



**NORQUEST
COLLEGE
FACULTY
ASSOCIATION**

2016 Annual General Meeting

Package contents:

- Meeting agenda 3
- Draft minutes of 2015 AGM 4
- Officer Reports 8
- Budget..... 16



NorQuest College Faculty Association
Annual General Meeting
AGENDA

October 26th 2016

Room A808/809, NorQuest College, Downtown Campus

4:00pm – 5:00pm

1. Call to order
2. Introduction of guests and Executive Committee members
3. Additions to the Agenda
4. Approval of the Agenda
5. Call for corrections to the AGM Minutes of October 8th, 2015
6. Approval of the Minutes of October 8th, 2015
7. Business arising from the Minutes
 - a. The Faculty Association web site update
8. Presentation of Executive Committee members' reports
 - a. President: Leslie Sayer
 - b. VP Faculty Welfare: Nicole Orlecki
 - c. VP Professional Affairs: Carolyn Cantelo
 - d. VP Negotiations: Lisa Saxby
 - e. VP Finance: Sheryl Boisvert
 - f. Faculty Representative – Board of Governors: Sherry Greenbank
9. Approval of Executive Committee members' reports
10. 2016-2017 budget
 - a. Approval of the 2015-2016 Financial Statements
 - b. Approval of the 2016-2017 budget
11. New business
 - a. ACIFA 2017
 - b. Election of VP Finance and VP Faculty Welfare
12. Adjournment



**NorQuest College Faculty Association
Annual General Meeting Minutes (DRAFT)**

Date: October 8th, 2015

Location: Room A808/809, NorQuest College Downtown Campus

Time: 4:00PM – 7:00PM

Executive Members Present: Leslie Sayer, Nicole Orlecki, Lisa Saxby, Carolyn Cantelo, Sheryl Boisvert, Sherry Greenbank, Krista Schwabi, Lois Henderson (recording)

Number of Members Present: 71 members

1. **Call to order**
Meeting called to order at 4:06 p.m.
2. **Introduction of guests and Executive Committee members**
Les Sayer introduced himself and members of the Executive
3. **Additions to the Agenda**
Draw for Educational Grants added as item #12. Adjournment moved to #13.
4. **Approval of the Agenda**
Motion: Ron Horton moved that the agenda be approved as amended. **Seconded. Carried.**
5. **Call for corrections to the AGM Minutes of September 25th, 2014**
No corrections to the minutes
6. **Approval of the Minutes of September 25th, 2014**
Motion: Jennifer Kerwin moved that the minutes be accepted. **Seconded. Carried.**
7. **Business arising from the Minutes**
 - a. **The Faculty Association web site update**



Les Sayer reported that the Faculty Association has a website and encouraged people to visit it and to participate in the forums. The website is NCFA.ca.

8. Presentation of Executive Committee members' reports

- a. President: Leslie Sayer
- b. VP Faculty Welfare: Nicole Orlecki
- c. VP Professional Affairs: Carolyn Marshall
- d. VP Negotiations: Lisa Saxby
- e. VP Finance: Sheryl Boisvert
- f. Faculty Representative – Board of Governors: Sherry Greenbank

Reports were provided for the membership to read. Discussion ensued regarding the elimination of the Faculty President's speech at convocation.

9. Approval of Executive Committee members' reports

Motion: Bruce Faunt moved to approve the Executive Committee members' reports as presented. **Seconded. Carried.**

10. 2015-2016 budget

a. Approval of the 2014-2015 Financial Statements

Sheryl Boisvert gave an overview of the 2014-2015 Financial Statements.

Discrepancies were noted in the Actuals for July 2014-June 2015. **ACTION:** Sheryl will correct the numbers that were mistakenly printed in the budget.

Motion: Jennifer Kerwin moved to accept the 2014-2015 Financial Statements with amendments. **Seconded. Carried.**

b. Approval of the 2015-2016 budget

Motion: Lois Henderson moved to increase the proposed ACIFA Conference budget from 30,000.00 to 35,000.00. **Seconded. Carried.**

Motion: Tammy Dunnett moved to increase the proposed ACIFA Conference budget to 50,000.00. **Seconded. Defeated.**

Motion: Shannon Boyer moved to have the Faculty Development Committee decide an amount and how to allocate funds for PD opportunities. Bruce Faunt moved,

after debate and amendment, that 20,000.00 be allocated to PD funds to be distributed by the Faculty Development Committee. **Seconded. Carried.**

Motion: Lisa Saxby moved to increase the Post-Secondary Education Grants from 5000.00 to 10,000.00 to allow more draws to be held. **Seconded. Carried.**

11. New business

a. Presentation of amendments to the NCFA bylaws (bracketed page numbers refer to the by-law amendments document.)

Motion: Heather Bishop moved to accept the amendment to "Under Article 1: "Terminology – Definitions"" (p. 20) as presented. **Seconded. Carried.**

Motion: Neelu Bajwa moved to accept the amendment to 4.1.1.11 (page 24) as presented. Ron Horton moved to replace "other departments (at present including..." with "divisions such as..." Lois Henderson moved, after debate and amendment, to replace the same statement with "A minimum of 1 member to represent any other divisions that include faulty." **Seconded. Carried.**

Motion: Jennifer Kerwin moved to accept the amendment to 4.3.1 (p. 27) as presented. **Seconded. Carried.**

Motion: Bruce Faunt moved to accept the amendment to Article 5.21, 5.4, and 5.3 (pp. 28 and 29) as presented. **Seconded. Carried.**

Motion: Tammy Dunnett moved to accept the amendment to 6.2.1 (p. 29) with the spelling correction of replacing "maybe" with "may be". **Seconded. Carried.**

Motion: Heather Bishop moved to accept the amendment to 6.2.4 (P. 30) as presented. **Seconded. Carried.**

Motion: Neelu Bajwa moved to accept the amendment to 6.2.6 (P. 30) with the addition of the word "For" before "All elections of officers..." in both paragraphs. Barb Penner moved, after amendment, to add in "and no candidate has received at least 50% of the vote, then..." after the phrase, "where more than two have been nominated..." **Seconded. Carried.**

Motion: Bruce Faunt moved to accept the amendment to 11.3 on the insert of additional by-law amendments as presented. **Seconded. Carried.**

Motion: Jennifer Kerwin moved to accept all the amendments printed in orange font on the by-law amendments document be accepted as presented. **Seconded. Carried.**

Motion: Neelu Bajwa moved to accept all the amendments printed in green font on the by-law amendments document be accepted as presented. **Seconded. Carried.**

Approval of the NCFA bylaw amendments

Motion: Ron Horton moved that the NCFA bylaws be accepted as amended. **Seconded. Carried.**

b. ACIFA 2016

Bow Valley is the hosting institution for ACIFA 2016. It will be held at the Jasper Park Lodge.

c. Election of VP Professional Affairs

An election is not required as per the amendment to the NCFA bylaws because this role was filled with 6 months of the AGM.

12. Draw for Educational Grants.

A Draw for five educational grants was held. The winners are Jasmine Guanlao, Roger Moore, Nola Vorra, Louise Kemme, and Tamis Rombough.

13. Adjournment

Motion: Bruce Faunt motioned to adjourn the meeting. **Seconded. Carried.**

Meeting Adjourned at 5:55 p.m.

Officer Reports



Leslie Sayer | **President**

It has been my pleasure serving as your Association's President this past year and to present this report on the activities of our Faculty Association.

Post-Secondary Learning Act

The Ministry of Advanced Education has engaged the public in discussions with a view to opening the Post-Secondary Learning Act (PSLA) for amendments to the "essential services legislation" to comply with last year's Supreme Court of Canada ruling that the right to strike is fundamental to the collective bargaining process and is constitutionally protected. The Ministry wants Alberta's 15 publicly-funded post-secondary institutions to consider one of two options: stay with the PSLA and reword its provision on "essential services legislation" and right to strike so that it reflects that of the Labour Relations Code (LRC), or leave the PSLA and unionize.

I have been a part of the Ministerial discussions, as well as those conducted by the Alberta Colleges and Institutes Faculties Association (ACIFA) Executive Committee. Our Association's position aligns with that of ACIFA and most of the other institutions, in that it would be in our best interest to remain in the PSLA, and continue having ACIFA be the vehicle to advance our interests to the government.

Right to strike wording will still be added to the PSLA but would not apply to institutions like NorQuest's faculty association, because our Collective Agreement states that compulsory binding arbitration is still the mechanism for dispute resolution.

Convocation

The Faculty Association's President is usually invited to speak to graduates at the convocation ceremony. Last year, the role was reduced to co-introducing the President's Medal recipient with the College's president. This year, in the interests of keeping the ceremonies brief, the convocation committee decided to remove the Faculty Association's role altogether.

I spoke with both the College President, Jodi Abbott, and College VP Teaching & Learning, Norma Schneider about this omission. I argued that our interests in faculty engagement and helping NorQuest achieve its goals are currently aligned. By including the Association in a ceremony the College deems as one of its most important, the College is acknowledging the work the Association has done to add stability to the foundation of its relationship with the College's Executive Office. Additionally, the Faculty Association ordered the College to dissolve a \$5000 endowment fund it established with the College's Advancement Services in 2007, and to award \$1000 of the expendable amount to the President's Medal recipient for the

next 5 years.

Jodi and Norma agreed that the Faculty Associations' President's speech be added to the ceremonies program.

Since I had prepared a speech assuming I would be co-presenting the President's Medal again, the final version of my speech was presented without complete oversight from the College's Brand and Marketing department. My speech ended up being a tribute to faculty for the graduating students.

Benefits

I sit on the College's Benefits Committee. NorQuest is one of 5 members of a consortium of colleges participating in the advantages of volume discounts for life and long-term disability (LTD) insurance. Extended Health Care and Dental are self-insured by each college. Effective July 1st this year, Sun Life Financial became our new Life and Disability benefits provider. Life and disability premiums are expected to drop significantly over the next year, and dental will drop slightly. However, Extended Health Care will increase.

Faculty Evaluation and Development (FED)

I, Norma Schneider, and WDHR Director, Laurel Evans, comprise the FED Steering Committee. Our task was to lead the development of a new evaluation framework designed to be meaningful to faculty, inform professional practice, and align with best practices in performance management. The online tool selected by the working committee to track and record the evaluation process is called Halogen.

At this time, about a third of faculty (including Chairs and Associate Chairs) are involved in the first phase of the FED implementation and by July 1st 2017, all faculty will be a part of this new evaluation process.

By virtue of being on the FED steering and working committees, the Faculty Association was a key partner in the development and rollout of the evaluation procedure.

Faculty Designation

Generally, the College's Board of Governors designates what roles are faculty and what roles are not. The Board may delegate this duty, but the designation is made in the name of the Board, nevertheless.

Earlier this year, the Association was notified of a faculty member's termination as a result of "budgetary restructuring" and, shortly after, the posting for the same role but this time reclassified as an AUPE position. I have spoken with Laurel Evans, Norma Schneider, and Jodi Abbott about this, arguing that the Board has an obligation to use its designation authority in good faith, and to not re-designate faculty positions when it's favorable to their bottom line. I pointed out that while the College and I have the same mandate of increasing faculty engagement, practices like this are not going unnoticed, and risks undermining the progress all parties have so far made in this endeavor.

While the outcome of this event will remain unchanged, I hope that this is an isolated issue. The Association will be working with ACIFA to press the provincial government to revise the PSLA to remove college boards' sole discretionary authority on issues of faculty designation.

ACIFA Climate Survey Presentation to Management

For the first time, the Association's President requested, and was allowed, to address the College's Senior Leadership Team, comprising Jodi Abbott, Norma Schneider, the other College VPs, Directors, Managers, Deans, and (for the first time) Associate Deans. The Team had prior access to the survey, but the message I conveyed to them was a result of distilling the salient points down to issues relating to leadership, and how the larger of the two faculty divisions need to improve it.

I included this anecdote separately to Jodi, Norma, and Laurel. In July, I was asked to attend the dismissal of permanent, probationary nurse. She had never seen her Chair since the interview that hired her, never been evaluated or receive feedback from her supervisor, and was being told, by a Dean she had never met, that she was being fired, for "not being a good fit."

Going Forward...

There have been some positive outcomes in response to my mandate of increasing faculty engagement. Last year's AGM was very well attended compared to previous years. Rebooting the Association's Orientation Committee and creating a Social Planning Sub-committee, are initiatives the Association has implemented to continue this endeavor. Increasing our digital footprint by way of a web site and monthly newsletter has allowed the NCFA to connect with not only more members of our Association, but also member of other Alberta faculty associations.

Finally, with the re-stacking of the main campus next year, the Executive Committee has negotiated with the College to secure space for its own office.

If you have anything you'd like to bring to the attention of the Faculty Association, I look forward to hearing from you.

Respectfully submitted.



Carolyn Cantelo | **Vice President – Professional Affairs**

The role of the Vice President, Professional Affairs is to act as a liaison between the College and the ACIFA Professional Development Committees and activities, and to represent the Executive and Faculty Association views to College committees on faculty development.

This year, I attended the Winter and Spring 2016 meetings of the ACIFA Professional Affairs Committee, participated in training, evaluated funding requests for professional development and graduate studies with the NorQuest Professional Development Committee, represented faculty on the Faculty Evaluation and Development Committee, was a faculty member on Academic Council and met with the Faculty Development Committee.

Following is a summary of these activities:

- A. The ACIFA Professional Affairs Committee meetings consisted of discussions around how professional development funds are distributed in each of the member institutions, updates on ACIFA awards for Distinguished Instructor, Innovation in Teaching and Scholarship of Teaching and Learning including new rubrics and timelines which are posted on the ACIFA website, and Spring conference planning.
- B. The 2016 Spring ACIFA Conference was held at The Fairmont: Jasper Park Lodge and was hosted by Bow Valley College. The 2017 Spring ACIFA Conference will be at The Coast: Canmore, and will be hosted by Olds College.
- C. The NorQuest College Professional Development Committee supports professional development through the Graduate Studies Tuition Support Fund and the College-Wide Employee Development Fund. These funds are distributed following an application and evaluation process. As of June 30, 2016, faculty received \$26,679 in graduate studies funding and \$16,114 in professional development funding.
- D. The Faculty Evaluation and Development Working Committee was formed to develop a new procedure for faculty evaluation and to provide meaningful feedback to inform professional practice. A process was developed with some faculty being involved in a year 1 implementation this year and the remainder being phased in next year.
- E. Academic Council has 10 faculty members from departments across the college. We meet monthly with management and student representatives. Our role is to review documents, listen to presentations and engage in productive discussion on academic matters with members of the College community.
- F. The Faculty Development Committee created a Professional Development Policy to support the \$20,000 that was voted on at the 2015 AGM. This committee decided to use these funds to send interested faculty to the Great Teachers Seminar in Banff in June 2016. 40 faculty members applied and 10 were selected by draw to attend. Feedback from participants was overwhelmingly positive and the decision has been made to send another 10 faculty members next June. The committee

also updated the Education Grants Policy to reflect the increase in funds to \$10,000 and to ensure faculty members apply to the College Graduate Studies Fund first and to only receive funding from one source.

Respectfully submitted.



Nicole Orlecki | **Vice President – Faculty Welfare**

I continuously strive to be a liaison between faculty members and the College's Workforce Development and Human Resources (WDHR) division.

Current and Ongoing Grievances

For the second year running, I am happy to report that, as of this time, there are no open or ongoing personal or policy grievances. All issues that were brought forward were resolved internally between the faculty member, WDHR, and the NorQuest College Faculty Association (NCFA).

I have personally met with, and/or answered questions from, faculty members on a number of issues this year such as job title/description concerns, grid placement inquiries, position reclassification, paid holidays, qualifications and skills concerns, workload inquiries with assignment lines, supervisor concerns, maternity leave, interim break clarification, the Health Assessment Clinic, the Wellness Challenges, short and long term illness inquiries, inquiries into obtaining a standing desk, modified work schedule, position modifications, vacation pay, obtaining personal documentation, and various questions regarding Faculty Socials. All issues addressed, or meetings that I attend with faculty members, are strictly confidential.

Our Relationship with WDHR Continues to Strengthen

I continue to attend monthly meetings with the NCFA President and WDHR to voice any concerns that our members have brought forward. These meetings have led to direct responses from WDHR to address several key issues head-on, such as employees who are dissatisfied with their employee service advisor can request to be assigned a different advisor, employees on short term illness can request a nurse liaison from the employee service advisor if they so choose, and resolving grid placement concerns.

This year, Laurel Evans has taken on the role of Executive Director for WDHR and we also welcome Terri Kezema as Senior Manager of WDHR as Jeanine Mallon has recently retired. We strive to make sure that there are open lines of communication between faculty members, the NCFA, and WDHR. Please do not hesitate to contact me, one of the other members of the NCFA Executive, or your Faculty Representative if you have any issues that you would like to bring forward.

Wellness Committee Continues

I continue to sit on the Wellness Committee as the Faculty Representative. Last November, we did a Trading Places Challenge focusing on a healthy mindset for 21 days. In February, we had our second annual Health Assessment Clinic at both Westmount and the Downtown campuses. Cholesterol, blood pressure, blood glucose, as well as an assessment review by a registered nurse was conducted. Also in February, we completed a “Go with the Guide 3-week Wellness Challenge” focusing on proper nutrition and modifying eating habits. Currently we are beginning our next big Wellness Challenge – “Do Your Bit for A Fit Bit.” Groups of two or more are walking as a team for 3 or more days per week for 4 weeks in the hopes of winning a Fit Bit.

New Committee Formed – The Faculty Association Social Committee

When NorQuest College’s Social Committee dissolved, the Faculty Association wanted to take it upon itself to organize some additional fun social activities for its faculty members. In April 2016, we began the Faculty Association Social Committee (FASC). The VP-Faculty Welfare and the VP Finance both sit as co-chairs for this committee. So far we have helped plan both the new faculty social (board games and food on-campus) and the Year End all-faculty social (Eescape room and food off-campus). We look forward to planning our next social event to celebrate the winter season. We invite any interested faculty members who would like to be a part of this committee to send one of us an email to become part of this committee.

Odds and Ends

This past December, I was fortunate enough to attend the Forum for Senior Grievance Officers from December 10-12 in Ottawa. The conference focused on Defending a Diverse Membership and I was able to make several new vital contacts.

The College now has in place an Outplacement program with Right Management for positions that are terminated where a faculty member has been working with NorQuest for a significant amount of time (usually 5 or more years). This program offers webinars, coaching, resume building, and soft-skill courses.

As a general note, upon being hired at NorQuest, each new faculty member receives both a digital copy (from WDHR) and a paper copy (from NCFA) of the Collective Agreement. Each new faculty member should also have clearly explained where they are placed on the Classifications and Pay grid (Appendix “A”) of the Faculty Association Collective Agreement, and if there was a cap in place at the time of their hiring. Additionally, any changes to internal guidelines related to grid placements are to be provided to the NCFA in writing by WDHR for the NCFA consultation in accordance with Article 9 of the Collective Agreement as it relates to job postings and selection.

Please remember that, at a disciplinary or termination meeting, it is your right to have a faculty representative there with you. I strongly suggest that a representative be present as an extra set of ears. Additionally, if there are other meetings you would like a representative for, this can also be arranged.

Respectfully submitted.



Lisa Saxby | **Vice President - Negotiations**

As a recap, in June 2015, the Faculty Association Negotiating Committee successfully negotiated a four-year Collective Agreement. Our current Collective Agreement expires June 30, 2019. It is each faculty member's responsibility to be aware of the contents of the Collective Agreement. Should you have any questions regarding the contents of this Agreement, or if you have never received a copy of the newest Collective Agreement, please email me. I can answer your questions or arrange to get you a print copy or alternatively, you can view a PDF of our Collective Agreement on The Q (under the My HR

tab, Faculty Group) or on our website at ncfa.ca.

Key highlights in the new agreement are:

1. Raises on July 1st as follows: 2015 = 3%, 2016 = 2.75%, 2017 = 2.5% and 2018 = 2.5%
2. Probation has been reduced from 2+1 years to 1+1 years
3. Ph.D. has been added to the grid (category H) for educational credentials (2% raise over a Masters or "G" grid placement)
4. Money amounts for on-call, shift differential, Chair stipends, and Correctional Allowance have all been increased

The next ACIFA Negotiations Committee meeting (where all the provincial ACIFA negotiations reps meet) will be in January 2017. At that time, all of the colleges will report on how their colleges are doing in negotiations (are they ongoing, going to mediation and/or arbitration, or settled) or if they are not in a current negotiating year.

In December 2015, a new "NCFA Orientation Committee" was formed. The members currently are: Lisa Saxby, Leslie Sayer, Sarah Apedaile, Joan Wall, and Alex Caldararu. We meet every few months, and have been reaching out to all new faculty members individually to introduce ourselves, and go over some basic information that is relevant to new faculty from a faculty association perspective. We also hosted a new faculty meet and greet where the new faculty met the Deans from the different faculties, along with key college personnel (VP Teaching and Learning, Research, etc.). We are always looking for more committee members, so if you are interested in finding out more about this committee or volunteering to be on it, please email me at Lisa.Saxby@norquest.ca.

Respectfully submitted.



Sherry Greenbank | **Faculty Board Representative**

Thank you for entrusting me with a second term of office. I am honored to represent the perspective of faculty on the Board.

Our Board operates under the authority of the Post-Secondary Learning Act and is responsible to the Minister of Advanced Education. The Board has 14 members (including one faculty member, one non-academic staff member, and one student) and provides strategic leadership, oversight, and governance of the College on behalf of the public. We have a governance board, not an operational board. The Board sets out the College's Strategic Plan and the office of the President has been delegated the authority to carry it out ("operationalize" it). I have also been elected as a Director of the Norquest College Foundation and attend the Foundation's annual general meetings. The Foundation's mandate is to receive and distribute gifts, grants, legacies, scholarships and bequests from individuals, societies, individual corporations or other organizations for the purpose of advancing the mission of Norquest College.

As the faculty member of the Board, I also participate in the Board's Governance Committee which monitors legislative changes effecting College and Board operations, makes recommendations to the Board on any changes to the governance model required to respond to changing environmental conditions in the post-secondary landscape, and regularly reviews and monitors Board Policies, Procedures and By-laws.

A major mission of the Board over the past year has been enhanced stakeholder relations. One way this happens is through a purposeful presence at Norquest activities and events happening on Campus and in the community. Not only has this translated into more opportunity for our Public Board Members' to really understand "who we are" as a College, but it has also given the Norquest community many more opportunities to communicate with and get to know their Board. If you have a chance, I sincerely encourage you to strike up a conversation.

Engagement also means that Board members work to enhance our funders' understanding of Norquest and its essential and unique niche among post-secondary colleges – not only within Alberta, but on a national and international level. (This is why it is so critical that all Board members understand our "boots on the ground" work!) A great example of how persistence has paid off happened on May 2, 2016 - Premier Rachel Notley announced the restoration of \$16 Million in funding to support our new building and the retrofitting of our existing site!

The Board remains committed to the Strategic Plan released in April 2014, with the goal to double our impact on Alberta's economy by 2025. So far so good – We continue to grow by the numbers and by reputation, making what seemed a lofty goal in 2014 well within our reach. The Comprehensive

Institutional Plan 2016-2019, released by the Board in May 2016, includes both the Capital and Financial Plans for the College, and is an excellent overview of where we're at, where we're going, and how we intend to reach our goals. I encourage everyone to have a look at this document on the Q.

The Board holds regular public meetings where all are welcome to attend. Please check the Norquest website for meeting dates and times. Since my last report, the Board has met for 6 regular meetings and had 3 full-day Strategic Planning sessions. Governance Committee has met quarterly. I have represented faculty as a member of the Board at 12 extracurricular events.

Submitted by: Sherry Greenbank



Sheryl Boisvert | **Vice President - Finance**

Report for the Year Ending June 30, 2016

1. Our bank accounts at Servus Credit Union had a balance of \$287,251 on June 30, 2016. Our By-Laws require us to have operating funds of no less than \$75,000.00.
2. Our Servus Credit Union GIC had a value of \$205,476 on June 30th, 2016. Our By-Laws require us to have a contingency fund of no less than \$100,000.
3. Budget Highlights.
 - a. Next year's budget shows an excess of \$12,450
 - b. Although, we budgeted for a deficit in 2016 year-end there was a surplus of \$21,171.
 - c. We sent 26 faculty members to the ACIFA conference last May for a total cost of \$31,909.12. In May 2014, we sent 25 faculty members for \$27,790.68.
 - d. The membership dues have increased by 9% mostly due to the new grid and step increases.
 - e. The professional development fund was used to give faculty the opportunity to attend the Great Teacher Conference.
 - f. A committee was formed to arrange socials for faculty this year. As a result, the designated funds for social events was fully utilized to provide opportunities for faculty to connect with each other.
4. The audit is complete for this year. Please refer to the financial statements (draft form).

Respectfully submitted.

NorQuest College Faculty Association
Proposed Budget
July 1, 2015 - June 30, 2016

	Proposed for July 1/15 - June 30/16	Actual for July 1/15 - June 30/16	Proposed for July 1/16 - June 30/17
Revenue			
Members Fees	155,000.00	177,280.00	180,000.00
Interest	5,000.00	3,692.00	5,000.00
Other - Donation		1,275.00	
Total Revenue	160,000.00	182,247.00	185,000.00
Expenses			
ACIFA Fees & CAUT Membership	43,000.00	40,746.00	43,000.00
Release Time	28,000.00	41,371.00	42,000.00
Administrative Position	8,100.00	4,995.00	8,100.00
ACIFA Conference	35,000.00	31,909.00	35,000.00
AGM Expense	4,000.00	3,535.00	4,000.00
Faculty Social	5,000.00	5,126.00	5,000.00
General Meetings	300.00	157.00	1,500.00
Negotiating Costs	500.00	0.00	500.00
Office Supplies	100.00	257.00	300.00
Printing Costs	1,000.00	0.00	250.00
Executive/Committee Compensation	2,000.00	1,380.00	2,000.00
Promotion Expense	3,000.00	1,885.00	5,000.00
Gifts & Donations	1,000.00	90.00	250.00
Bank Fees	100.00	271.00	100.00
Legal Fees	5,000.00	0.00	5,000.00
Travel Expenses	250.00	1,142.00	1,000.00
Accounting Costs	5,000.00	4,405.00	5,000.00
Post Secondary Education Grants	10,000.00	5,334.00	10,000.00
Professional Development Fund	20,000.00	18,473.00	20,000.00
Professional Development - Executive			2,000.00
Total Expenses	171,350.00	161,076.00	168,000.00
Excess (Deficit) of revenue over expense	(11,350.00)	21,171.00	17,000.00
Servus Cu Chequing Account (as of June 30, 2016)		\$160,904.00	
Servus CU Business Savings Plus (as of June 30, 2016)		126,095.00	
Servus CU Investment GIC (as of June 30, 2016)		205,728.00	
Total Funds - NorQuest College Faculty Association		492,727.00	

NOTE:

Audit is conducted for the Year End therefore data titled "ACTUAL" is for the Period July 1, 2015 to June 30, 2016
Other - \$1275 was donated to the Faculty Association by the Alberta Business Education Association when they disbanded. It was requested that the funds be distributed to a business student. This amount was divided equally between two Administrative Professional students.

NORQUEST COLLEGE FACULTY ASSOCIATION
Financial Statements
For the Year Ended June 30, 2016

DRAFT

INDEPENDENT AUDITORS' REPORT

To the Members of NorQuest College Faculty Association

We have audited the accompanying financial statements of NorQuest College Faculty Association, which comprise the statement of financial position as at June 30, 2016 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of NorQuest College Faculty Association as at June 30, 2016 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Edmonton, Alberta
October 26, 2016

Hawkings Epp Dumont LLP
Chartered Accountants

EDMONTON

10476 Mayfield Road
Edmonton, AB T5P 4P4
1.877.489.9606
T: 780.489.9606
F: 780.484.9689

STONY PLAIN

#101, 5300 – 50 Street
PO Box 3188, Station Main
Stony Plain, AB T7Z 1T8
T: 780.963.2727
F: 780.963.1294

LLOYDMINSTER

5102 – 48 Street
PO Box 10099
Lloydminster, AB T9V 3A2
T: 780.875.7433
F: 780.875.5304

HAWKINGS.COM



NORQUEST COLLEGE FACULTY ASSOCIATION
Statement of Financial Position
As At June 30, 2016

	2016	2015
ASSETS		
CURRENT		
Cash and cash equivalents (Note 2)	\$ 492,727	\$ 448,475
Receivables	1,214	10,569
	\$ 493,941	\$ 459,044
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 18,344	\$ 4,618
NET ASSETS		
Unrestricted net assets	275,597	354,426
Internally restricted net assets (Note 3)	200,000	100,000
	475,597	454,426
	\$ 493,941	\$ 459,044

ON BEHALF OF THE BOARD:

_____ Director

_____ Director

The accompanying notes are an integral part of these financial statements.

NORQUEST COLLEGE FACULTY ASSOCIATION

Statement of Operations

For The Year Ended June 30, 2016

	Budget (Unaudited) 2016	2016	2015
REVENUE			
Member dues	\$ 155,000	\$ 177,280	\$ 162,573
Donations	-	1,275	-
	<u>155,000</u>	<u>178,555</u>	<u>162,573</u>
EXPENSES			
Salaries and benefits	28,000	41,371	31,358
Alberta College and Institutes Faculties			
Association fees	43,000	40,746	40,705
Conference expenses	35,000	31,909	32,280
Professional development	20,000	18,473	-
Education scholarships	10,000	5,334	5,000
Administration	8,100	4,995	2,250
Professional fees	5,000	4,405	4,300
Faculty Social	5,000	5,126	2,712
Annual general meeting	4,000	3,535	2,478
Advertising and promotion	3,000	1,885	3,981
Meetings	2,800	1,537	2,560
Travel	250	1,142	-
Office	1,200	528	606
Donations	1,000	90	315
Legal fees	5,000	-	5,122
	<u>171,350</u>	<u>161,076</u>	<u>133,667</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FROM OPERATIONS	(16,350)	17,479	28,906
OTHER INCOME			
Interest income	5,000	3,692	4,823
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ (11,350)</u>	<u>\$ 21,171</u>	<u>\$ 33,729</u>

The accompanying notes are an integral part of these financial statements.

NORQUEST COLLEGE FACULTY ASSOCIATION
Statement of Changes in Net Assets
For The Year Ended June 30, 2016

	Unrestricted Net Assets	Internally Restricted Net Assets (Note 4)	2016	2015
BALANCE - BEGINNING OF YEAR	\$ 354,426	\$ 100,000	\$ 454,426	\$ 420,697
Excess of revenue over expenses	21,171	-	21,171	33,729
Transfers	(100,000)	100,000	-	-
BALANCE - END OF YEAR	\$ 275,597	\$ 200,000	\$ 475,597	\$ 454,426

The accompanying notes are an integral part of these financial statements.

NORQUEST COLLEGE FACULTY ASSOCIATION
Statement of Cash Flows
For The Year Ended June 30, 2016

	2016	2015
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 21,171	\$ 33,729
Changes in non-cash working capital:		
Receivables	9,355	3,023
Accounts payable and accrued liabilities	13,726	(13,110)
	<u>23,081</u>	<u>(10,087)</u>
INCREASE IN CASH FLOW	44,252	23,642
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>448,475</u>	424,833
CASH AND CASH EQUIVALENTS - END OF YEAR (Note 2)	<u>\$ 492,727</u>	<u>\$ 448,475</u>

The accompanying notes are an integral part of these financial statements.

NORQUEST COLLEGE FACULTY ASSOCIATION

Notes to Financial Statements For The Year Ended June 30, 2016

PURPOSE OF THE ORGANIZATION

NorQuest College Faculty Association (the "Association") is a statutory corporation established under the *Colleges Act*, and its powers and duties are described in sections 21 through 21.9 of the Act. As such the Association is exempt from income taxes.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Revenue Recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Member dues are recognized in the year to which they relate.

Cash and Cash Equivalents

Cash and cash equivalents include cash and investments that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These short-term investments are held for the purpose of meeting short-term cash commitments rather than for investing.

Tangible Capital Assets

Tangible capital assets are recorded as expenses on the Statement of Operations in the year in which they are purchased. No tangible capital assets were expensed in the period.

Contributed Materials and Services

Volunteers contribute a significant number of hours per year to assist the Association in carrying out its service delivery activities. Due to the difficulty of determining their fair value, contributed materials and services are not recognized in the financial statements.

Measurement Uncertainty

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the recorded amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become known.

(continues)

NORQUEST COLLEGE FACULTY ASSOCIATION

Notes to Financial Statements

For The Year Ended June 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Financial Instruments

Measurement of financial instruments

The Association initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instruments.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and cash equivalents and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The Association has no financial assets measured at fair value.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

2. CASH AND CASH EQUIVALENTS

	<u>2016</u>	<u>2015</u>
Bank accounts	\$ 287,251	\$ 242,999
Guaranteed Investment Certificate	205,476	205,476
	<u>\$ 492,727</u>	<u>\$ 448,475</u>

The Guaranteed Investment Certificate bears interest at 2.2% per annum and matures March 24, 2017.

3. INTERNALLY RESTRICTED NET ASSETS

Restricted net assets are appropriations of unrestricted net assets and are established at the discretion of the Board of Directors. In accordance with the Association's bylaws the Association is required to maintain a Contingency Fund of no less than \$100,000 for the sole purpose of paying costs associated with interest and rights mediation and/or arbitration.

4. FINANCIAL INSTRUMENTS

The Association is not exposed to significant interest, credit, market, liquidity, currency or other price risk through its financial instruments.
