
MAUT Council Meeting

Approved MINUTES

October 18 2017

McGill Faculty Club 12:00 noon

<i>Present:</i>	
<i>Executive:</i>	A. Saroyan, T. Hébert, K. Hasting. N. Hall, P. Rohrbach, J. Mauzeroll, A. van den Berg
<i>Council:</i>	M. Richard, E. Shor, C. Riches, R. Sieber, , K. Zien, J. Ruglis, S. Severson, T. Duchaine, L. Gonnerman
<i>Regrets:</i>	S. Jordan, K. GowriSankaran, S. Gaskin
<i>MAUT Staff:</i>	H. Kerwin-Borrelli, J-A Watier, J. Varga
<i>Guests:</i>	Cristiane Tinmouth, Julie Ghayad, Tynan Jarrett, Frances Power

A. Saroyan called the meeting to order at 12:05 pm.

1. Approval of Agenda

Council reviewed the Agenda for the Council meeting on October 18, 2017. The final agenda was projected. N Hall moved to approve the Agenda. Seconded by K. Hastings. Council approved unanimously.

2. Approval of Minutes

E. Shor moved to adopt the Minutes of the September 10, 2017, including all corrections. Seconded by T. Duchaine. Council approved unanimously. The approved minutes are posted on MAUT's website.

3. Varia

a. Introduction of McGill's Employment Equity Advisor and his mandate [Tynan Jarrett]

T. Jarrett presented a Power Point: *Employment Equity at McGill*. In his position as Employment Equity Advisor, he reports to Assoc. Provost A. Campbell and collaborates with Human Resources. His mandate is to support McGill in fulfilling its commitment *under McGill's Employment Equity Policy and Federal and Provincial Law*. He commented on the difference between employment equity and pay equity. He referred to the Employment Equity Survey launched in August 2017 that was sent throughout the University. The Survey was sent to all employee groups, including equity groups. One link to the Survey:

<https://www.mcgill.ca/employ-equity/employment-equity>

There are also links on Facebook and Twitter.

T. Duchaine referred to the implications of the pay equity increase and the "disconnect" between the University [as employer] and the employees [who are unionized]. To date there has been little communication from the Provost and the Researchers [stakeholders] are concerned about funding options because of the pay equity exercise. Because the full-time RAs [predominately female] will be entitled to a pay increase but the cost of covering the differential pay has not been foreseen in existing grants and some RAs may end up losing their jobs. T. Duchaine emphasized the PIs [Principal Investigators] have been left out of on-going negotiations and that the current grant holders have no recourse for extra funding to support their employees. He stressed the need for a better working model. R. Sieber commented it was incumbent on the University to remedy this situation that resulted from a Provincial Law.

b. PCard [Christiane Tinmouth, AVP Finance] and Julie Ghayad [Dir: Finance Infrastructure] <http://mcgill.ca/financialservices/policies/pcard>

The report from C. Tinmouth and J. Ghayad was forwarded after the Council meeting.
Please see Appendix 1. \file\Staff\deptshare\MAUT\User\mautadm\My Documents\MAUT Meetings\Council\2017-2018\MAUT Council Oct 18 2017\Julie Ghayad Christiane Tinmouth\Oct 18 2017 Presentation.docx

Council discussed the following:

- That 1000 PCards have been issued and there is a low rate of refusal.
- The regulations, developed with Internal Audit, have been posted and meet with Tri-Agency safeguards.
- Currently, inactivity for 6 months can cause the Card to be cancelled.
- Difficulties arise when a PI does not have a default fund. An issue for Department Heads?
- If refused a PCard, how can academics purchase research equipment, software and university-based travel expenses?
- Ideas proposed included:
 - Steps to be taken to prevent cancellation of PCards
 - Pcard holders to reconcile charges on a monthly basis to prevent fraud
 - Request to confer with PI before cancelling a PCard [PI could be on sabbatical.]
 - Communications with Chairs and Deans needed for PCard holders and potential PCard holders.

A. Saroyan thanked guests T. Jarrett, C. Tinmouth and J. Ghayad who left at 12:50 pm.

4. Business Arising from the Minutes

a. Motion on divestment for the General Meeting [K. Zien]

M. Richard noted that this item, which appears to indicate that a motion on the subject will be presented at the upcoming General Meeting, raises issues pertaining to the MAUT Constitution. This discussion will be continued with Item # 6.

5. Academic Freedom Forum [October 26, 2017]

A. Saroyan commented that to date, all panelists are male. The invitation to be a panelist was extended to Council and R. Sieber accepted. The question to be addressed is: *Is there a justification for imposing limits on what an academic administrator may say in public, limits that would not apply to a regular professor in exercising his/her academic freedom?*

The Forum will take place at the Faculty Club.

6. Fall General Meeting [November 17, 2017]

M. Richard forwarded his text on the procedural aspects of bringing a motion for discussion at a General Meeting.

With regard to the motion on divestment which is being projected for the General Meeting, M. Richard noted that Article VI.8 of the MAUT Constitution specifies that Council is the body within MAUT which establishes the policies of the Association, and further specifies that on matters of basic policy Council may consult the MAUT membership at a General Meeting. He indicated that motions which are adopted by a deliberative body are binding when they deal with matters over which that body has constitutionally specified authority, but that adopted motions can have no more than the status of recommendations when they deal with matters over which a different body has constitutionally specified authority. M. Richard noted that, under Article XIV.2 of the MAUT Constitution, Council makes an interpretation of the MAUT Constitution in cases of doubt or dispute as to its precise meaning.

A. Saroyan reiterated this would be a topic of conversation and not a motion at the FGM which can recommend that it be brought to Council for discussion. **Council inquired as to who would be presenting this divestment topic at the FGM.**

R. Sieber proposed another discussion at the FGM concerning:

- What MAUT does on a day-to-day basis
- What MAUT should do
- What MAUT members at the FGM can do

This was proposed as an Action Item for the FGM.

K. Hastings remarked when issues arise dealing with the Constitution, the decisions are made by Council. The General Meetings are not to consider motions that affect policy.

K. Hastings also proposed a mil rate discussion at the FGM.

7. Survey of Administrative Overload [Axel, Nathan, Renée]

Council reviewed a previously forwarded document including a preamble [notes on administrative overload issues], examples of frequent complaints, and possible survey questions.

MAUT will soon renew its subscription to Survey Monkey. There is a possibility that MUNASA and MUNACA staff could be approached to participate. P. Rohrbach suggested that recurring forms could just have sections that need to be updated.

J. Mauzeroll will attend the upcoming FQPPU *Conseil* on October 19th-20th, 2017 and will bring these discussion items for feedback. She commented on the need for data on the changing ratios on staff and staff support.

[NB: the feedback was positive and the FQPPU will ask MAUT to share these questions so other institutions can collect similar data. The FQPPU would like to set up a similar survey, and will reach out to NSERC and other funding agencies to find ways to reduce the administrative burden.

Council suggested respondents have: yes/no/useless options for forms. Another suggestion was a drop down menu to indicate: which group, which responsibility; use proper sentence form to ensure clarity and if the task could be carried out by someone else. S. Severson noted data has been collected in the Libraries on this topic which can be shared. J. Mauzeroll noted this inefficiency leads to unnecessary stress. S. Severson will join the Survey Committee. The intention is to forward the Survey before the FGM.

8. 2018 Salary and changes in insurance premiums [Alenoush, Thomas]

A. Saroyan reported the salary increase in 2018 will be 2.5% as reported at the first CASC meeting. To date there is no change in the agreed-upon three year commitment of 7.0%: [2017=3%, 2018=2.5% and 2019=2.0%) unless circumstances would call for a review of this agreement.

T. Duchaine noted that SBAC representatives have reported a slight increase in the Supplemental Health Plan [2.5%] and the Dental Care Plan [0.3%]. The Long Term Disability will increase its rate by [10%]. The Optional Life Insurance Plan will increase its rate by [15%]. T. Duchaine commented that the data were available in April/May 2017 but not circulated until September 2017, which left little time to consult with plan members. The recommendation from

Council was to remind SBAC to forward the data earlier for consultation. R. Sieber inquired about an evaluation of insurance providers. T. Duchaine responded that the University receives data from multiple sources and that whenever there is a change in insurance providers, the University can also make changes to the Plan. He mentioned the University's previous proposal to change to a flex plan which was not accepted by all employee groups and could have resulted in a major increase in costs for some plan members. He noted three parties in the negotiation process: the individual, the insurance provider and the university administration. They all have to agree to sign. T. Duchaine cautioned Council to be careful of what benefits could be lost and that data must be thoroughly examined before agreements are signed.

A. Saroyan will invite MAUT's representatives on the SBAC [T. Duchaine, A. Shrier and E. Zorychta] to a future Council meeting to present the data and reports.

Please see Appendix II for the document.

9. MAUT-MURA Entente

Council noted the negotiations are on-going.

10. Information and Updates

○ MAUT's Guide to the Univers(ity)

This Workshop will take place on November 7th, 2017 at the Faculty Club. A general notice has been circulated to all academics and members are encouraged to bring new colleagues to the Workshop.

Part I will focus on The University: People and Processes, followed by a Question Period.

Part II will focus on Your Life and Academic Career at McGill, followed by a Question Period and Discussion.

Proposed issues to address include information on permanent residency, health insurance coverage and travel, updates on LinkedIn, Twitter and Facebook.

○ Mentoring: MAUT's Workshops

The meeting to discuss MAUT's Mentoring Workshop was cancelled and will be rescheduled for November 8th, 2017 at 2:00 pm at the MAUT Office.

○ McGill Protocol for Medical Emergencies

This discussion will continue as more information becomes available and reports are filed.

○ Co-sponsoring Speakers

MAUT has received requests for assistance in co-sponsoring speakers. Council noted that a protocol needs to be developed to address these requests. It was suggested that an amount of \$250.00 be provided to cover expenses for each request as the chosen venue [Faculty Club] would be provided by MAUT. It was suggested that a maximum amount of \$1,000 could be provided annually. Council also discussed an approval process for these requests and how decisions be reached as to approve or not approve a request. In addition to co-sponsorship, will MAUT also participate in promoting these events?

Council also discussed MAUT's role in ensuring the distribution of important information from the Administration. This information [concerning immigration, non-residents, health coverage, relocation and permanent residency status] was sent to all Deans for distribution, but not all academics received it.

Another question: Should MAUT be forwarding this information from the Administration through its media resources? Should it be available on the website for the benefit of the academic

community? The recent CAS survey was distributed by the Administration to all CAS academics, as was the Employment Equity Survey. M. Richard suggested that decisions be made on a case-by-case basis. T. Hébert recommended that important information should be sent by the Administration to the entire academic community and not just to Deans.

- **Equity Survey**

This agenda item was previously addressed by T. Jarrett, Employment Equity Advisor.

11. Other Business

In reference to the motion on divestment, M. Richard commented it can go to the FGM for discussion. The FGM cannot make a policy decision but can forward a recommendation. On matters of policy, the MAUT General Meeting is a consultative rather than a decision-making body, as per Article VI.8 of the MAUT Constitution.

R. Sieber [Council member from Geography] informed Council of the difficulties encountered when travelling on University business and Research. Academics who have booked travel and accommodations through experienced travel agencies have noticed increased costs [up to \$400] when booking through the recommended McGill procedure. Council members were encouraged to write Prof. C. Lu for follow-up. A. Saroyan commented that travel for all research funds and not just teaching should be accommodated.

12. Adjournment

A. Saroyan called for a motion to adjourn. R. Sieber proposed the motion. Seconded by T. Hébert. Council agreed unanimously. The meeting adjourned at 1:55 pm.

Appendix I

MAUT Meeting – PCard Issues – October 18, 2017

Cristiane Tinmouth, AVP Financial Services and Julie Ghayad, Director Finance Infrastructure and Transaction Services

- Financial Services has an obligation and responsibility to protect the use of the PCard and you the PCard owner. Currently, there are approximately 1,000 PCards currently issued.
 - Our goal is to provide you with PCards ASAP so that you can perform your research work
 - We need to ensure once you have the card it is used properly and safeguarded to limit fraud.
 - We have a regulation that must be abided by on our website. This regulation was developed in conjunction with Internal Audit.
 - Items charged on your card to your grants must meet Tri-Agency and other granting agency guidelines.
- **1st issue** -> Cancellation of Pcard after 6 months activity/being discouraged to use PCard
 - Bank of Montreal recommendation/report is 6 months
 - If you haven't used your PCard in 6 months and you haven't had time to review your financial statements, fraudulent charges could be occurring with your knowledge.
 - Following some frustration from our PIs, we will be moving to 12 month inactivity.
- **2nd issue ->** Default FOAPAL on PCard application cannot be a Research Grant or Contract.
 - Default FOAPAL is only used if the Pcard transaction is not approved by the Principal Investigator

- If not approved, then Tri-Agency will not allow us to charge your grants without your approval ->this is why the Default FOAPAL cannot be a Research Grant or Contract.
- To facilitate your approval process you can always delegate your authority to an individual involved in your research

Appendix II SBAC 2018 Proposal

1. Supplemental Health Plan and Dental Care Plan

This past year the contributions covered the claims and overall it was a favourable experience. A relatively small increase will be required to cover inflationary trends in health and dental care.

Health Care

The proposed increase in Health Care rates required to cover the plan is determined by two components: 1) Projected loss ratio; 2) Large Amount Pooling (LAP). The Projected loss ratio is how much we have to increase our premium to cover our anticipated charges. It is estimated that this will amount to 1% for 2018. The LAP, is the cost of the insurance premium we pay annually for large charges over \$75K. This is usually due to a large charge for a specialized drug (one person has a drug that costs hundreds of thousands/year) and the second source are travel related health costs. This premium has more than tripled over the past 4 years leading into 2017 and is expected to keep increasing with the costs of new drugs, antibody therapy, etc. The proposed increase of the LAP premium is 15%, which amounts to a 1.5% increase in our premium bringing the total cost annual cost of the LAP to \$1,186,597. We're still ahead because if we had to pay the LAP costs last year ourselves it would have totaled more than \$1.2 million. So, the overall increase in the Health Care Premium for 2018 will be 2.5%.

Dental Care

This is a calculation simply based on anticipated charges and amounts to 0.3%.

We always retain a surplus to cover the unexpected, and in that regard we're in good shape.

Here are the 2017 rates and proposed rates 2018: Please note that this is the charge per pay but does not include sales tax of 9% for Quebec residents and 8% for Ontario residents.

Year	Supplemental Health	Dental	
2017	Single	Family	Single
	\$21.84	\$43.04	\$11.37
			\$25.43
2018	Single	Family	Single
	\$22.40	\$44.13	\$11.40
			\$25.50

2. Long Term Disability

In 2013, a review of the LTD Plan revealed an accumulated surplus which was used to decrease contribution rates by 5% effective August 1st, 2013. Due to positive experiences the rates were able to be kept at that level until the end of 2017. However, recent increases in LTD claims indicate that there is a need to increase rates as of January 2018 by about 10% from \$0.901 to \$0.991 per \$100 of monthly earnings. Examples of the impact depends on salary and can be seen in the examples below that are based on bi-weekly pay:

Annual Salary Current Rate - January 2018

\$30,000	\$10.40	\$11.43
\$60,000	\$20.79	\$22.87
\$100,000	\$34.65	\$38.12

3. Optional Life Insurance

In 2013, a review of the Optional Life Insurance Plan revealed an accumulated surplus which was used to decrease contribution rates by 25% effective August 1st, 2013 and guarantee those rates until December 31, 2017. Based on the recent review the rates will need to be increased by 15% starting January 2018. While this may seem like a big increase it actually translates to a modest increase in real cost. For example, from the table below, it can be seen that someone 50 years old taking \$100,000 of optional insurance the cost would increase from \$9.30/month to \$10.70/month.

Current Monthly cost per \$1,000 of insurance:

Age group	Rates (\$)
20-34	0.020
35-39	0.025
40-44	0.035
45-49	0.055
50-54	0.093
55-59	0.163
60-64	0.198
65-69	0.373
70-74	0.620
75-79	0.965
80-84	1.552
85-89	2.479
90-94	3.898
95+	5.066

*plus 9% premium sales tax for Québec residents.