



**NORQUEST  
COLLEGE  
FACULTY  
ASSOCIATION**

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**2017 Annual General Meeting**

Package contents:

- Meeting agenda ..... 3
- Draft minutes of 2016 AGM ..... 4
- Officer Reports ..... 6
- Budget..... 16



## NorQuest College Faculty Association



### Annual General Meeting AGENDA

October 26<sup>th</sup> 2017

Room 2-027, Singhmar Centre for Learning, NorQuest College

5:00pm – 7:00pm

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 26<sup>th</sup>, 2016
6. Approval of the Minutes of October 26<sup>th</sup>, 2016
7. Presentation of Executive Committee members' reports
  - a. President: Leslie Sayer
  - b. VP Faculty Welfare: Alexandru Caldararu
  - c. VP Professional Affairs: Carolyn Cantelo
  - d. VP Negotiations: Lisa Saxby
  - e. VP Finance: Sheryl Boisvert
  - f. Faculty Representative – Board of Governors: Tracy Topolnitsky
8. Approval of Executive Committee members' reports
9. 2017-2018 budget
  - a. Approval of the 2016-2017 Financial Statements
  - b. Approval of the 2017-2018 budget
10. New business
  - a. Review and approval of recommended changes to bylaws
  - b. Election of VP Professional Affairs and VP Communications
11. Adjournment





**NorQuest College Faculty Association  
Annual General Meeting  
Minutes**

Date: October 26, 2016

Location: Room A808/809, NorQuest College, Downtown Campus

Time: 4:00pm – 5:00pm

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

**Regrets:** Tammy Dunnet, Doug McRae, Susan Otto

**Number of Members present:** 74 members

**1. Call to order**

Meeting called to order at 4:05 p.m.

**2. Introduction of guests and Executive Committee members**

Les Sayer introduced himself and members of the Executive

**3. Additions to the Agenda – no additions**

**4. Approval of the Agenda**

**Motion:** Roger Moore moved that the agenda be approved as presented. **Seconded. Carried.**

**5. Call for corrections to the AGM Minutes of October 8<sup>th</sup>, 2015 - No corrections to the minutes**

**6. Approval of the Minutes of October 8<sup>th</sup>, 2015**

**Motion:** Alex Caldararu moved that the minutes be accepted as presented. **Seconded. Carried.**

**7. Business arising from the Minutes**

**a. The Faculty Association web site update**

Les Sayer encouraged people to visit the NCFA website at [NCFA.ca](http://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. **Treasurer: Sheryl Boisvert**
- f. **Faculty Representative – Board of Governors: Sherry Greenbank**

Reports were provided for the membership to read.

#### **9. Approval of Executive Committee members' reports**

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

#### **10. 2016-2017 budget**

##### **a. Approval of the 2015-2016 Financial Statements**

The 2015-2016 Financial Statements were provided for the membership to read. The year in the budget was corrected to read "2015-2016."

##### **b. Approval of the 2016-2017 budget**

**Motion:** Brooklyn Schneider moved to accept the 2015-2016 Financial Statements and the 2016-2017 budget as presented. **Seconded. Carried.**

#### **11. New business**

a. **ACIFA 2017** – Leslie Sayer reported that the ACIFA conference will be held in Canmore, Alberta in 2017. Funding will be given to presenters first, then opened to the rest of the faculty to apply. If not all applicants can be funded, a lottery draw will be held to determine the winners of funding for the conference.

##### **c. Election of VP Finance and VP Faculty Welfare**

- i. By acclamation, Sheryl Boisvert will be the VP Finance
- ii. Speeches were given by candidates Nicole Orlecki and Alex Caldararu for the position of VP Faculty Welfare. Voting occurred by secret ballot and by online ballot. Voting closed at 5:00 p.m. Alex Caldararu will be the VP Finance.

**Motion:** Lynne Neise moved to destroy the ballots. **Seconded. Carried.**

#### **12. Adjournment**

**Motion:** Dana Wight motioned to adjourn the meeting. **Seconded. Carried.**

**Meeting Adjourned** at 5:08 p.m.

After the adjournment of the meeting, Carolyn Cantelo announced the winners of the Educational Grant. All applicants were awarded grant money.

# 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.

### **NorQuest College Faculty Union**

In May this year, the Alberta government enacted a bill to move the collective bargaining provisions in the Post-Secondary Learning Act (PSLA) to the Labour Relations Code (LRC) conferring trade union status to all publicly-funded post-secondary institutions in the province.

After meeting with Campus Alberta Director, David Williams, several times at President's Council, there were no solid answers given to a number of labour relations scenarios, and it was clear that this new paradigm was going to create many precedents. As will be detailed in the other Officer Reports, the scope of the Alberta Labour Relations Board (ALRB) is proving to be much broader than originally expected. As a result, the NCFA will need to increase the part of its budget assigned to legal fees.

A welcome addition to the PSLA, is the change to the wording concerning academic staff designation. Previously, the College needed to consult with the Association before deciding what roles would be designated as faculty or non-faculty. In the event of a disagreement, the College would rule in favour of itself. In recent years, the College stopped extending the courtesy of consulting with the Association. Now, the PSLA legislates that designation consultation must include the faculty association and any other affected union, and where disagreement exists, resolution will be directed by the ALRB and binding.

There is a five-year moratorium on union recruitment activities, after which time, the NCFA risks being exposed to larger unions looking to swell their ranks. In the meantime, the NCFA will begin to shift its culture to adapt to the new paradigm. Bargaining for the new Collective Agreement does not begin until 2019, but we should be prepared for extreme negotiating strategies from the College that takes advantage of this new legislation.

### **ACIFA**

One aspect of my position I find particularly engaging, is attending the President's Council meetings. It is an opportunity to meet with the ACIFA Executive Committee and the other faculty association presidents. Unfortunately, the Bow Valley College and MacEwan University Faculty Associations withdrew their ACIFA membership this year. In a straw vote on the matter, the NCFA Executive Committee voted unanimously to remain a part of the ACIFA family.

I, and the VP Faculty Welfare, will be investing in labour relations training to become less reliant on ACIFA's

Labour Relations Director (LRD) in issues such as level 1 grievances. The LRD would still be available to assist with collective bargaining issues. ACIFA would assist with training, and as CAUT federated members, there would be additional access to labour relations training opportunities.

The NCFA and other institutes' faculty associations contributed to ACIFA's submissions to the provincial government's recommendations for reviews to the funding model, the PSLA, and the six-sector model.

I presented the ACIFA Climate Survey results to the Senior Academic Leadership Team. The previous year, I had presented it to all senior leaders, half of whom displayed little interest. I asked College president, Jodi Abbott, if I could present to the academic leaders only. There was greater interest and more questions asked.

### **NorQuest College**

My role as one of the three members of the Faculty Evaluation and Development (FED) steering committee, has overseen the faculty-wide implementation of a consistent faculty evaluation and online recording process. There is no schedule for future meetings.

I accompanied College VP External Affairs, Joan Hertz, to the Legislative Building to meet with Chief of Staff, Bill Moore Kilgannon, to advocate for the government's \$2 million budget assigned to new academic building development. NorQuest expected \$2.7 million for the Singhmar Centre. NorQuest's talking points alluded to faculty redundancies should the province not deliver. So far, the province has not delivered.

My speech at this year's convocation ceremony was directed towards defining what the Faculty Association does. It seems the College is exploring different ways to prevent me from addressing the graduates including polling other post-secondary institutes to ask if their association presidents speak to their graduates. There is no firm decision on 2018's convocation ceremonies, but I have been told by the College, that in the interests of keeping a tight schedule, to not be too hopeful.

### **Going Forward...**

The changes to the bylaws the Committee recommends, continues to tighten up our reference framework. With the duty of fair representation as statutory, labour lawyers have advised faculty associations to include it in the bylaws, along with Trials and Charges procedures to enforce them. The amount the Association charges in membership dues is also recommended to appear in the bylaws, along with negotiating into the Collective Agreement consequences for non-payment of dues. Additional wording will still need to be added to comply with the LRC and will be provided by ACIFA for their member institutions.

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 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 2016/2017 meetings of the ACIFA Professional Affairs Committee, participated in training and evaluation of funding requests for professional development and graduate studies with the NorQuest Professional Development Committee, represented faculty on the Faculty Evaluation and Development Committee and the Quality Assurance Team and was a faculty member on Academic Council.

The 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 2017 Spring ACIFA Conference was held at The Coast Hotel in Canmore and was hosted by Olds College. The 2018 Spring ACIFA Conference will be at Jasper Park Lodge and will be hosted by Northern Lakes 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 Evaluation and Development Committee was formed to develop a new procedure for faculty evaluation and to provide meaningful feedback to inform professional practice. Year 1 implementation was completed with some faculty and the remainder of faculty are now using the new process this 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 2017. 31 faculty members applied and 9 were selected by draw to attend. Feedback from participants was very positive.
- G. \$10,000 is budgeted for the Post-Secondary Education Grants with a maximum of \$1,000 per person. 7 people applied and all received a grant. The total amount was \$6,667.

Respectfully submitted.



## Alexandru Caldararu | **Vice President – Faculty Welfare**

2016-17 was an exceptionally busy year for your Vice President - Faculty Welfare. This report represents the most noteworthy highlights.

### *I. Faculty Support*

Providing support to Faculty is the top priority for the person who serves as the NCFA Vice President - Faculty Welfare. I take pride in making myself available and accessible to faculty in need of support, and believe that this is reflected in the diversity of requests for assistance that were made this year. In 2016-17, I supported **twenty-one different faculty members** who raised various matters of importance. The individuals who came forward represented **ten different programs across three Faculties** at the College,

and it is my goal to try to better support all faculty at NorQuest in the coming year by addressing these concerns (and others that may come my way) in 2017-18.

### *II. Faculty Advocacy*

In addition, we do our best to leverage the historically good relationship our Union has with Management to advance the interests of faculty at the College. Every month, I, and the NCFA President, participate in monthly meetings with Workforce Development and Human Resources (WDHR) Leadership to discuss issues that have been brought to our attention by our membership.

Furthermore, in 2016-17 I supported **two Faculty members** with the process of launching a Work Assignment Appeal, filed a grievance on behalf of a **third** (as agreed upon unanimously by members of our Grievance Committee) and attended **four** separate meetings with HR in support of Faculty who were subjected to some form of disciplinary job action by Management.

### *III. Navigating Our Shifting Legal Terrain*

The implementation of **Bill 7** (*An Act to Enhance Post-Secondary Academic Bargaining*) this spring has fundamentally altered the legal terrain beneath our collective feet. As the NCFA is now a **legally certified trade union**, we are subject to the terms and provisions outlined in the *Alberta Labour Relations Code*. One of the biggest changes is that our Union is now provided with extra tools to advocate for faculty in instances where we are unable to reach an in-house resolution to a dispute with Management.

In one such instance, the NCFA **strongly** objected to a decision by the College to eliminate multiple faculty positions in Student Services. Despite our best efforts, we were left with little recourse but to utilize these new tools to protest this decision. As a result, I, and the NCFA President, worked together to submit a complaint against the College to the Alberta Labour Relations Board.

Part of the reason that we elected to pursue this course of action is that while we have new tools to help us in our relations with Management, these new tools also provide individual members with opportunities to launch complaints against our Union in instances where they feel we have failed to properly exercise these

powers. To that end, I, and the NCFA President, have also been working with our legal counsel **to prepare defences to two separate charges brought against our organization by former faculty members** (one brought before the Alberta Labour Relations Board and the other in a civil suit).

#### *IV. Other Accomplishments*

In addition to the updates outlined above, I have been very active in other activities undertaken by our Union. These include the following:

- Meeting with **nine new Faculty members** as per my role on the Faculty Orientation Committee
- Facilitating **two Know Your Collective Agreement workshops** that were attended by a grand total of **fourteen faculty members**
- Formalizing the Social Committee as an official NCFA Standing Committee
- Serving on the Social Committee to help plan the year-end Faculty Social in May, our Annual General Meeting in October, and the upcoming Winter Social in December
- Creating a standard operating procedure for the NCFA Grievance Committee (including a standard blank form that could be used in the submission of future grievances, if need be)
- Participating in workshops on the new provincial legislation that brings our post-secondary sector under the jurisdiction of the *Alberta Labour Relations Code* at the 2017 ACIFA Conference
- Participating in the Canadian Association of University Teachers (CAUT) Collective Bargaining Town Hall earlier this year
- Serving as the Faculty Representative on the NorQuest College Workplace Health, Safety, & Wellness Committee

#### *V. Upcoming Areas of Focus*

In 2017-18, I plan on fulfilling areas of my election platform that went unaddressed last year. Specifically, I plan on working with my colleagues on a robust Faculty Engagement Initiative, and will aim to develop new workshops for our membership that will focus on highlighting the new legal terrain that we as faculty now work under in Alberta.

Above all else, I have performed my role as your Vice President - Faculty Welfare with one goal in mind: to advance the well-being of Faculty at NorQuest College. I will be seeking your input and participation on upcoming initiatives this year, but in the meantime, I remain committed to being a strong voice for faculty, who are the backbone of our organization.

Any questions, comments, queries, or feedback on how we as a Union are doing can be sent directly to me at [ncfa.vpwelfare@gmail.com](mailto:ncfa.vpwelfare@gmail.com), and I can be contacted over the phone at 780-644-6342. Thank you all for your continued support; I look forward to working with you this upcoming year!

Respectfully submitted



## Lisa Saxby | Vice President - Negotiations

As a recap, 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, 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](http://ncfa.ca).

Key highlights in the new agreement are:

1. Raises on July 1<sup>st</sup> as follows: 2015 = 3%, 2016 = 2.75%, 2017 = 2.5% and 2018 = 2.5%
2. Probationary employment term 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

### Significant News on the Post-Secondary Landscape

The Alberta Government has enacted Bill 7 on 6 April 2017 that has placed Post-Secondary collective bargaining under the Alberta Labour Relations Code. Our Faculty Association is deemed to be a *trade union* for the purposes of acting as the bargaining agent for our academic staff members. While the Post-Secondary Learning Act (PSLA) still exists, some of the components that used to apply to us have now changed or have been deleted (Articles 87-89 have been repealed). The highlights of the changes are:

1. Collective bargaining under the PSLA was contractual – a process as agreed to by parties in their Collective Agreement. Now under the Labour Relations Code, collective bargaining is statutory – and follows a process set out in the Code. The Labour Relations Code will always trump a collective agreement if there are conflicting policies listed.
2. The removal of compulsory binding arbitration as the final step in dispute resolution during negotiations. There is now the ability to go on strike/take work action, but the institutions also now have the right to lock out employees. Parties can mutually decide to still enter into voluntary binding arbitration as a dispute resolution process.
3. The designation of Academic Staff (i.e. Faculty) is no longer solely under the purview of the Board of Governors, now the Faculty Association is involved through consultation. Each institution will need to define what (if any) of their Faculty provide an *Essential Service* (the

interruption of which would endanger the life, personal safety or health of the public...). If there are faculty that are deemed essential services, then an Essential Services Agreement will need to be created.

4. There is a Duty of Fair Representation.
5. There is legislation around Unfair Labour Practices (Section 90 of the Employment Standards Code does not apply...but the Labour Relations Code does).

Al Brown, SAIT's (SAFA) Labour Relations Officer, had been filling in as our Labour Relations Director (LRD) at ACIFA. He has been advising various institutions on issues related to negotiations, grievances/arbitrations (that were opened prior to our moving under the Labour Relations Code), etc. ACIFA has recently hired a new permanent LRD.

The members of the New Faculty Orientation Committee currently are: Lisa Saxby, Leslie Sayer, Sarah Apedaile, Joan Wall, and Alex Caldararu. Members of the committee have been meeting with new faculty members one-to-one to introduce themselves, and go over some basic information that is relevant to new faculty from a faculty perspective. We also host a New Faculty meet-and-greet where the new faculty meet 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](mailto:Lisa.Saxby@norquest.ca).

Respectfully submitted.

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### Tracy Topolnitsky | **Faculty Board Representative**

Thank you for entrusting me with the role of Faculty Board Representative! For those who I have not met yet, I have been at the College for over 12 years. I am currently the Program Chair of Academic Upgrading but in the past, I have taught Math within the Unit and have been involved in many Educational Technology-related projects such as the Moodle implementation and the RADF project. I officially began my term on the Board in July of this year and attended my first Board retreat this past August.

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 academic staff 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 operationalize it.

As the faculty member on 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.

As you may know already, at the retreat, the Board approved the re-calibration of the College's Strategic Plan. The new targets set and the goals of our contemporary institution are very exciting! I'm sure many of us will be very engaged in the entrepreneurial opportunities ahead! As my term progresses, I will have more feedback and information to share with you. For now, however, I thank you again trusting me with this role and I encourage you to attend a public Board meeting or approach me with your questions and comments.

Respectfully submitted.



Sheryl Boisvert | **Vice President – Finance**

**Report for the Year Ending June 30, 2017**

1. Our bank accounts at Servus Credit Union had a balance of \$235,332 on June 30, 2017. 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 \$230,000 on June 30th, 2017. 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 \$3,000
    - b. Although, we budgeted for a deficit in 2017 year-end there was a surplus of \$38,433.
  - c. We sent 30 faculty members to the ACIFA conference last May for a total cost of \$28,109. In May 2015, we sent 26 faculty members for \$31,909.
  - d. The professional development fund was used to give faculty the opportunity to attend the Great Teacher Conference.
  - e. A committee was formed to arrange socials for faculty this year. As a result, attendance to events has increased substantially. This lead the committee to request additional funds to accommodate more participants at the both the winter and yearend events.
  - f. The Labour Relations Code, which allows for lockouts by Management and strikes by faculty, have increased responsibilities for our Faculty Association may have financial impacts. There will likely be increased legal costs due to the new structure. Also, we should consider increasing our contingency fund in the near future in case of lockout or a strike. This would best be achieved by increasing faculty dues.
4. The audit is complete for this year. Please refer to the financial statements (draft form).

Respectfully submitted.



**NORQUEST COLLEGE FACULTY ASSOCIATION**

**Financial Statements**

**For the Year Ended June 30, 2017**

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## INDEPENDENT AUDITORS' REPORT

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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, 2017 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, 2017 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 25, 2017



Hawkings Epp Dumont LLP  
Chartered Accountants

**NORQUEST COLLEGE FACULTY ASSOCIATION**  
**Statement of Financial Position**  
**As At June 30, 2017**

	2017	2016
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents ( <i>Note 2</i> )	\$ 465,332	\$ 492,727
Receivables	54,903	1,214
	<b>\$ 520,235</b>	<b>\$ 493,941</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 6,205	\$ 18,344
<b>NET ASSETS</b>		
Unrestricted net assets	314,030	275,597
Internally restricted net assets ( <i>Note 3</i> )	200,000	200,000
	514,030	475,597
	<b>\$ 520,235</b>	<b>\$ 493,941</b>

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**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, 2017**

	Budget (Unaudited) 2017	2017	2016
<b>REVENUE</b>			
Member dues	\$ 180,000	\$ 193,338	\$ 177,280
Donations	-	-	1,275
	<u>180,000</u>	<u>193,338</u>	<u>178,555</u>
<b>EXPENSES</b>			
Alberta College and Institutes Faculties			
Association fees	43,000	41,946	40,746
Salaries and benefits	42,000	41,620	41,371
Conference expenses	35,000	28,109	31,909
Professional development	22,000	15,375	18,473
Education scholarships	10,000	6,667	5,334
Faculty Social	5,000	6,122	5,126
Professional fees	5,000	4,510	4,405
Administration	8,100	3,990	4,995
Annual general meeting	4,000	3,175	3,535
Advertising and promotion	5,000	3,017	1,885
Meetings	4,000	2,226	1,537
Legal fees	5,000	1,780	-
Donations	250	1,109	90
Office	650	243	528
Travel	1,000	29	1,142
	<u>190,000</u>	<u>159,918</u>	<u>161,076</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES BEFORE OTHER INCOME</b>	(10,000)	33,420	17,479
<b>OTHER INCOME</b>			
Interest income	5,000	5,013	3,692
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<u>\$ (5,000)</u>	<u>\$ 38,433</u>	<u>\$ 21,171</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, 2017**

	Unrestricted Net Assets	Internally Restricted Net Assets <i>(Note 4)</i>	<b>2017</b>	2016
<b>BALANCE - BEGINNING OF YEAR</b>	\$ 275,597	\$ 200,000	<b>\$ 475,597</b>	\$ 454,426
Excess of revenue over expenses	38,433	-	<b>38,433</b>	21,171
<b>BALANCE - END OF YEAR</b>	<b>\$ 314,030</b>	<b>\$ 200,000</b>	<b>\$ 514,030</b>	<b>\$ 475,597</b>

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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, 2017**

	2017	2016
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	\$ 38,433	\$ 21,171
Changes in non-cash working capital:		
Receivables	(53,689)	9,355
Accounts payable and accrued liabilities	(12,139)	13,726
	<u>(65,828)</u>	<u>23,081</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(27,395)</b>	<b>44,252</b>
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>492,727</u>	<u>448,475</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR (Note 2)</b>	<b><u>\$ 465,332</u></b>	<b><u>\$ 492,727</u></b>

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# NORQUEST COLLEGE FACULTY ASSOCIATION

## Notes to Financial Statements For The Year Ended June 30, 2017

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### 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.

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### 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 items that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value.

#### 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 2015 or 2016.

#### 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)*

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**NORQUEST COLLEGE FACULTY ASSOCIATION**

**Notes to Financial Statements**

**For The Year Ended June 30, 2017**

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**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 receivables.

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.

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**2. CASH AND CASH EQUIVALENTS**

	<u>2017</u>	<u>2016</u>
Bank accounts	\$ 235,332	\$ 287,251
Guaranteed Investment Certificate	230,000	205,476
	<u>\$ 465,332</u>	<u>\$ 492,727</u>

The Guaranteed Investment Certificate bears interest at 1.5% per annum and matures September 29, 2018.

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**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.

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**NORQUEST COLLEGE FACULTY ASSOCIATION**

**Notes to Financial Statements**

**For The Year Ended June 30, 2017**

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**4. FINANCIAL INSTRUMENTS**

The Association is not exposed to significant market, currency or other price risk through its financial instruments. The following analysis provides information about the Association's risk exposure and concentration as of June 30, 2017.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk from customers. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources and accounts payable and accrued liabilities.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the organization manages exposure through its normal operating and financing activities. The organization is exposed to interest rate risk primarily through its cash and cash equivalents balances.

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DRAFT

## Recommended Changes to the NCFA October 2015 Bylaws

The following recommended changes will either somewhat or significantly affect the meaning or interpretation of the sections to which they apply. Changes to wording that draw improved consistency, grammatical structure, spelling, etc. but not do not affect such meaning or interpretation of their sections have been applied, are not listed here, and will be assumed to be applied when the next revision to the bylaws are published.

**RED: Important bylaw changes recommending individual motions to accept**

**ORANGE: Somewhat important bylaw changes recommending a single motion to pass collectively**

**GREEN: Minimally important or required bylaw changes recommending a single motion to pass collectively**

### 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. On May 4<sup>th</sup>, 2017, sections of the Post-Secondary Learning Act as they pertain to Academic Bargaining were repealed, and added to the Labour Relations Code as Division 9.1.

#### Rationale:

*"Bill 7: An Act to Enhance Post-Secondary Academic Bargaining" was enacted moving the sections as they pertain to academic bargaining to the Labour Relations Code.*

---

### Section 3.2 Update of Membership Lists

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

#### Rationale:

*"Regularly" better describes the frequency the NCFA receives membership updates from WDHR. As of this writing, it's every two weeks.*

---

### Section 4.1.1.11 (last bullet) Executive Committee

In the event that more faculty are nominated than are needed, the candidate will be decided by ~~draw~~ election within their division.

#### Rationale:

*The NCFA feels that a more democratic process be employed than a simple draw.*

---

**Section 4.2.1.2 The Executive Officers of the Executive Committee: President**

is the official spokesperson of the Executive Committee and the NCFA. The President may, at his or her discretion, nominate other members as spokespersons ~~where it is advantageous to do so.~~

*Rationale:*

*Removal of unnecessary wording.*

---

**Addition of new section between 4.2.2.4 and 4.2.2.5 Vice President – Faculty Welfare**

will offer support and/or advocacy to a faculty member by accompanying them to their meeting with WDHR.

**Section 8.2.2.7 Standing Committees: The NCFA Grievance Committee**

~~will offer support to a terminated faculty member by accompanying the member to a meeting with Workforce Development and Human Resources to discuss employee reduction and transitional support services as may be stated in College policy.~~

*Rationale:*

*More appropriately identified as a VP-Welfare role and not that of the Grievance Committee. Section condensed to be more inclusive of other reasons faculty would need VP-Faculty Welfare assistance while being with WDHR.*

---

**Addition of new section between 4.2.3.7 and 4.2.3.8 Vice President – Professional Affairs**

chairs the NCFA Faculty Development Committee.

*Rationale:*

*Necessary augmentation of bylaws to include a duty already performed by this position.*

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**Section 4.2.6.6 Vice President – Communications**

~~edits, publishes and distributes the Faculty Association NCFA newsletter~~

*Rationale:*

*The NCFA newsletter is now incorporated in the website. E-memos are regularly sent by the NCFA's Administrative Assistant to faculty apprising them of updates to the website.*

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### Section 4.1.3.2 The Executive Members of the Executive Committee

Each Faculty Representative is nominated and elected for a term of two years from within his their own College division as defined in 4.1.1.11.

### Section 4.1.3.4 The Executive Members of the Executive Committee

Faculty Representatives will be reviewed annually, after each election of Executive Officers, and the composition adjusted accordingly to meet the need for College division representation. ~~The term will not exceed two years.~~

*Rationale:*

*The two-year term statement has moved sections and is made more absolute because the NCFCA feels that it takes at least a year being in a position for a person to “find their stride”.*

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### Section 6.1.1 Nominations and Elections: Nominations

Nominations must be submitted on forms approved by the Executive Committee and received by 4 p.m. no later than ten (10) working days prior to the Assembly at day on which the election is to take place.

### Addition of new section following 6.1.2 Nominations and Elections: Nominations

In the event no nominations are submitted prior to the election, nominations will be accepted from the floor at the AGM.

*Rationale:*

*The change is for clarity. The additional section articulates an already existing practice.*

---

### Section 7.1 Voting

Voting on motions at a meeting of the General Assembly will be by a show of hands. ~~except for a secret ballot to elect officers. For all other motions,~~ A secret ballot may be used, if deemed appropriate by a majority of the attendees.

### Addition of new section following 7.1 Voting

Voting to elect NCFCA Executive Officers at the AGM will be by secret ballot, and for those who are unable to attend, by electronic voting.

*Rationale:*

*For purposes of clarity, the NCFCA felt this provision is best articulated in its own section.*

---

## Section 7.2 Voting

For election of Executive Officers, standing committee members, and Faculty Board Representative that go to a vote **outside of the AGM**, 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 ubiquity of email and faculty access to it does not justify the effort of arranging a secret ballot outside of the AGM.*

---

## Section 8.2.1.1 Standing Committees: The NCFA Negotiation Committee

consists of one member from each of the program areas as defined in 4.1.1.11 **where possible**, excluding the area represented by the Vice President - Negotiations, and the President of the NCFA. The total number of members ~~is~~ **should not exceed** 10, not all of whom will go to Negotiating Table. Representation at the Negotiating Table will consist of the Vice President - Negotiations and a maximum of 3 (three) NCFANC members.

### Rationale:

*By keeping the compliment of this committee in relative terms, it ensures the quality of its composition by not adding faculty to satisfy a specified number.*

---

## Section 8.2.2.1 Standing Committees: The NCFA Grievance Committee

consists of the Vice President - Faculty Welfare (Chair), ~~the NCFA President~~, and Vice President - Negotiations ~~as an ex officio member of the Committee~~, and two (2) other Executive Committee members (~~preferably Faculty Representatives~~).

### Rationale:

*4.2.1.3 already states the NCFA President is an ex officio member of all NCFA committees. There is no reason why the VP-Negotiations should be considered as an ex officio member of this committee, nor that the other two positions need especially be filled by Faculty Representatives.*

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## Section 8.2.2.3 Standing Committees: The NCFA Grievance Committee

acts as an advocate **advisor** for faculty member(s) **the Vice President – Faculty Welfare** when it determines there are grounds for a grievance.

### Rationale:

*The VP-Faculty Welfare advocates for the faculty member(s), not the Grievance Committee itself. The Committee serves to advise the VP-Faculty Welfare on options and strategies to best serve the faculty member(s).*

---

### Section 8.2.3.2 Standing Committees: The NCFA Orientation Committee

will consist of a minimum of **up to** six (6) members (one representing each division as specified in 4.1.1.11), and where possible, filled by existing Executive Committee members. ~~Regional representation is critical.~~

#### Rationale:

*By keeping the compliment of this committee in relative terms, it ensures the quality of its composition by not adding faculty to satisfy a specified number. Regional representation is near impossible to accommodate.*

---

### Section 4.2.3.5 Standing Committees: The NCFA Orientation Committee

~~will provide new faculty profiles to the editor of the NCFA newsletter for publication.~~

#### Rationale:

*The scope of this task is unreasonable since most new faculty can't or won't attend a brief welcoming by a Committee member.*

---

### Addition of new section following 8.2.4.3 Standing Committees: The NCFA Faculty Development Committee

**shall review on an annual basis all policies and procedures of the NCFADC and make recommendations for changes to the Executive Committee and General Assembly as required.**

#### Rationale:

*A reasonable addition to include.*

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### Addition of new section following 8.2.4 Standing Committees

#### **The NCFA Social Committee**

- 1. plans and organizes social gatherings within budget parameters set by the Executive Committee.**
- 2. examines options for possible additional social events and activities.**
- 3. consists of the Vice-President – Faculty Welfare, and up to six additional faculty members from as many different departments or campuses as possible.**
- 4. the Vice-President – Faculty Welfare will be responsible for liaising between this Committee and the Executive Committee.**
- 5. will elect a Chairperson at the first Committee meeting of every year. The Chair will be responsible for setting up and facilitating meetings, preparing agendas, and circulating minutes to Committee members.**

#### Rationale:

*This Committee was established as a sub-committee a year ago with a view to formalizing its existence in the bylaws if the sub-committee proved to be a useful addition by removing most of the workload from Executive Committee members to volunteers and increasing attendance at social functions.*

---

### Section 8.3.1.2 Representatives on College Committees

Representatives are elected appointed in September for a term of two years and their term commences October 1. Elections of representatives will be completed at the AGM if possible. ~~may be extended for one additional term of two years.~~

*Rationale:*

*Wording now complies with the College's existing practice.*

---

### Section 10 Amendment and Special Resolution

The bylaws of the NCFA may be enacted, amended or repealed at any AGM or Special Assembly provided that proper notice has been given, there is quorum, and a concurrence of a majority of those present ~~and eligible to vote.~~

*Rationale:*

*Remove unnecessary wording since it is expected that those present at such meetings will all be eligible to vote.*

---

### Addition of new section following 11.3 Ratification of Proposed Collective Agreements

~~Ratification of a Proposed Collective Agreement requires the support of a minimum of 50% + 1 of members who cast a ballot on a vote organized under the parameters of section 11.3.~~

*Rationale*

*Clarifies the parameters of what constitutes a passing proposal.*