



NorQuest College Faculty Association Annual General Meeting Agenda

Date: September 25, 2014

Location: Room A808/809, NorQuest College Downtown Campus

Time: 4:00PM – 7:00PM

1. Call to Order
2. Introduction of guests and Executive members
3. Additions to the Agenda
4. Approval of the Agenda
5. Call for corrections to the AGM Minutes of October 3, 2013
6. Approval of the Minutes of October 3, 2013
7. Business arising from the Minutes
 - a. Great Teacher Award
 - b. Amendments, Policies, and Procedures for NCFA Code of Ethics
8. ACIFA 2014 Conference Final Report
9. Presentation of Officers' and Board of Governors' Representative Reports
 - a. President: Shanna Rowney
 - b. VP Negotiations: Lisa Saxby
 - c. VP Faculty Welfare: Nicole Orlecki
 - d. VP Professional Affairs: Ewa Wasniewski
 - e. Treasurer: Sheryl Boisvert
 - f. Board of Governors' Representative: Sherry Greenbank
10. Approval of Officers' and Board of Governors' Representative Reports
11. 2014-2015 Budget
 - a. Approval of the 2013-2014 Financial Statements
 - b. Approval of the 2014-2015 Budget
12. New Business

- a. Pension Amendment Acts update
- b. ACIFA 2015
- c. Election of Officers
 - i. Vice President Faculty Welfare
 - ii. Vice President Negotiations
- d. Future availability of President's position

13. Adjournment

Draw for five educational grants of \$1000 each.



NorQuest College Faculty Association Annual General Meeting Minutes

Date: September 25, 2014

Location: Room A808/809, NorQuest College Downtown Campus

Time: 4:00PM – 7:00PM

Executive Members Present: Shanna Rowney, Nicole Orlecki, Lisa Saxby, Ewa Wasniewski, Sheryl Boisvert, Diane Reid (recording)

Regrets: Sherry Greenbank, Bruce Faunt, Harrison Applin, Margo Sanders, Karen Taylor

Number of Members Present: quorum of 37 + additional members

1. Call to order

Meeting called to order at 4:11 pm.

2. Introduction of guests and Executive members

President Shanna Rowney introduced herself and members of the Executive.

3. Additions to the Agenda

No additions to the Agenda.

4. Approval of the Agenda

MOTION: Cindy Hoyme moved that the agenda be approved as presented. **Seconded** by Nicole Orlecki. **Carried.**

5. Call for corrections to the AGM Minutes of October 3, 2013

Corrections to AGM minutes 2013: change date to 2013 from 2012.

6. Approval of the Minutes of October 3, 2013

MOTION: Roger Moore moved that the AGM Minutes of October 3, 2013 be approved as corrected. **Seconded** by Jennifer Kerwin. **Carried.**

7. Business arising from the Minutes

- a. Great Teacher Award: The Great Teacher Award process was started with NCFA, The Students' Association, and WDHR, however the turnover and vacancies in

WDHR have affected progress. They primarily looked at the criteria and how to make this award different from the Jaye Frederickson Award. Students will use a form to make nominations for this award will be nominated. The nominees will be considered by a board. It was suggested that the form be vetted by ESL faculty for language appropriate for all students. It will be a challenge to pursue setting up this award until a WDHR Director is appointed. **MOTION:** Katrina Blacklock moved that we postpone approval of the Great Teacher Award be postponed until the next AGM. **Seconded** by Joanne Tkaczyk. **Carried.**

- b. Amendments, Policies, and Procedures for NCFA Code of Ethics: The NCFA Code of Ethics has been amended and will be made accessible. Bruce Faunt was not in attendance to present on changes that had been made. **MOTION:** Jennifer Kerwin moved that we postpone the approval of the NCFA Code of Ethics until the next AGM. **Seconded** by Nathalie Mercier. **Carried.**

8. ACIFA 2014 Conference Final Report

MOTION: Les Sayer moved to approve the ACIFA 2014 Conference Final Report as presented. **Seconded** by Jennifer Kerwin. **Carried.**

9. Presentation of Officers' and Board of Governors' Representative Reports

- a. President: Shanna Rowney
- b. VP Negotiations: Lisa Saxby
- c. VP Faculty Welfare: Nicole Orlecki
- d. VP Professional Affairs: Ewa Wasniewski
- e. Treasurer: Sheryl Boisvert
- f. Board of Governors' Representative: Sherry Greenbank

10. Approval of Officers' and Board of Governors' Representative Reports

MOTION: Les Sayer moved to approve the Officer's Reports and Board of Governors' Representative Report as presented. **Seconded** by Jen Kerwin. Cindy Hoyme made a **motion for a friendly amendment** to the Treasurer's report to read 3a. \$15 650.00 rather than \$26 750.00. **Seconded** by Nicole Orlecki. **Carried.**

11. 2014-2015 Budget

- a. Approval of the 2013-2014 Financial Statements

MOTION: Roger Moore moved to approve the 2013-2014 Financial Statements as presented. **Seconded** by Christine Wu. **Carried.**

b. Approval of the 2014-2015 Budget

MOTION: Darrel Giraldeau moved that the Proposed Budget be approved as presented. **Seconded** by Joanne Tkaczyk. Questions arose regarding the budget for negotiations and ACIFA. Lisa spoke to the negotiations, explaining the negotiations budget covers all costs associated with the Faculty Negotiating team meeting weekly/bi-weekly between October 2014 and March 2015. As these meetings usually occur after work, some food is provided. Once the negotiations open with management, when the negotiation session falls over a meal hour, a meal is ordered for the group. The Faculty Association pays half of this cost and Management pays the other half. This round of negotiations should not be as time/content intensive so the budgeted amount is lower to reflect this, but it is still high enough to retain a mediator if necessary. Shanna explained that ACIFA costs were higher this year because we were the hosts, and ACIFA has a contract with Fairmont Hotels. Les Sayer made a **friendly amendment to the motion** that the NCFCA cover full accommodation for individuals at the conference rate but continue to split travel costs 50/50. **Seconded** by Kim Chaba-Armstrong. It was discussed that we would have to add about \$10,000 to the budget line to cover full accommodation for individuals. There were also questions about ACIFA's relevance to all teachers, but discussion confirmed that there is always something of relevance to teaching and learning, and that Faculty have the prerogative to submit a proposal for presentation. It is desirable to have NorQuest Faculty represented at a conference of provincial post-secondaries. **Defeated.**

MOTION: Lisa Saxby moved that the Proposed Budget be approved as presented with a correction to the typo June 30, 2014 to read June 30, 2015. **Seconded** by Leah Poetzsche. Lisa again spoke to costs for meals for negotiators, the possibility of arbitration and an arbitrator, and legal fees set aside for grievances. **Carried.**

12. New Business

- a. Pension Amendment Acts update: Shanna explained that the new premier Jim Prentice gave notice that the current session of the Alberta legislature will be

prorogued. It was declared by the Prentice government that the Public Sector Pension Plans Amendment Act (Bill 9) and Employment Pension Plans Amendment Act (Bill 10) Bills will not be reintroduced in the next sitting of the legislature. As a result, pensions will stay as is for now. However, it should be noted that Prentice sent out mandate letters to the minister of Innovation & Advanced Education and to the minister of Finance and the Treasury Board stating that pensions need to be kept competitive and viable. Time will tell what this mandate means for pensions in the future.

- b. ACIFA 2015 will be at Lake Louise and will be hosted by Portage College. NCFA's recommendation to the new committee was for electronic submission to make the process more manageable. Acifa.ca can be accessed from the ncfa.ca website for which all Faculty should have received their username and password. If faculty have not received a username/ password they should contact Shanna or Jason Fahy (web developer). It was raised that the website is not Mac friendly. Shanna will pass this on to Jason.
- c. Election of Officers
 - i. Vice President Faculty Welfare: Nicole Orlecki stood for re-election to the position of Vice President Faculty Welfare. There were no other nominees prior to the AGM. Shanna put forward a **call for nominations from the floor** for the position of Vice President Faculty Welfare. **Second call. Third and final call.** No nominations from the floor. **Nicole will continue as VP Faculty Welfare by acclamation.**
 - ii. Vice President Negotiations: Lisa Saxby stood for re-election to the position of Vice President Negotiations. There were no other nominees prior to the AGM. Shanna put forward a **call for nominations from the floor** for the position of Vice President Negotiations. **Second call. Third and final call.** No nominations from the floor. **Lisa will continue as VP Negotiations by acclamation.**
 - iii. Future availability of President's position: Shanna advised that she will be leaving the College in January. Elections for President are normally run in May. Nominations and voting for the position of President will take place in

November by electronic vote. This will give Shanna some time to work with the new President.

13. Adjournment: **MOTION:** Nathalie Mercier moved for adjournment. **Seconded** by Katrina Blacklock. **Carried.** Adjourned at 5:05 pm.

Draw for five educational grants of \$1000 each done by Cindy Hoyme and Linden Couteret.

Winners:

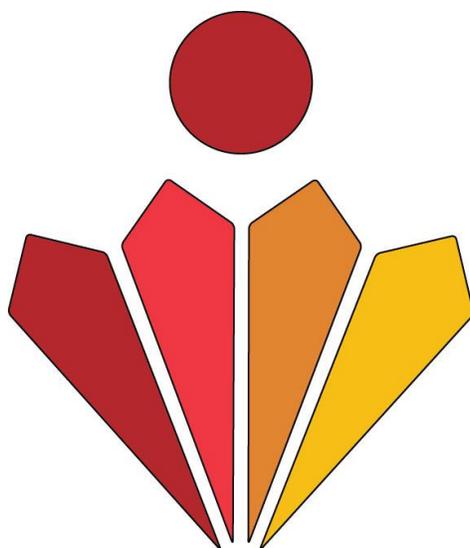
Shannon Boyer

Tammy Crush

Louise Kemme

Ewa Wasniewski

Sheryl Boisvert



NCFA

NORQUEST COLLEGE FACULTY ASSOCIATION

Officers' Reports
&
Budget

**Annual General Meeting
2013-2014**



Your NCFA Executive for 2013-2014:

President – *Shanna Rowney*

VP Faculty Welfare – *Nicole Orlecki*

VP Professional Affairs – *Ewa Wasniewski*

VP Negotiations – *Lisa Saxby*

Treasurer – *Carolyn Marshall/Sheryl Boisvert*

Secretary – *Diane Reid*

Board of Governors Representative – *Sherry Greenbank*

Past President – *Bruce Faunt*

Members-at-Large – *Harrison Applin, Margo Sanders, Karen Taylor*

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2. Proposed Budget for 2014-2015

ACIFA 2014 CONFERENCE

The *Reaching New Heights* conference was attended by 205 people and held at the beautiful Jasper Park Lodge. From the NorQuest College Conference Committee's perspective the 4-day event was a huge success.

Some of the highlights from the conference were:

1. Documents shared from previous Hosting Committee was very helpful
2. We received too many presentation proposals and interest
3. Black and White Theme with the Photo Booth generated a lot of energy
4. Key note speaker was well-received
5. Entertainment both nights was fun
6. Optional activity of the Bee Hive experience was well-attended
7. Scheduling the AGM Tuesday morning was well-attended

Recommendations for future planning:

1. More detailed timeline of expected roles and responsibilities from ACIFA (for example no golf event)
2. Online submission forum for management and adjudication of presentation submissions
3. The PAC committee is recommended to review and revise presenter criteria (e.g. ACIFA members only?)
4. It was suggested that guest speakers be scheduled during the AGM not during meals

We have included the final budget breakdown from our involvement. Unfortunately, no survey was sent out from ACIFA thus we cannot report on participants' experiences. Should you have any questions, please contact us by e-mail at katrina.blacklock@norquest.ca or ewa.wasniewski@norquest.ca.

Thank you,

Katrina Blacklock
2014 Conference Chair

Ewa Wasniewski
VP Professional Affairs NorQuest

2014 ACIFA Conference Budget		
as of June 1, 2014		
Keynote Speaker		\$ 7,875.00
Atomic Improv		\$ 3,675.00
Subsidized Activities		\$ 854.65
Piano Player		\$ 420.00
Photo Booth		\$ 939.75
Room to Dance		\$ 2,625.00
Swag Bags		\$ 8,022.10
Accommodations for Entertainers		\$ 748.86
Liquor tickets		\$ 1,244.28
Total Expenses		\$26,404.64
less: ACIFA portion		\$13,750.00
Cost to NCFA		\$12,654.64



PRESIDENT'S REPORT

It has been a busy and exciting year for the NCFA! A theme that seemed to perpetuate throughout the year was *communication*:

Communication of the NCFA to its members

Although meeting minutes were always available to members and notification emails were sent out with important news, you, as a NCFA member, lacked an up-to-date space to access information. In January, a website developer was hired and the NCFA is happy to announce that we now have an active website available to all members (ncfa.ca) where you can find news, meeting minutes, important documents, and contact information. You will also be able to post questions and comments in both public and member-only forums.

Communication with Human Resources

Starting in February of this year, I began attending monthly meetings with both the Director and Manager of WDHR. These meetings serve as a place to bring attention to concerns or topics of interest from both sides so that they can be addressed before they become issues.

Communication with Executive Management Regarding the ACIFA Climate Survey

During the NCFA Executive's monthly meetings with Jodi and Norma, the results of the ACIFA Climate Survey were discussed. For three months of these meetings, each question's results and trends were dissected and the NCFA was able to give suggestions and

feedback about how to move towards improvement. As a part of gathering more feedback, the ACIFA Climate Follow-Up Survey was sent out to NorQuest faculty. The results of this were discussed as well.

Communication with ACIFA's Labour Relations Officer

As a result of issues and grievances that have arisen over the course of the last year, the NCFA has developed a close working relationship with ACIFA's Labour Relations Officer. He is a wealth of information and a knowledgeable resource. Should any further issues arise, the NCFA will be able to access timely communication for advisement on how to proceed.

Other Items from the Year

Presidents' Councils: Each year ACIFA hosts two Presidents' Councils – gatherings of all ACIFA Faculty Association Presidents. The first I attended was hosted in Calgary in February. The main topics of discussion centered on the predicted pension reforms, as well as grievance rates among member

institutions. The second Council of the year was hosted in Jasper during the annual spring conference. Pension reforms were again a hot topic, as were the upcoming government changes and the announcement by Mount Royal University that they will be leaving ACIFA next year. The next Presidents' Council will be held in Calgary in October.

ACIFA Conference 2014: Congratulations to all of the NorQuest faculty that made our hosting of the annual ACIFA spring conference a complete success. More information about the conference can be found in the ACIFA Conference Final Report, as well as on the new NCFA website.

Director of WDHR: Although communications between the NCFA and Human Resources have improved, there is still difficulty in that the position of Director, WDHR remains vacant. The NCFA has been involved, by invite from the President's Office, in the search and interviews for the new director.

Government of Alberta Changes: This has been a year

of constant change for the GoA and for the Department of Innovation and Advanced Education. The latest change to our new Premier, Jim Prentice, and new Minister, Don Scott, brings cautious optimism. Premier Prentice has sent letters to Minister Scott as well as Minister Campbell (Minister of Finance and President of Treasury Board) declaring to both of them an intention to, “[i]ncrease Albertans’ quality of life by becoming a leader in the areas of health care, education, and skills training”. Whether these intentions will result in returned funding to post-secondary educational institutions in the province is to be seen.

A concrete change that affects our faculty came with the announcement that in the first sitting of the new Alberta Legislature on November 17, Bill 9 (Public Sector Pension Plans Amendment Act) and Bill 10 (Employment Pension Private Sector Plans Amendment Act) will not be reintroduced under the Prentice government.

ACIFA, in consultation with its member institutions, is already in communication with the new GoA.

Overall, it has been a year filled with events and progress. Thank you!

Shanna Rowney



VP PROFESSIONAL AFFAIRS' REPORT

The role of the Vice President, Professional Affairs involves promoting best practices for professional development structures and activities for faculty members. One of the ways this happens is through the ACIFA Professional Affairs committee meeting in which representatives from the member institutions meet twice a year to discuss issues related to professional development.

There have been two meetings of the ACIFA Professional Affairs Committee (Fall 2013 and Spring 2014) since our last AGM. Discussion surrounded issues of professional development funding and distribution, ACIFA awards for Innovation in Teaching and Scholarship of Teaching and Learning (SoTL), Spring Conference planning and other professional development issues affecting institutions in the province.

There are many exciting things that have happened this past year for Professional Development:

- A. The 2014 Spring ACIFA Conference was held at The Fairmont: Jasper Park Lodge. We hosted this conference and had 205 participants attend (please see attached conference letter and budget for details). This coming year, the 2015 Spring ACIFA Conference will be held at The Fairmount: Chateau Lake Louise hosted by Portage College.
- B. College-Wide Professional Develop funding was disbursed June 2014 using the old procedures. Approximately \$40 000.00 was disbursed for Graduate Funding and \$10 000.00 was disbursed for Professional Development to employees at NorQuest. This year, the new College Wide Professional Development Committee has started and three faculty members as well as the VP of Professional Affairs sits on it. The first call

for applications will be early October and there are information sessions about the new procedures posted on LRN and the Q. Moving forward, please feel free to apply at any time as the committee will be meeting about 3 times per term.

- C. Nominations are coming in for the Jaye Frederickson Award for Teaching Excellence. Information is on the Q and please feel free to contact Brenda Mein or Ewa Wasniewski for assistance with your application.
- D. The College held a College Wide Learning Day on May 23 at the Double Tree Inn and it was well attended.
- E. The Faculty of Health and Community Studies as well as

the Faculty of Foundational and Intercultural Studies have been offering Team Learning Days which have provided a variety of different workshops for professional development.

- F. There has been a new addition to College Learning, Teaching, and Development, with the new manager Debbie Baggs and a new Faculty Development Advisor Brenda Mein. Both have started this past summer and CLTD has been working hard to offer more Instructional Skills Workshops (ISW), Moodle Training, Teaching Squares as well as workshops on Best Practices.

Submitted by: Ewa Wasniewski



VP FACULTY WELFARE REPORT

Previous Grievances

In the previous AGM report from the Vice President Welfare, there were two outstanding level 1 grievances. These were filed by the NorQuest College Faculty Association (NCFCA) on behalf of the same faculty member against the College in respect to demotion without cause and inappropriate extension of a probationary period. A similar situation and level 1 grievance was also filed on behalf of a different employee during this same timeframe. As a result of these grievances, the NCFCA has obtained consultant services from a labor relations firm, Chivers Carpenter Lawyers, to assist in matters such as these. In accordance with the advice given by Chivers Carpenter regarding the initial grievances, all three grievances were closed and the faculty members were advised to pursue the outstanding issues under the Respectful Workplace Policy directly with Workforce Development and Human Resources (WDHR). The

reasoning for this advice was that there is no harassment article in the Collective Agreement, thus limiting the NCFCA's ability to pursue such issues. As a result of this advice, a complaint was submitted by one of the faculty members under the Respectful Workplace Policy. In response, WDHR, brought in and paid for an outside investigator to look into the complaint. At this point the NCFCA is no longer directly involved in the situation, so results of the investigation are being shared only with the faculty member.

Current and Ongoing Personal Grievances

I am happy to report that, as of this time, there are no open or ongoing personal grievances (please see the next section regarding ongoing policy grievances). Several Faculty members have, however, come forward looking for advice, someone to speak with, or for someone to be present at a meeting for support. Executive members of the NorQuest

College Faculty Association will be happy to assist in these situations at any time.

Issues with WDHR Director Appointment

Open communication with WDHR has improved, but there is still a bit of a barrier because the College has no permanent WDHR Director. Two policy grievances, filed against the College by the NCFA regarding interpretations of and adherence to the Collective Agreement surrounding position abolishment and redundancy are still on the table and we are unable to move forward because of this. On another front, we have been able to find some support from the ACIFA Labour Relations Officer, who is a wealth of knowledge regarding adherence to and transparency of Collective Agreements.

New Employee Assistance Program (EAP) - LifeWorks

Ceridian has taken over as our new EAP and Wellness Solution provider. An official roll-out of the Lifeworks Program will begin in October. The

ECM Group from Homewood has stayed on as our Employee Recovery Assistance Program (ERAP) provider. Since this summer, I have been sitting on the LifeWorks Committee, to help implement and promote the program. Lunch and Learns will be hosted in October, where more information on the programs will be provided.

Variation between AUPE and Faculty Roles

Concerns have been brought forward by the NCFA to the AUPE regarding the use of AUPE employees to complete Faculty roles and responsibilities. This is occurring when employees are hired into AUPE positions with job descriptions that seem to have some Faculty responsibilities, but at a lower pay scale. We are hoping to address these concerns with WDHR in order to obtain a resolution. Also, a Committee on Roles and Responsibilities of IA's in Health has been formed, and both the NCFA and AUPE have requested to become members.

Submitted by: Nicole Orlecki



VP NEGOTIATIONS REPORT

Our current Collective Agreement expires June 30, 2015. It is each faculty member's responsibility to be aware of the contents of the Collective Agreement. If you never received a copy, please email me and I can arrange to get you one or alternatively, you can view a PDF of our Collective Agreement on The Q (it will be on our Faculty Website as well). Over the next month or two, your faculty negotiating team will be reaching out to faculty members for input on what clauses you would like to see added or changed in the next round of negotiations.

Over the last year, two committees were formed to address items from the last Collective Agreement (the Letter of Understanding). One committee focused on faculty work assignment and the other focused on professional development. To date, the Faculty Work Assignment committee has produced a policy that has been approved at all levels and it

has been published on The Q. The policy took effect May 1, 2014 and should have been adhered to in the distribution of work for the Fall 2014 term. The appeal mechanism for this policy is still under development/awaiting approval, but generally requires the faculty member to discuss the issue with their Chair/Associate Chair first, then the next level would be appealing to the Dean/Associate Dean, and the last level would be to appeal to the Faculty Work Assignment Appeal Committee (comprised of members external to the faculty member's faculty).

The second committee has been working on a Professional Development Policy, which will fall under the existing Employee Development Policy. This includes the distribution of PD funds (over and above the money that is allocated per FTE directly to the Deans in each faculty). These additional PD funds include: Graduate Studies

Reimbursement Procedure, general Professional Development Funding Procedure and Tuition Waiver Request Procedure. These additional funds are pooled and will be open to faculty, AUPE and management to draw from. The three revised procedures have been approved by Jodi but have not been released on The Q yet. Once the procedures have been posted, the faculty will be informed.

I believe the next round of negotiations will be interesting. The provincial government has already started allocating more money to education, and as we edge closer to a

provincial election, historically funds are increased even more. This can positively influence negotiations around financial matters. The next ACIFA Negotiations Committee meeting (where all the provincial ACIFA negotiations reps meet) will be in January 2015. At that time, all of the colleges will report on how their colleges are doing in negotiations (are they ongoing, or settled) or if they are not in a current negotiating year.

Respectfully submitted,

Lisa Saxby



BOARD OF GOVERNORS REPRESENTATIVE REPORT

The NorQuest Board of Governors operates under the authority of the Post-Secondary Learning Act and is responsible to the Minister of Innovation and 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 Office of the President and CEO has been delegated the authority to carry out (“operationalize”) the College’s Strategic Plan set out by the Board of Governors.

As the faculty member of the Board, I am also a member of 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.

Keeping up with the changing directions/messages/funding from the Office of the Minister of Advanced Education over the past year has been highly challenging. The post-secondary climate in the Province is evolving and the Board is working hard to ensure that our College is positioned to take advantage of opportunities as they arise, whether that be in collaborative efforts or independent initiatives. Two great examples come to mind: our relationship with the Clean Energy and Technology Centre in Drayton Valley to develop and deliver programming to meet their demand for skilled workers; and partnering with key industry representatives to develop a comprehensive suite of training programs (Hospitality Institute) that support hospitality service delivery in the Edmonton area.

The Board remains committed to the College’s role as a provider of

foundational skills for Albertans, while at the same time enhancing opportunities for NorQuest learners to continue to develop their workplace skills with the College. NorQuest's Strategic Plan, released by the Board in April 2014, sets a goal to double our impact on Alberta's economy by 2025. We are growing! As a long time employee of NorQuest (we're talking 20+ years!), this is exciting; however, what I appreciate even more is that the Board is ever mindful our commitment to students – that however large our aspirations, we must be student-centered above all else.

The Comprehensive Institutional Plan 2014-2017, released by the Board in

May 2014, 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 get to our goal. I encourage all faculty to have a look.

The Board regularly holds Open Session meetings where all are welcome to attend. Check the website for meeting dates. Since my last report, the Board has met for 9 regular meetings and held 2 full-day Strategic and Governance Planning sessions. Governance Committee has met quarterly.

Submitted by: Sherry Greenbank



TREASURER'S REPORT for the year ending June 30, 2014

1. Our bank accounts at Servus Credit Union had a balance of \$224,768.65 on June 30, 2013. 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 \$200,000 on June 30th, 2013. Our By-Laws require us to have a contingency fund of no less than \$100,000.
 3. Budget Highlights
 - a. We had proposed a deficit budget for this year of (\$27,250.00). Our actual was an excess of \$25,729.79. This was a result of lower expenses – most noticeably with ACIFA conference fees and ACIFA hosting which were less than budgeted.
 - b. Next year's budget shows an excess of \$26,750.00.
 - c. We have increased the amount for negotiations to \$5,000 from \$500 because the negotiating team will begin meeting and planning weekly in October 2014 with negotiations opening April 1, 2015.
 - d. We sent 26 faculty members to the ACIFA conference last May for a total cost of \$27,153.35. In May 2013, we sent 21 faculty members for \$38,443.68.
 4. The audit is complete for this year. Please refer to the financial statements (draft form).
- Respectfully submitted,
Sheryl Boisvert

NorQuest College Faculty Association
Proposed Budget for:

July 1, 2014 to June 30, 2015

		<i>Proposed for</i>		<i>Actual for</i>		<i>Proposed for</i>
		<i>July 1/13-June 30/14</i>		<i>July 1/13-June 30/14</i>		<i>July 1/14 - June 30/15</i>
Revenue						
	Members Fees	155,000.00		153,595.39		154,000.00
	Interest	4,500.00		4,820.04		5,000.00
	Other			2.37		
Total Revenue		159,500.00		158,417.80		159,000.00
Expenses						
	ACIFA Fees	40,000.00		36,835.38		40,000.00
	ACIFA Fees - CAUT Membership	3,000.00		2,750.00		3,000.00
	Release Time	28,000.00		25,396.92		28,000.00
	Administrative Position	15,000.00		5,335.00		8,100.00
	ACIFA Conference	40,000.00		27,153.35		30,000.00
	2014 ACIFA Conference Hosting	30,000.00		12,654.64		-
	AGM Expense	4,000.00		2,879.49		4,000.00
	Faculty Social	5,000.00		1,872.52		5,000.00
	General Meetings	300.00		36.01		300.00
	Negotiating Costs	-		0.00		5,000.00
	Office Supplies	100.00		19.85		100.00
	Printing Costs	1,000.00		885.95		1,000.00
	Executive/Committee Compensation	2,000.00		1,528.77		2,000.00
	Promotion Expense	3,000.00		2,280.80		1,000.00
	Gifts & Donations	1,000.00		56.25		1,000.00
	Bank Fees	100.00		0.00		100.00
	Legal Fees	5,000.00		3,758.68		5,000.00
	Travel Expenses	250.00		0.00		250.00
	Accounting Costs	4,000.00		4,245.00		4,500.00
	Post Secondary Education Grants	5,000.00		5,000.00		5,000.00
Total Expenses		186,750.00		132,688.61		143,350.00
Excess (Deficit) of revenue over expense		- 27,250.00		25,729.19		15,650.00
	Servus Cu Chequing Account (as of June 30, 2013)			102,020.17		
	Servus CU Business Savings Plus (as of June 30, 2013)			122,748.48		
	Servus CU Investment GIC (as of June 30, 2013)			200,000.00		
Total Funds - NorQuest College Faculty Association				424,768.65		
NOTE:	<i>Audit is conducted for the Year End therefore data titled "ACTUAL" is for the Period July 1, 2013 to June 30, 2014</i>					