the January meeting of the University Benefits Committee that Manulife, our Long Term Disability carrier, had made a miscalculation that resulted in an interest charge of \$245. Manulife billed that to the University. MUNFA moved, and the motion was unanimously passed, that Memorial should not pay for Manulife's miscalculation.

We would like to remind the membership that your MUNFA representatives, some years ago, arranged for a Special Authorization Appeals Subcommittee to be set up for employees whose prescription medications have been denied Special Authorization Coverage by Blue Cross. The committee meets when necessary. You can find the Terms of Reference for the SAAC and the information required when you submit a request for review under:

[http://www.mun.ca/humanres/foremployees/special\\_auth.php](http://www.mun.ca/humanres/foremployees/special_auth.php)

Finally, while recognizing that the MUNFA Benefits Committee members attend the University Benefits Committee meetings to ensure that we get the best possible benefits for our members, we have followed the lead of the CAUT in mentioning our concern about the lack of health and dental benefits for LUMUN, the Lecturers Union, which is not represented on the University Benefits Committee, although some of its members have been teaching at Memorial for years.

MUNFA Benefits Committee Report  
General Meeting – April 28, 2015

By way of comparison, MUNSU, the Students' Union, does provide benefits.

Those groups represented on the University Benefits Committee are: MUNFA; MUNPA; CUPE 1615; NAPE 7405, 7801, 7803, 7804, and 7850; Non-Bargaining Unit Employees; and the Management, Professional and Executive Group of Employees.

Current Members of the MUNFA Benefits Committee are:

- Kelly Hickey, MUNFA Executive Officer
- Rebecca Law, School of Pharmacy
- Michele Neary, Counselling
- Catherine Penney, Psychology (retired)
- Sevtap Savas, Medicine
- Jean Snook, German & Russian
- Robert Sweeny, History
- Guangju Zhai, Medicine
- Malgosia Zuberek, Computer Science (retired)

Please direct any enquiries to the MUNFA Office, 864-8642.



**Joint Equity Committee  
ANNUAL REPORT**

**Prepared for MUNFA  
April 2015**

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**Appendix:**

- I. Competitions reviewed by the Joint Equity Committee 2014

## **1. Joint Equity Committee Membership**

The following is a list of the current Joint Equity Committee (JEC) members for 2014-2015:

### **MUNFA representatives:**

Dr. Carolyn Walsh  
Dr. Saeed Samet  
Dr. Diana Gustafson

### **Administrative representatives:**

Tracey Pittman  
Gina Billard

### **Ex-officio member:**

Employment equity officer, Tina Hickey

## **2. Employment Equity Officer (EEO):**

Yvonne Collette was the employment equity officer from February 2012 to September 2014. Robert Barker, manager of organizational effectiveness, assumed equity officer responsibilities for October 2014. Tina Hickey returned from leave on November 1<sup>st</sup>, 2014.

## **3. Employment equity and Article 29 statistics for 2014**

In accordance with Article 29 of the MUNFA collective agreement, the Joint Equity committee reviewed competition files for academic staff positions of one year or longer. At the time of their application, all candidates for academic positions are given the opportunity to self-identify as a woman/man, visible minority, Aboriginal person or a person with a disability. The data from these returned forms are compiled and presented as a PDF document to the hiring department.

In 2014, the JEC reviewed 37 academic staff positions. Departmental information is indicated in the document titled: Competitions reviewed by the Joint Equity Committee 2014 (Appendix I). This process is in accordance with Article 29.

## **4. Self-identification:**

Collecting statistics on the University's workforce and the labour market is an important part of Memorial's employment equity program. All employees are asked to complete a short self-identifying survey. Information gathered will assist Memorial in identifying and removing barriers to employment and advancement. Our overall response rate is 75% however we have noticed gaps in responses from some academic departments. Completing the self-ID survey will help to maintain an accurate picture of our workforce.

We respectfully ask all employees to review and update their employment equity information and you can be assured that this information will not be used for unauthorized purposes.

## **5. The Federal Contractors Program (FCP) compliance review update**

Memorial is subject to the re-designed program of the Federal Contractors program. Effective June 2013, Human Resources and Skills Development Canada announced a redesigned Federal Contractors Program which increased the contract threshold to \$1,000,000 from \$200,000

### **Federal Contractors Program Requirements**

Under the redesigned Federal Contractors Program, our employment equity program will be assessed every three years based on the following requirements.

- Collection of workforce information
- Complete a workforce analysis
- Establish short and long term numeric goals
- Make reasonable progress and reasonable efforts

## **6. Equity-related Education Strategy**

The following diversity sessions are available to all Memorial employees and departments:

### **Intercultural Development Inventory (IDI) Workshops**

The tool is designed to elevate ones awareness of cultural diversity through the application of the Intercultural Development Inventory (IDI) tool, supplemented by group feedback and the exploration of guidelines for managing the nuances of cross-cultural communication. The workshop is of particular value to administrative staff, educators, employers and other professionals working with diverse cultures. This session is offered in half-day or 2-hour sessions with individual feedback sessions arranged at a later date. The IDI is statistically reliable and it measures intercultural competence based on Dr. Milton Bennett's Developmental Model of Intercultural Sensitivity. Visit [www.idiinVENTORY.com](http://www.idiinVENTORY.com) for more information.

### **Intercultural Conflict Style Inventory**

The Intercultural Conflict Style (ICS) Inventory is an assessment tool used to identify different culture-based perspectives to resolving conflict. It is an 18-item,

self-scored inventory that indicates an individual's orientation towards four possible cross-cultural dispute resolution approaches. This tool is designed to enable individuals working with diverse cultures to maximize positive and productive interactions. Included is an opportunity to chart your own conflict management style and contrast it with styles of other cultural communities. The ICS Inventory is a statistically reliable and valid measure of conflict style based on the Intercultural Conflict style model. The ICS Inventory can be used for individual, group and organizational assessment.

### **Gender and Sexual Diversity Awareness Training**

These training sessions will help raise awareness of how to create more welcoming and accessible environments for queer and transgendered populations. They are facilitated by members of the Trans Needs Committee, which includes an experienced training team who have conducted engaging workshops in educational and non-profit settings.

The following themes are examples of what can be covered:

- Sexual and Gender Diversity: Becoming Familiar with Terminology and Language
- Myths and Misunderstandings
- Trans-Inclusion and Levels of Organizational Change and practice
- Creating More Accessible Services for Trans Communities

### **Joint Equity Process Information Sessions**

In 2013-2014, Yvonne Collett (EEO), along with members of the Joint Equity Committee, facilitated information sessions regarding the equity process for MUNFA positions. These sessions were well received and provided an opportunity for meaningful dialogue and discussion. These information sessions are available on request and the PowerPoint presentation is also available on the equity website.

## **7. Equity-related activities for 2015**

- Continued education on the equity process as outlined in Article 29;
- Updated statistics with detailed breakdown of discipline to allow for a more accurate comparison of external data with internal employee information;
- Updating the departmental employment equity statistics;
- Revision of the University's employment equity policy; and
- Continue to promote diversity-related education sessions to University employees.

2014 JEC annual report

1	2	3	4	A Date Reviewed	B VPA#	C Academic Unit	D Position Type	E Number of Applicants	F Candidates in the Applicant Pool (legally entitled)				K Self-ID Response Rate	L Comments by JEC	M JEC Members who reviewed the file:	
									Total # of forms	Women	Visible Minorities	Aboriginal Peoples				
				January 23, 2014	VPA-HIST-2013-001	History Department	European Medieval History-Assistant Professor	48					32	5	1	0
5				January 30, 2014	VPA-ECON-2013-001	Department of Economics	Assistant Professor	32	20	3	10	0	0	63%	Additional information requested	Sharon Pippy, Saeed Samet, Guangju Zhai
6				February 5, 2014	VPA-ECON-2013-001	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The JEC noted that twelve candidates is an unusual size for a shortlist and they are only interested in the candidates who could reasonably be called for a site visit.	Sharon Pippy, Saeed Samet
7				February 6, 2014	VPA-ENGL-2013-001	Department of English and Language Literature	Assistant Professor	46	34	21	2	1	1	74%	Additional information requested. Although there is no requirement for the search committee to provide explanation for females (who are not under-represented in the unit), an explanation should be provided for other TGMs.	Carolyn Walsh, Saeed Samet, Sonja Knutson, Guangju Zhai
8				February 7, 2014	VPA-ENGL-2013-001	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	In compliance	Tracey Pittman, Saeed Samet, Sonja Knutson, Guangju Zhai
9				February 6, 2014	VPA-ENGL-2013-002	Department of English and Language Literature	Assistant Professor	72	33	7	3	0	0	46%	In compliance	Tracey Pittman, Saeed Samet, Sonja Knutson, Guangju Zhai
10				February 6, 2014	VPA-ENGL-2013-001 (ECE-2013)	Faculty of Engineering and Applied Science	One year teaching term appointment	13	12	1	7	0	0	92%	In compliance	Carolyn Walsh, Saeed Samet, Sonja Knutson, Guangju Zhai
11				March 6th, 2014	VPA-MUSI-2014-001	School of Music	Assistant Professor	25	12	2	2	0	0	48%	In compliance	Carolyn Walsh, Saeed Samet, Tracey Pittman
12				March 6th, 2014	VPA-PHAR-2013-001	School of Pharmacy	Regular term appointment.	10	4	1	1	0	0	40%	In compliance	Saeed Samet, Carolyn Walsh

2014 JEC annual report

	A Date Reviewed	B VPA#	C Academic Unit	D Position Type	E Number of Applicants	F Total # of forms	G Profile of Self-identified Applicant Pool (legally entitled)			J PWD	K Self-ID Response Rate	L Comments by JEC	M JEC Members who reviewed the file:
							H Visible Minorities	I Aboriginal Peoples	J PWD				
14	April 10, 2014	VPA-GRSS-2014-002	Grenfell - Division of Social Sciences	Lecturer or Assistant Professor	8	6	2	0	1	0	75% In compliance	Carolyn Walsh, Tracey Pittman, Guangju Zhai	
15	April 10, 2014	VPA-GRSS-2014-003	Grenfell - Division of Social Sciences	Lecturer or Assistant Professor	9	8	3	0	1	0	89% In compliance	Carolyn Walsh, Tracey Pittman, Guangju Zhai	
16	April 17, 2014	VPA-EDUC-2013-001	Faculty of Education	One year teaching term appointment	16	8	5	1	2	1	50% In compliance	Sharon Pippy, Guangju Zhai	
17	April 17, 2014	VPA-CHEM-2013-001	Department of Chemistry	Assistant Professor	88	47	2	13	0	1	53% In compliance	Sharon Pippy, Guangju Zhai	
18	April 17, 2014	VPA-GRSC-2014-001	Grenfell - Division of Social Sciences	Assistant or Associate Professor	16	13	2	6	1	0	81% In compliance	Sharon Pippy, Guangju Zhai	
19	April 24, 2013	VPA-PHYS-2014-001	Department of Physics and Physical Oceanography	Assistant Professor	133	97	8	10	0	0	73% In compliance	Sharon Pippy, Guangju Zhai	
20	May 1, 2014	VPA-NURS-2012-004	School of Nursing	Assistant Professor	8	8	4	3	1	1	100% In compliance	Sonja Knutson, Guangju Zhai	
21	May 6, 2014	VPA-OSC-2014-001	Department of Ocean Sciences	Assistant Professor	52	34	5	9	1	0	65% Additional information required	Sharon Pippy, Carolyn Walsh	
22	May 6, 2014	VPA-GRSS-2014-004	Grenfell - Division of Social Sciences	3 year regular term, Lecturer or Assistant Professor	8	6	2	3	1	0	"Please provide the CVs for the non-shortlisted TGMs."	Sharon Pippy, Carolyn Walsh	
23	May 15, 2014	VPA-SOWK-2013-001/002	Social Work	Assistant or Associate Professor	8	7	2	4	1	3	88% In compliance	Tracey Pittman, Carolyn Walsh, Guangju Zhai	

2014 JEC annual report

28	A	B	C	D	E	F	G	H	I	J	K	L	M
29						Total # of forms	Women	Minonites					
30													
31													
32	May 15, 2014	VPA-MEDI-2013-003	Faculty of Medicine	Assistant or Associate Professor	13	13	3	5	0	0	0	100% In compliance	Tracey Pittman Carolyn Walsh Guangju Zhai
33	June 5, 2014	VPA-HKR-2014-002	Human Kinetics	Assistant Professor	24	12	3	2	0	1	50% In compliance	Tracey Pittman and Guangju Zhai	
34	August 7, 2014	VPA-ENGI-2013-008	Faculty of Engineering	Assistant/ Associate Professor	14	3	1	1	0	0	21% In compliance	Carolyn Walsh Gina Billard Tracey Pittman Guangju Zhai	
35	August 5, 2014	VPA-ENGI-2012-009/2013-003	Faculty of Engineering	Assistant/ Associate Professor	126	73	4	46	0	1	78% In compliance	Tracey Pittman Guangju Zhai	
36	August 7th, 2014	VPA-ENGI-2012-009	Faculty of Engineering	Assistant Professor	26	19	1	14	0	0	73% In compliance	Carolyn Walsh Gina Billard Guangju Zhai	
37	August 28 th, 2014	VPA-MEDI-2014-003	Faculty of Medicine	Assistant Professor Biomedical	116	75	14	35	0	1	65% In compliance	Saeed Samet	
38	September 11, 2014	VPA-MEDI-2014-001	Faculty of Medicine	Assistant Professor	222	147	28	63	0	0	66% Additional information required	Saeed Samet Gina Billard	
39	September 11, 2014	VPA-MAST-2014-002	Math and Statistics	Assistant Professor/ CRC CHARI Tier II	44	38	3	7	0	1	86% In compliance	Saeed Samet Gina Billard	
40	September 11, 2014	VPA-MEDI-2014-002	Faculty of Medicine	Assistant Professor	32	29	7	15	0	0	91% In compliance	Saeed Samet Gina Billard	
41	September 11, 2014	VPA-MEDI-2014-004	Faculty of Medicine	Assistant Professor	53	52	11	25	0	0	98% In compliance	Gina Billard Saeed Samet	
42	October 2nd, 2014	VPA-COSC-2014-001	Computer Science	Assistant Professor	36	36	3	31	0	0	In compliance	Gina Billard Saeed Samet	
43	October 30th, 2014	VPA-ENGI-2014-007	Faculty of Engineering	Assistant/ Associate Professor	25	18	1	9	0	0	72% In compliance	Saeed Samet Gina Billard	
44	November 20th, 2014	VPA-BUSI-2014-001	Faculty of Business	Assistant Professor	15	8	6	3	0	0	53% In compliance	Sonja Knutson Gina Billard Saeed Samet	
45													

2014 JEC annual report

46 47 48 49 50	A Date Reviewed	B VPA#	C Academic Unit	D Position Type	E Number of Applicants	F Total # of forms	G Profile of Self-Identified Candidates in the Applicant Pool (legally entitled)			J PWD	K Self-ID Response Rate	L Comments by JEC	M JEC Members who reviewed the file:
							H Visible Minorities	I Aboriginal Peoples	J PWD				
	December 11th, 2014	VPA-ENGI-2014-001	Department of English	Assistant Professor	111	46	10	1	0	2	41% In compliance	Carolyn Walsh, Saeed Samel, Dianna Gustafson, Tracey Pittman	
51	December 17th, 2014	VPA-ARCH-2014-001	Department of Archaeology	Assistant Professor	17	9	5	0	0	0	53% In compliance	Carolyn Walsh, Tracey Pittman	
52	December 17th, 2014	VPA-GEOG-2014-001	Department of Geography	Assistant Professor	39	32	10	8	0	1	82% In compliance: While this file was found to be in compliance the vagueness of the job ad made it difficult to evaluate the work of the search committee	Carolyn Walsh, Tracey Pittman	
53	December 17th, 2014	VPA-POSC-2014-001	Department of Political Science	Assistant Professor	52	34	12	13	1	2	65% In compliance	Gina Billard, Carolyn Walsh	
54	December 17th, 2014	VPA-POSC-2014-002	Department of Political Science	Assistant Professor	69	47	12	11	0	2	68% For future reference, explanations such as "...but not a good fit" are too vague for the JEC to be able to evaluate the non-short-listed candidates as not substantially equal to those who are short-listed.	Tracey Pittman, Carolyn Walsh	
55													