



**NORQUEST
COLLEGE
FACULTY
ASSOCIATION**

2015 Annual General Meeting

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October 8th 2015

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 September 25th, 2014
6. Approval of the Minutes of September 25th, 2014
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 Marshall
 - d. VP Negotiations: Lisa Saxby
 - e. Treasurer: Sheryl Boisvert
 - f. Faculty Representative – Board of Governors: Sherry Greenbank
9. Approval of Executive Committee members' reports
10. 2015-2016 budget
 - a. Approval of the 2014-2015 Financial Statements
 - b. Approval of the 2015-2016 budget
11. New business
 - a. Presentation of amendments to the NCFA bylaws
 - i. Approval of the NCFA bylaw amendments
 - b. ACIFA 2016
 - c. Election of VP Professional Affairs
12. Adjournment



**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

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

Regrets: Sherry Greenbank, Bruce Faunt, Harrison Applin, Margo Saunders, 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 NCFA 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

Officer Reports



Leslie Sayer | **President**

It is a pleasure to present my first report on the activities of our Faculty Association.

College Executive

The College has an expired faculty evaluation policy and has set up a Steering Committee (comprising myself, VP Teaching & Learning, Norma Schneider, and WDHR Director, Tracey Healy) to address the issue. The Working Committee (Chaired by CTLD Manager, Debbie Baggs) will comprise upper management from the faculty divisions, as well as faculty members, including at least one Executive Committee member. The goal is to have a policy in place by June next year that has been approved by the Faculty Association. The Association's Executive Committee will direct my role on the Steering Committee.

Representation of the Faculty Association at Convocation this year was limited to me presenting the "[College] President's Medal" to a student. Typically, the Association's President is part of the stage party and presents a speech to the graduates on behalf of the Faculty Association. The Convocation Committee decided against this to be more in line with other institutes' convocation ceremonies. A quick poll of other ACIFA colleges' association presidents revealed more than half gave a speech at their convocation ceremony this year.

President's Council

I meet three times a year with ACIFA and ACIFA member presidents for the President's Council. My first meeting in March was at a time of provincial austerity and uncertainty in the post-secondary world, and prior to the release of the provincial budget. Some interesting takeaways from this meeting included the potential for changes to the Post-Secondary Learning Act (PSLA) in light of a recent Superior Court ruling on labor issues and the right to strike, in that the Province would reassess the designation of "essential services" to institutes included in the Act. Mount Royal University Faculty Association's withdrawal from ACIFA means that the other faculty associations will fill the deficit by seeing a rise in ACIFA membership fees by about \$4 per faculty member.

The May Council meeting at the ACIFA Conference discussed further the fallout resulting from the drop in base funding for PSLA institutes. Unlike NorQuest College's "business as usual" stance, other institutes immediately cut their programs operating costs proportionately. This resulted from cuts to programming or job losses or both.

Faculty engagement

I began my tenure as your President in January with a goal of increasing faculty engagement. This is a subject that, while ambitious in scope, is not, I believe, insurmountable. Being engaged is important. I believe it makes the difference between having a “job” and working in a meaningful career.

- I signed off on the completion of the Association’s new web site (www.ncfa.ca). It’s been on the Association’s to-do list for the past 5 years. I spent the summer creating and uploading content and I will endeavor to keep it regularly updated in order for it to be relevant to our membership. There is a discussion board for anyone to view. To make posts, email info@ncfa.ca and you will be assigned a user name and password. Content suggestions are welcome.
- I am working with Sarah James, our Administrative Assistant, on extending the Social Media presence of the Association. We have a Twitter account (@NorQuestFaculty) – please follow us! – and are working on generating content for a Facebook page.
- There were three social events planned during the first half of the year. The first was planned primarily for the faculty of Health and Community Studies in HEC 106 (E building), the second for LINC faculty at the Westmount campus, and the third all-faculty social at the Metro. I enjoyed meeting all the members who came to these socials; however, I was disappointed by the turnout. The cost in time and money in the planning of these events when compared to how many faculty members actually attended makes this form of faculty engagement not sustainable. In discussion with other faculty association presidents, it seems this is not unique. While those I spoke with agreed that socials are the single biggest contributor to faculty engagement, I will be soliciting input from the Executive Committee to develop avenues of improvement.

Executive Committee

We have been conducting monthly meetings with Jodi Abbott and Norma Schneider to maintain those avenues of communication that have been successful at bridging divides on both sides of the table. Nicole and I have been meeting each month with WDHR management to air faculty issues and concerns. The Negotiations Committee, chaired by Lisa Saxby, successfully concluded bargaining this year ahead of the June 30th expiration date of the old Collective Agreement. It pleases me to welcome Carolyn Cantelo (formerly Marshall, and former Association Treasurer) and Lois Henderson to the Executive Committee as, respectfully, VP Professional Affairs and Secretary.

As of this writing, the Executive Committee has no representation from Health and Community Studies (where there are 108 members – almost half of NorQuest College’s faculty compliment!). The two Member-at-Large from FHCS are now no longer with the College. I am optimistic that this aberration is short-term, and that we can balance out the divisional representation on the Executive Committee.

I assigned myself the mandate of increasing faculty engagement. I have developed and implemented some communication tools to assist me with this. But also I would like you to think about how the Association should better serve you. Do you want the Association to expand its role and visibility in the College? If so, how? Is the Association representing your needs? If not, how is it not? How can the Association better solicit your input? I hope that some thought and consideration is given to these questions, and 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 ACIFA professional development committees and activities and to represent the Executive and Faculty Association views to college committees on faculty development.

I came into this role in May of this year after Ewa Wasniewski left the college. Since May, I have attended the Spring 2015 meeting of the ACIFA Professional Affairs Committee at the ACIFA Conference, participated in training and evaluation of funding requests for professional development and graduate studies with the Professional Development Committee and initiated the forming of a Faculty Development Committee.

Following is a summary of these activities:

- A. The ACIFA Professional Affairs Committee meeting consisted of discussions around how professional development funds are distributed in each of the member institutions, ACIFA awards for Innovation in Teaching and Scholarship of Teaching and Learning and Spring conference planning.
- B. The 2015 Spring ACIFA Conference was held at The Fairmont: Chateau Lake Louise and was hosted by Portage College. The 2016 Spring ACIFA Conference will be at The Fairmont: Jasper Park Lodge and will be hosted by Bow Valley 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.
- D. The Faculty Executive has approved the formation of a new Standing Committee called the Faculty Development Committee. This committee will be made up of interested faculty members and will focus on researching and sharing information related to professional development activities for faculty.

Respectfully submitted.



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

My role has transitioned into becoming more of a liaison between Faculty members and WDHR.

Previous Grievances

The two existing policy grievances, regarding issues of interpretation of and adherence to the Collective Agreement, filed against the College by the NorQuest College Faculty Association (NCFA) directly, closed as of December 15, 2014 when both the NCFA and WDHR met to discuss the policy grievances. A NCFA representative is now permitted to attend both Faculty disciplinary and Faculty abolishment meetings if our member would like to have a NCFA representative present for support. Also, we have discussed strategies with WDHR in making the consultative processes of finding alternate positions within the college more transparent to our members.

Current and Ongoing Personal and Policy Grievances

I am happy to report that, as of this time, there are no open or ongoing personal or 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 committee members on the NCFA will be happy to assist in these situations at any time.

I have personally met with Faculty members on a number of issues such as: maternity leave inquiries, grid classification, procedures for absences for illness or injury, contract changes/concerns, adherence to standard practices, concerns about paid/unpaid breaks, leave without pay, probationary termination, Faculty evaluations, position reclassification, management concerns, workload concerns, and exit interview information. All meetings are strictly confidential.

New WDHR Director Appointment

With the new appointment of Tracey Healey as the Executive Director of WDHR communication with WDHR has started to improve. Since February I now attend the President's monthly meeting with WDHR to voice any concerns that Faculty members have brought forward. Some issues that have been discussed at these meetings include workload situations in relation to the Collective Agreement, adherence to Article 30 of the Collective Agreement (Faculty members know in advance the time, location, and that they have the right to be accompanied by an NCFA Representative and that all parties are present before any disciplinary or termination meeting may begin), maternity leave, leave without pay, position reclassification, and using Halogen as a performance management system.

Employee Assistance Program (EAP) - LifeWorks

I continue to sit on the since renamed Wellness Committee as the Faculty Representative. We arranged for Health Assessment Clinics in February where term and permanent Faculty and staff could obtain confidential testing and an assessment review completed by a registered nurse. Also, we have implemented Massage Therapy for Faculty and Staff that are offered one day per week. Our committee has grown greatly in the past year to include several additional Faculty members as Health and Wellness Ambassadors and we are gearing up to begin our first ever Wellness Challenge called Trading Places. It will take place from October 1-21 and will consist of making healthy lifestyle choices in the areas of food, exercise, and attitude. Additional challenges to come will include a Financial Challenge (winter) as well as an Exercise Challenge (spring).

Odds and Ends

In February I participated in a Students' Association Strategic Planning meeting as a Faculty representative. In the future, we hope to invite a Students' Association Representative to speak about the work they do with/for students at one of our NCFA socials.

The Respectful Workplace and Learning Environment Policy is currently in the process of being updated and will be presented to the NCFA Executive Committee once it has reached its approval process.

The newly created Work Assignment Appeal Procedure and Form are now placed on The Q for Faculty and staff use.

Finally, a formal request has been sent by the NCFA to WDHR to obtain the gridding standards used to determine equivalency levels for all Faculty members at NorQuest College. We are in now in the process of discussing whether this documentation can be provided to the Association.



Lisa Saxby | **Vice President - Negotiations**

In June 2015, the Faculty Association Negotiating Team 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, please email me. If you have never received a copy of the newest Collective Agreement, please email me and I can 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 2016. 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.

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 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 Board sets out the College's Strategic Plan and the office of the President and CEO has been delegated the authority to carry it out ("operationalize" it).

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 changing directions and messages from the Minister of Innovation & Advanced Education's Office over the past year was challenging. Ministerial shuffles, an election campaign and a change in provincial leadership, resulted in delayed governmental decision-making, financial uncertainties, and unclear directives to Post-Secondary Boards across the province. With a massive building project underway, along with our biggest ever capital campaign, these uncertainties loomed large for the College. However, the persistent efforts of the Executive team and Board Chair to inform and educate the Ministers' Offices about the College's great need and its important role in Alberta, has ensured that our building project remains a budget priority with secure funding. Who'd have thought that seeing a big hole in the ground and two giant cranes working away out there could evoke such an intense feeling of joy and pride!

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 just 18 months ago well within reach. As a long time employee of NorQuest, this is exciting; however, what I appreciate even more is that Board members are ever mindful of their commitment to students, staff and faculty– that however large the aspiration, we must be people-centered above all else.

The Comprehensive Institutional Plan 2015-2018, released by the Board in May 2015, 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.

The Board holds regular Open Session meetings where all are welcome to attend. Check the website for meeting dates. Since my last report, the Board has met for 6 regular meetings and held 2 full-day Strategic Planning sessions. Governance Committee has met quarterly.



Sheryl Boisvert | **Treasurer**

Year ending June 30th 2015

1. Our bank accounts at Servus Credit Union had a balance of \$250,677.23 on June 30, 2015. 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 \$205,475.58 on June 30th, 2015. 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 \$13,650.00.
 - b. We sent 25 faculty members to the ACIFA conference last May for a total cost of \$27,790.68. In May 2013, we sent 26 faculty members for \$27,153.35.
 - c. The Faculty Association fees have increased 4% which is an increase of \$1,534 annually to be paid to the ACIFA for membership.
 - d. There is a variance in advertising and promotion this year of \$2,981. This is partly due to additional work to complete the Faculty Association website. In addition to this the association has been working hard to promote our association to faculty.
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

	<i>Proposed for July 1/14-June 30/15</i>	<i>Actual for July 1/14-June 30/15</i>	<i>Proposed for July 1/15 - June 30/16</i>
Revenue			
Members Fees	154,000.00	162,573.00	155,000.00
Interest	5,000.00	4,823.00	5,000.00
Other	_____	_____	_____
Total Revenue	159,000.00	167,396.00	160,000.00
Expenses			
ACIFA Fees & CAUT Membership	43,000.00	40,705.00	43,000.00
Release Time	28,000.00	31,358.00	28,000.00
Administrative Position	8,100.00	2,250.00	8,100.00
ACIFA Conference	30,000.00	32,280.00	30,000.00
AGM Expense	4,000.00	2,478.00	4,000.00
Faculty Social	5,000.00	2,712.00	5,000.00
General Meetings	300.00	79.00	300.00
Negotiating Costs	5,000.00	489.00	500.00
Office Supplies	100.00	606.00	100.00
Printing Costs	1,000.00	0.00	1,000.00
Executive/Committee Compensation	2,000.00	1,992.00	2,000.00
Promotion Expense	1,000.00	3,981.00	3,000.00
Gifts & Donations	1,000.00	315.00	1,000.00
Bank Fees	100.00	_____	100.00
Legal Fees	5,000.00	5,122.00	5,000.00
Travel Expenses	_____	_____	_____



	250.00		250.00
Expenses Continued			
Accounting Costs	4,500.00	4,300.00	5,000.00
Post Secondary Education Grants	5,000.00	5,000.00	5,000.00
Total Expenses	143,350.00	133,667.00	141,350.00
Excess (Deficit) of revenue over expense	15,650.00	33,729.00	18,650.00
Servus Cu Chequing Account (as of June 30, 2013)		127,173.30	
Servus CU Business Savings Plus (as of June 30, 2013)		123,503.93	
Servus CU Investment GIC (as of June 30, 2013)		205,475.58	
Total Funds - NorQuest College Faculty Association		456,152.81	

NOTE:

Audit is conducted for the Year End therefore data titled "ACTUAL" is for the Period July 1, 2014 to June 30, 2015

Recommended changes to the October 2011 version of the NorQuest College Faculty Association bylaws.

- Table of contents will change pending approval of additional articles.
 - Tried to limit inconsistencies: e.g. all references to the NorQuest College Faculty Association will be limited to "NCFA"
 - "Appendix A" will be a reproduction of the section of the PSLA as it applies to the formation and management of faculty associations.
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FORMER:

1. TERMINOLOGY

1.1 Name

The official name of this association is the *NorQuest College Faculty Association*, hereinafter referred to as the Association. The abbreviated title of the Association is the NCFA. The Alberta Vocational College Faculty Association was established by Order in Council 185/97 on May 14/97. The change of name to NorQuest College Faculty Association occurred by Order of Council 330/99 on August 25, 1999. The Association was a statutory corporation established under the Colleges Act. In 2003, the Colleges Act was replaced by the Post Secondary Learning Act and the Faculty Association's powers and duties are described in sections 85-87 of the Act.

NEW:

PREAMBLE

The Alberta Vocational College Faculty Association was established by Order in Council 185/97 on May 14/97. The change of name to NorQuest College Faculty Association occurred by Order of Council 330/99 on August 25, 1999. The Association was a statutory corporation established under the Colleges Act. In 2003, the Colleges Act was replaced by the Post Secondary Learning Act and the Faculty Association's powers and duties are described in sections 85-87 of the Act.

TERMINOLOGY

Name

The official name of this association is the *NorQuest College Faculty Association* (NCFA). The NCFA is a corporation consisting of academic and specialized faculty members empowered to act as a professional association as set out in the *Post-secondary Learning Act* (PSLA) of the Province of Alberta, and as governed by the bylaws of the Association (see Appendix A).

Rationale:

The annotated history of the NCFA obscures its name. The new version separates the history from the name, it also includes the new term "specialized faculty".

FORMER:

1.2.3 *Association or Faculty Association* means the NorQuest College Faculty Association.

NEW:

Removed.

Rationale:

All references to the Association or Faculty Association have been changed to NCFA, and from this point on will not be further referenced in these change recommendations. What "NCFA" stands for is articulated in the previous Article.

FORMER:

1.2.4 *Board or Board of Governors* means the Board of Governors of NorQuest College.

NEW:

Board means the Board of Governors of NorQuest College.

Rationale:

For consistency, all references to the College's board of governors will be the one term.

FORMER:

1.2.7 *The Post Secondary Learning Act* is part of the Statutes of Alberta.

NEW:

Removed.

Rationale:

Unnecessary.

FORMER:

1.2.8 *Ex officio* means that the individual attends meetings but has no voting rights.

NEW:

Ex officio means an individual who is a member of a committee by virtue of holding another office. These members may have expertise or hold positions of influence important to the organization, but cannot make motions, second motions, or vote.

Rationale:

The FORMER is not the definition of ex officio. The NEW version corrects and expands on the definition.

FORMER:

1.2.9 *Member or Association Member* means a Member of the NCFA as defined in Section 3.1.

NEW:

Association Member means a Member of the NCFA as defined in Section 3.1.

Rationale:

For consistency, all references to members of the NCFA will only be the one term.

FORMER:

None.

NEW:

(Under Article 1: "Terminology – Definitions" description)

Faculty Board Representative means an NCFA member who serves on the Board, and holds an ex officio position on the Executive Committee.

Rationale:

This is a position that is referenced in these bylaws before the role is defined. It is therefore appropriate it be briefly defined here.

FORMER:

None.

NEW:

(Under Article 1: "Terminology – Definitions" description)

Immediate Past President means the person who served the prior term as President of the NCFA and is still a member of the Executive Committee but cannot make motions, second motions, or vote.

Rationale:

This is a position that is referenced in these bylaws before the role is defined. It is therefore appropriate it be briefly defined here. It has previously been incorrectly defined as ex officio. "Immediate" is used to differentiate between the outgoing President and any other previous Past Presidents. If the outgoing President is leaving the College, then the Immediate Past President position will be vacant.

FORMER:

None.

NEW:

(Under Article 1: "Terminology – Definitions" description)

In Writing refers to written communication in the form of email, letter, fax or text.

Rationale:

The various forms of "writing" requires some specificity if this form of communication is referenced.

FORMER:

2.2 to act as the representative of members of the Faculty Association in the negotiation, monitoring and enforcement of the terms and conditions of employment;

NEW:

to act as the representative of members of the NCFA in the negotiation, monitoring, and enforcement of the terms and conditions as specified in the Collective Agreement;

Rationale:

The terms and conditions are articulated in the Collective Agreement. The revised Article makes this clearer.

FORMER:

- 2.4 to protect the independence and freedom of academic thought and teaching;
- 2.5 to advance and protect the academic and professional interests of its members as individuals and groups;

NEW:

to protect the independence and freedom of academic thought, teaching, and to advance the professional development of its members;

Rationale:

To reduce unnecessary wordiness.

FORMER:

3.1.1 Members of the College Faculty Association are all individuals designated as faculty by the Board and included within the Collective Agreement for the duration of their appointments. Currently designated members include Instructors, Librarians and Educational Counselors.

NEW:

Members of the NCFA are all individuals designated as faculty by the Board and included within the Collective Agreement for the duration of their appointments. Currently designated members include casual, term, and permanently employed instructors, and specialized faculty.

Rationale:

Better alignment with the wording in the Collective Agreement.

FORMER:

3.2 Update of Membership Lists

An updated membership list is published by Organizational Development at the beginning of every month and the Faculty Association records are updated accordingly.

NEW:

Update of Membership Lists

An updated membership list is published by Workforce Development and Human Resources at the beginning of every month. The Faculty distribution list and NCFA records are subsequently updated.

Rationale:

To reflect that OD is now WDHR and that it specifies what the NCFA does with the lists.

FORMER:

4.1.1.5 Should the President leave office for any reason, resign or cease to be qualified to hold office, the Vice President, Faculty Welfare shall, additionally, assume the office of Acting President until the president returns. If the President does not return within forty (40) working days, the Presidential office shall be promptly filled via a by-election pursuant to 4.1.1.6.

NEW:

Should the President leave office, resign or cease to be qualified to hold office, the Vice President, Faculty Welfare shall, additionally, assume the office of Acting President until the president returns. If the President does not return within twenty (20) working days, the Presidential office shall be promptly filled via a by-election pursuant to 4.1.1.6.

Rationale:

"for any reason" seems redundant. 20 working days is about a month and a more reasonable amount of time for its temporary occupation by an Acting President

FORMER:

4.1.1.10 The Executive Committee initiates and is responsible for liaison between the Association and the Alberta College-Institutes Faculties Association in all matters of mutual concern.

NEW:

The Executive Committee is responsible for liaising with the NCFCA membership and the Alberta Colleges and Institutes Faculties Association in all matters of mutual concern.

Rationale:

Less wordy and more accurate since the NCFCA doesn't necessarily "initiate".

FORMER:

4.1.1.11 The quorum for executive meetings shall be 50% of the Executive Committee, including the President or Acting President. The Executive committee consists of :

President

Vice President Professional Affairs

Vice President Faculty Welfare

Treasurer

Secretary

Vice President Negotiating and

Members-at Large. The determination of Members at Large shall be as follows:

The membership of the executive must have at least:

- 2 members from the Faculty of Foundational and Intercultural Studies
- 2 members from the Faculty of Health Studies
- 1 member from the Faculty of Business and Community Studies
- 1 member from other departments (at present including Student Life and Academic Quality Assurance)
- Members at Large will be elected by their own departments to complete this complement of executive members.

The Past President and Faculty Board Member are ex officio members meaning they have the right to attend meetings but have no vote.

NEW:

The quorum for executive meetings shall be 50% of the voting Executive Committee membership, including the President or Acting President. The Executive Committee consists of:

Executive Officers:

President
Vice President Professional Affairs
Vice President Faculty Welfare
Vice President Finance
Vice President Communications
Vice President Negotiations

Executive Members:

Faculty Representatives
Ex Officio and/or Non-Voting Members:
Immediate Past President
Faculty Board Representative

The determination of Executive Committee shall be as follows:

- A minimum of 2 members from the Faculty of Foundational, Careers, and Intercultural Studies
- A minimum of 2 members from the Faculty of Health and Community Studies
- A minimum of 1 member from other departments (at present including Student Services & Registrar and College Learning & Teaching Development)
- Every attempt will be made to evenly distribute representation from all faculties between the Executive Officers and Executive Members. In doing so the number of Faculty Representatives may be adjusted to reflect even representation.
 - Following the election of new Executive Officers at each AGM, a review of the Executive Committee's composition will ensue where currently serving Faculty Representatives may be asked to withdraw in the event of over-representation of a particular division, and/or a call out to faculty made to nominate Faculty Representatives to augment the Executive Committee's composition to better reflect proportional division representation.
 - In the event that more faculty are nominated than are needed, the candidate will be decided by draw.

Rationale:

The revised version distinguishes the two groups of the Executive Committee: Executive Officers and Executive Members. The former designations of "Secretary" and "Treasurer" are changed to "Vice President – Communications" and "Vice President – Finance", to elevate the importance of these positions to the Executive Committee. The "Members-at-Large" designation is changed to "Faculty Representative" to reflect a better description of their role. The Committee's composition has been changed to accommodate the faculty division names and the proportion of faculty members they contain. Currently, there are virtually the same number of faculty in HCS as there are in FCIS, and a small number in Student Services & Registrar and College Learning & Teaching Development. While the Executive Committee doesn't have a maximum number of members, there is a minimum. There is also the mechanism by which the composition of the Executive Committee to reflect the divisional distribution of faculty can be achieved.

FORMER:

- 4.2.1.1 is responsible for the interpretation and application of the Bylaws, and the development and implementation of Association policies and procedures, as directed by the Executive Committee.

NEW:

is responsible for the interpretation and application of the Bylaws

is responsible for the development and implementation of NCFA policies and procedures, as directed by the Executive Committee.

Rationale:

The revision splits one wordy Article into two less wordy Articles.

FORMER:

- 4.2.1.9 presents an annual report to the AGM on behalf of the Executive Committee.

NEW:

presents an annual report to the AGM.

Rationale:

The other Executive Officers will present their own reports.

FORMER:

4.2.4.4 is elected following the signing of the current Collective Agreement serves and until the next Collective Agreement is signed, and is thereafter an ex officio member of the FANC, attending meetings as needed for the next negotiating period.

NEW:

is elected at the AGM preceding the expiry date of the current Collective Agreement and serves until the AGM preceding the expiration of the subsequently signed Collective Agreement. Thereafter he or she is an ex officio and non-voting member of the NCFANC, attending meetings as needed for the next negotiating period.

Rationale:

This does not need to be voted on as it was already approved at last year's AGM, but just not added to the bylaws document.

FORMER:

4.3.1.1 Once elected, Members-At-Large are full members of the Executive.

NEW:

Once elected, Faculty Representatives are full members of the Executive Committee.

Rationale:

Changes reflect new terminology.

FORMER:

4.3.1 Past President

4.3.1.1 acts in an advisory role to the Executive, the President and the Faculty Association.

4.3.2.2 is a member of the Executive Committee and attends meetings for one year.

NEW:

Immediate Past President

remains a member of the Executive Committee in an advisory role to the President until the AGM following the President's election, unless otherwise requested by the President.

Rationale:

The revision combines the two former Articles, but further limits their time on the Executive Committee. This is so that if the Immediate Past President acquired this position by virtue of losing to the new President, the membership may be keen to see the influence of the losing Presidential nominee leave the decision-making machinery of the Executive Committee sooner than later.

FORMER: [The Faculty Board Representative]

4.3.3.1 is an ex officio member of the Executive.

4.3.3.2 performs duties as outlined in Article 8.3.2.

NEW:

is nominated by the NCFA and, pursuant to Section 44(2)(b)(i) of the Post Secondary Learning Act, is recommended to the Minister to serve as the faculty member on the Board.

is elected: (a) for a term not exceeding three (3) years; (b) may serve two consecutive terms; and (c) assumes office immediately following the election.

reports to regular or special meetings of the NCFA and the Executive on the deliberations of the Board and communicates faculty perspective to the Board.

is an ex officio member of the Executive Committee

presents an annual report to the NCFA at the AGM

Rationale:

This section appears in Article 8.3.2 and is moved here for consistency.

FORMER:

5.1.4 At any meetings of the Executive Committee, 50% of the executive members constitutes quorum.

NEW:

At any meetings of the Executive Committee, 50% of the Executive Committee constitutes quorum.

Rationale:

Minor correction.

FORMER:

None.

NEW:

(Under Article 5.2.1 "Meetings of the General Assembly" description)

If necessary, amendments to bylaws are made with majority approval of those in attendance.

Quorum for the AGM is fifteen percent (15%) of the NCFCA.

Rationale:

Since changes and revisions to the bylaws only take place where the largest assembly of faculty occur, it makes sense to include this in the bylaws as another AGM activity. For AGM quorum change from "50 voting members" to 15% see revision below.

FORMER:

5.4 Quorum

The quorum for any **Special Assembly** is twenty (20) voting members. In the event that a quorum is not present at any Special Assembly, then the following announced Special Assembly will proceed as if a quorum was present regardless of the number of faculty members in attendance. A quorum for the **Annual General Meeting** is fifty (50) voting members.

NEW:

Removed.

Rationale:

This Article has been split between two Articles. The last sentence has been moved to the Article about the AGM. The rest has been moved to the Article about Special Assemblies (see next revision below). "50 voting members" is approximately 15% of current faculty. Stating 15% will allow for fluctuations in faculty numbers.

FORMER:

None.

NEW:

(Under Article 5.3 "Special Assemblies" description).

The quorum for any **Special Assembly** is twenty (20) voting members. In the event that a quorum is not present at any Special Assembly, then the following announced *Special Assembly* will proceed as if a quorum was present regardless of the number of faculty members in attendance.

Rationale:

See previous revision rationale.

FORMER:

6.2.1 Officers of the Association are elected at the AGM (except for the President who is elected in May) and assume office at the next Faculty Executive meeting (to be called promptly by the outgoing president). The Faculty Member on the Board of Governors assumes office immediately following the election.

NEW:

Officers of the NCFA are elected, at the AGM (except for the President who is elected in May) and assume office at the next Faculty Executive meeting. The Faculty Member on the Board assumes office after Ministerial approval.

Rationale:

The last sentence is changed to reflect the wording on the PSLA.

FORMER:

None.

NEW:

[Positioned immediately under the previous amendment]

Should positions on the Executive Committee be made vacant prior to the AGM, a by-election maybe called. If the by-election occurs within 6 months of the AGM where the term of the position was to end, the position would not be subject to election at that AGM.

Rationale:

Subjecting the position to two closely spaced elections seems to be a waste of manpower.

FORMER:

6.2.4 It is preferable that no officer serves more than two consecutive terms in the same office.

NEW:

Removed.

Rationale:

If the membership continues to vote for the same person, then why not?

FORMER:

6.2.4 All elections of officers, standing committee members and Faculty Board Member will be conducted by secret ballot. A candidate shall be declared elected to any position when the candidate has received the most votes of the ballots cast by members eligible to vote.

NEW:

All elections of officers, standing committee members, and Faculty Board Representative, where two have been nominated, the candidate with the greater number of votes will be declared elected to that position.

All elections of officer, standing committee members, and Faculty Board Representative, where more than two have been nominated, the top two with the greatest number of votes will be subject to a second vote. The candidate with the greatest number of votes, after the second vote, will be declared elected to that position. In the event of a tie the winner is the candidate with the greater number of votes from the first vote.

Rationale:

This type of voting ensures that the membership get to make their choice again between the top two candidates, even when their original selection did not make the top two.

FORMER:

7.2 For election of officers due to by-election, or for the election of the President of the Faculty Association, who is elected in May, voting will take place using the voting option on Outlook on Faculty computers. For those who object to one person receiving the votes, there will also be a secret ballot vote, to be held at some time during the duration of the electronic vote. The administrative assistant employed by the Faculty Association will receive the electronic vote, and monitor the voter list.

NEW:

For election of officers that go to a vote, electronic voting will take place or by a secret ballot vote upon request. The Administrative Assistant employed by the NCFA will receive the votes, and monitor the voter list.

Rationale:

The revision streamlines a wordy Article and communicates the same thing.

FORMER:

8.3.1.1 Pursuant to Section 46 of the Post Secondary Learning Act, there maybe up to ten (10) faculty representatives on Academic Council. Currently, our representative will consist of six (6) members, one of whom is the Vice President Professional Affairs and acts as the Chair of the faculty caucus. The others are elected from, where possible, each of the following areas (excluding the one represented by the V.P. Professional Affairs). The areas are: Academics for Careers and Employment, Language Training and Adult Literacy Programs, Business and Industry Development Careers, Learning Resource Services, Health and Human Service Careers and Student Services.

NEW:

Pursuant to Section 46 of the Post Secondary Learning Act, there maybe up to ten (10) faculty representatives on Academic Council, one of whom is the Vice President Professional Affairs and acts as the Chair of the faculty caucus. Where possible, the others are appointed from each of the College divisions as defined in 4.1.1.11.

Rationale:

Since there are 6 positions and, currently, 4 divisions of the College serviced by faculty members, the exclusion is omitted. The faculty divisions have been updated too.

FORMER:

None.

NEW:

[Under Section 8.2 – Standing Committees]

8.2.4 The Faculty Development Committee (FDC)

8.2.4.1 consists of the Vice President: Professional Affairs (Chair) and up to six (6) faculty members from as many departments as possible

8.2.4.2 researches professional development opportunities for faculty

8.2.4.3 shares this information with faculty via email, website, or other as determined by the Executive Committee