



**INFORMATION PACKAGE**

**ANNUAL GENERAL MEETING**

**SHAW THEATRE**

**MONDAY, MAY 7, 2018**

**2:30 P.M.**

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**PLEASE PRINT AND BRING THIS BOOKLET  
WITH YOU TO THE MEETING**

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## NOTES May 7, 2018

1. Please arrive at the Shaw Theatre as early as possible before 2:30 p.m. to expedite the registration of members.
2. Please remember to **bring this Information booklet** with you to the meeting.
3. Please note that on the Agenda (Item 14) there is time allocated to Issues of Concern to Members. This is intended as a forum to provide input to the Executive. Each person wishing to raise an issue will be allotted two (2) minutes to present the issue. A further eight (8) minutes will be allotted for discussion. The total time allotted to this open forum shall not exceed one hour. To encourage full participation, normal rules of order will be suspended (eg. requirement for a motion before an item is discussed).
4. This information booklet contains the following:

A Brief Guide to Parliamentary Procedure	Page 3
Agenda for Annual General Meeting	Page 4
Minutes of Annual General Meeting, May 8, 2017	Pages 5 to 9
President's Report	Pages 10 to 11
Labour Relations Director's Report	Pages 12 to 15
Executive Officer's Report	Page 15 to 16
Committee Reports	Pages 16 to 20
ACIFA Reports	Pages 21 to 23
Finance Vice President's Report	Pages 24 to 26
Proposed Budget	Pages 27 to 30
Recommended Motions	Page 31

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### ANNUAL GENERAL MEETING

**MONDAY, MAY 7, 2018**  
**TIME: 2:30 p.m.**  
**PLACE: SHAW THEATRE**

**Door**

**You must  
attendance**

**Prizes!!!**

**be in  
to Win!!**

***EXTRA CHANCE TO WIN***

***Bring a new pair of SOCKS to the AGM  
and receive an extra door prize entry!***

***NASA will be collecting for  
Share the Warmth!***

## A BRIEF GUIDE TO PARLIAMENTARY PROCEDURE

The following is presented to help you follow the proceedings at the Annual General Meeting; so you may participate more fully.

**Opening** After the meeting has been called to order there will be a number of administrative motions presented.

These include the following:

1. Approval of the Parliamentarian
2. Approval of the Agenda
3. Adoption of the Minutes of the 2016 Annual General Meeting

Each motion will be moved and seconded. If there are any amendments (eg. addition to the agenda, or correction to the minutes) they will be dealt with one at a time.

**Reports** A motion to adopt the reports as presented will be made. This opens the reports for discussion by the members. After discussion, the vote is taken.

**Budget** The budget will be introduced by:

- 1) A motion to accept the **budget expenditures** as presented. It will then be discussed line by line with amendments presented from the floor. It should be noted that the limit on amendments is two (an amendment and an amendment to the amendment). A vote will be taken after each amendment. When all the amendments have been presented the main motion will then be voted upon.
- 2) A motion to accept the **dues rate** as presented. Amendments may be presented from the floor.

**Adjournment** At 4:30 p.m., someone from the floor (usually the parliamentarian) will call "orders of the day". This automatically adjourns the meeting because adjournment time has been previously set by adoption of the agenda.

### **Other General Rules**

When debating a motion, each member is entitled to speak once, with the exception of the mover, who may speak to the motion when presenting it and who may speak a second time, closing debate. **Each speaker will be limited to two minutes.**

### **Terminology**

Point of Order - If a member perceives a breach of the rules of conduct, he/she may call a "point of order". The chairperson must make a decision on the point (he/she can refer to the Parliamentarian).

Out of Order - The chair may rule a motion or amendment out of order. This happens in the case when a motion contradicts previous motions or violates contracts or in the case where an amendment would contradict the intent of the original motion.

Point of Information - This is used when a member wants more information.

Hopefully this will help increase your enjoyment and understanding of the meeting.

# NAIT ACADEMIC STAFF ASSOCIATION

## ANNUAL GENERAL MEETING

MAY 7, 2018

2:30 P.M.

### AGENDA

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1. Call to Order - 2:30 p.m.
  2. Approval of Parliamentarian
  3. Approval of Agenda
  4. Adoption of the Minutes of the Annual General Meeting of May 8, 2017
  5. Returning Officer's Report V. Day
  6. President's Report G. Wilson
  7. Labour Relations Director's Report J. Serediak
  8. Executive Officer's Report A. Weichel
  9. Committee Reports
    - (a) Membership Services Committee T. Buchart
    - (b) Communications Committee G. Cutting
    - (c) Academic Council G. Wilson
    - (d) Employee Assistance Program C. Rothwell
  10. ACIFA Update
    - (a) ACIFA President Report A. Beukes
    - (b) ACIFA Rep on LAPP Report D. Short
  11. Finance Vice President's Reports T. Sulyma
    - (a) Finance Vice President and Finance Committee Report
    - (b) Cash & Investments, Restricted Funds and Cash Position Statements
    - (c) Projected Performance Report for 12 Months Ending June 30, 2018
  12. Defense Fund Discussion – G. Wilson/T. Sulyma
    - (a) Rationale for the Defense Fund
    - (b) Discussion of Defense Fund Amount
  13. 2018-2019 Budget T. Sulyma
    - (a) Approval of Expenditures
    - (b) Approval of Dues Rate
  14. Issues of Concern to Members (General Discussion)
  15. Announcements
  16. Closing Remarks
  17. Door-Prize Draws
  18. Adjournment Time: 4:30 p.m.

**NAIT ACADEMIC STAFF ASSOCIATION  
MINUTES  
OF THE ANNUAL GENERAL MEETING**

Monday, May 8, 2017  
Shaw Theatre  
2:30 PM

Present:           ≈ 149  
Presiding:       Arlana Moskalyk, President

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1.     Call to Order

President Arlana Moskalyk called the meeting to order at 2:33 pm and welcomed all the members.

2.     Approval of Parliamentarian

**MOTION 2017.AGM.001**   Moved by Johanna Scott, seconded by Randy Tribiger:  
To accept Robert Ackroyd as Parliamentarian.   **Motion Carried**

3.     Approval of Agenda

Addition to the Agenda:

**MOTION 2017.AGM.002**   Moved by Sarah Pearce, seconded by Roy Sharplin:  
That the agenda be adopted as circulated.   **Motion Carried**

4.     Adoption of the Minutes of the Annual General Meeting of May 9, 2016

**MOTION 2017.AGM.003**   Moved by Katherine St. Laurent, seconded by Marlene Hutschal:  
That the minutes of the Annual General Meeting of May 9, 2016 be adopted as distributed.   **Motion Carried**

Business Arising from the 2016 Minutes - none

5.     Report from the Returning Officer – Vicky Day

Returning Officer Vicky Day presented the results for both the 2017 NASA Election and Presidential Run-off Election.

**Voting Dates:**                   May 1 – 2, 2017  
**Total Voters:**                 668 Signed in Voters (55.02% of eligible voters)

**Run-off Voting Dates:**         May 4 – 5, 2017  
**Total Voters:**                 671 Signed in Voters (55.27% of eligible voters)

**Recommendations**

1. Recommend to NASA Executive to review NASA’s electronic system on a regular cycle.
2. Recommend to develop procedures for the following:

- a. Selection of Returning Officer
- b. Setting of Run-off voting and election campaigning
- c. Method of reviewing the election results upon close of voting and the communication of election results upon close of voting.

**MOTION 2017.AGM.004** Moved by Lesley Ewoniak, seconded by Norm Hill:  
That Returning Officer's Report be adopted as presented.  
**Motion Carried**

(a) **President**

Boni Ehmann, Arlana Moskalyk and Garry Wilson were nominated.

As per Section 7.04 of the Constitutional Bylaw when there are more than two candidates for **President** and no candidate receives fifty percent plus one of the votes, all candidates except the top two are excluded and voters are asked to revote one week later. The candidate receiving the majority of the votes in the second round is then declared elected.

A **Presidential run-off vote** was conducted with candidates **Arlana Moskalyk** and **Garry Wilson** on Thursday, May 4th and on Friday, May 5<sup>th</sup>.

**Garry Wilson** was elected for a two-year term.

(b) **Finance Vice-President**

**Terry Sulyma** was nominated and elected by acclamation for a two-year term.

(c) **School Representatives on the Executive**

Representing the JR School of Business:  
No nominations were received for this position.

Representing the School of Health and Life Sciences: **Randy Dreger** was nominated and elected by acclamation for a two-year term.

Representing the School of Skilled Trades:  
No nominations were received for this position.

Representing the School of Applied Sciences and Technology:  
No nominations were received for this position.

(d) **Election of Standing Committees**

- (i) Finance Committee  
**James Guthrie, Susan Rae Hurley and Mark Norton** were nominated and elected by acclamation for a one-year term.
- (ii) Communications Committee  
**Bruce Scott** was nominated and elected by acclamation for a two-year term.
- (iii) Membership Services Committee  
**Joanna Cho** and **David Grabski** were nominated and elected by acclamation for a two-year term.
- (iv) Bargaining Committee

**Bernie Budinski** and **Peter Kamstra** were nominated and elected by acclamation for a two-year term.

(e) **Election of Academic Council Members**

Adam H. Cave, Ph.D, Boni Ehmann, Gary Gora, Paula Hawrysz, Alexander Ondrus and Max Varela were nominated. **Boni Ehmann, Gary Gora, and Alexander Ondrus** were elected for a two-year term.

(f) **Election of Board of Governors Representatives**

Silvie Forest, Annemarieke Hoekstra, Roger Tokay and Randy Tribiger were nominated. **Silvie Forest** was elected for a three-year term.

Cindy Rothwell, cast a single vote for those nominees elected by acclamation.

**MOTION 2017.AGM.005** Moved by Cindy Rothwell, seconded by Norm Hill:  
That the Returning Officer's report be adopted as presented. **Motion Carried**

7. **Reports**

**MOTION 2017.AGM.006** Moved by Collette Funk-Ross, seconded by Loyde Tober:  
That the reports of the President, Labour Relations Officer, Executive Officer, Membership Services Committee, Communications Committee, Academic Council Representative, Employee Assistance Program, ACIFA President and ACIFA Representative on LAPP be adopted as distributed.  
**Motion Carried**

8. **Finance Vice-President Reports**

Arlana Moskalyk turned the chair over to the Terry Sulyma.

(a) **Finance Vice-President Report and Finance Committee Report**

Terry Sulyma referred to the Report of the Finance Vice-President and the Finance Committee Reports on Pages 21 – 23 of the Information Package, and provided background on the budget process.

Arlana Moskalyk stated that NASA received word on Friday, May 5<sup>th</sup> that the Alberta Government obtained “Royal Assent” on the revised changes to the Post-Secondary Learning Act (Bill 7- An Act to Enhance Post-Secondary Academic Bargaining). This will now impact changes for both NASA’s operational and financial affairs.

**MOTION 2017.AGM.007** Moved by Garry Wilson, seconded by Shauna MacDonald:  
That the reports of the Finance Vice-President and the Finance Committee Reports be received as information. **Motion Carried**

## 9. 2017/2018 Budget

### (a) Budget Approval and Setting of Dues

Terry Sulyma referred to Pages 24-26 of the Information Package, which presented the proposed budget for the year ending June 30, 2018.

Terry Sulyma indicated that we now need to review and determine what the dues rate increases should in the coming years for building a strong strike fund.

Discussion ensued:

Jim Henkelman suggested a friendly amendment be made to the dues rate motion whereby the percentage is increased at 1.0% of 1% for the 12 months from June 19, 2017 to July 1, 2018.

Shauna MacDonald stated that we should consider increasing our dues rate now as oppose to have a huge increase in one year. If we agreed to increase our dues than do we want to start building a strike fund? We can amend the budget if we find the members want something else.

Cindy Rothwell stated the recommendation to increase the percentage rate should not be passed at this Annual General Meeting as it needs to be presented to the broader membership to enable them to participate in this decision.

Terry Sulyma stated that if the members agreed to the change then a revised budget would need to be prepared and presented to membership at a Special Meeting.

**MOTION 2017.AGM.008** Moved by Jim Henkelman, seconded by Bruce Scott:  
That the dues rate be increased at 1.0% of 1% for the 12 months from June 19, 2017 to July 1, 2018. **Motion defeated**

**MOTION 2017.AGM.009** Moved by Norm Hill, seconded by Anna Beukes:  
That the dues rate be maintained at 0.7 of 1% for the 12 months from June 20, 2017 to July 1, 2018. **Motion Carried**

**MOTION 2017.AGM.010** Moved by Sarah Pearce, seconded by Anna Beukes:  
That the 2017-2018 budget expenditures be adopted as presented on page 26 of the Information package. **Motion Carried**

Caroline Crebas questioned the value of belonging to ACIFA.

Terry Sulyma indicated that this item has been discussed numerous time with Executive with some of the members recommending that we remain with ACIFA for the coming year.

Anna Beukes, ACIFA President stated that ACIFA acts as the provincial voice for all post-secondary institutions. ACIFA speaks on your behalf to the Alberta Government and this past year has been asked by the government on numerous occasions to provide responses on various issues such as the Post-Secondary Learning Act. Both the Minister of Advanced Education, and Deputy Minister have attended Presidents' Council meetings and are encouraging more dialogue with the Association.

Annemrieke Hoesktra asked why we are projecting a deficit budget. Terry Sulyma stated we always project a deficit to enable us to operate without having to contact membership whenever there is a slight increase to a particular budget line item.



Patrick Asiedu-Ampem asked why NASA doesn't capitalize in other financial products such as mutual funds to grow our investment accounts.

Terry Sulyma stated as per our NASA Constitution Bylaws (Article 8 – Financial Matters), the funds held by the Association shall be invested only in the following types of securities:

- (a) Deposits insured by the Canada Deposit Insurance Corporation;
- (b) Deposits fully guaranteed by the federal government; or
- (c) Deposits fully guaranteed by the provincial government.

Terry Sulyma turned the chair back to Arlana Moskalyk.

10. Issues of Concern to Members

**MOTION 2017.AGM.011** Moved by Annemarieke Hoesktra, seconded by Sarah Pearce:  
To move into a Committee of the whole. **Motion Carried**

- a) **Donations to the Fort McMurray/Alberta Wildfires** - Grant Peuramaki asked if those donations were made. Arlana Moskalyk reported that donations were made to the following agencies: Canadian Red Cross, Edmonton Food Bank, Fort McMurray Food Bank, Fort McMurray SPCA, and Keyano College Foundation -Emergency Student Fund.
- b) **Post-Secondary Learning Act (Bill 7)** – Annemarie Hoesktra asked how the changes to the Act will affect NASA membership. Are we now officially considered a trade union? Arlana Moskalyk stated she would like to strike a committee to gather feedback and discuss the repercussions of the introduction of Bill 7.

**MOTION 2016.AGM.012** Moved by Garry Wilson, seconded by Glenn Tkachuk:  
To move out of a Committee of the whole. **Motion Carried**

10. Announcements  
NASA Office Move - Arlana Moskalyk reported that in June the NASA Office will be moving again to office E230.

11. Door Prize Draws  
A number of door prizes were given out.

12. Adjournment

**MOTION 2017.AGM.013** Moved by Annemarieke Hoesktra, seconded by Patrick Asiedu-Ampem:  
That the meeting adjourn. **Motion Carried**

Meeting adjourned at 3:54 pm.

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Arlana Moskalyk  
President  
May 8, 2017

**REPORT OF THE PRESIDENT  
MAY 7, 2018**

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I would like to start off this report with a thank you to several people.

I would like to thank Adèle Weichel, for all the hard work and time she has put into helping make my transition easy. Also all the tireless effort she puts in, from keeping up with all the new changes to the EPDA submissions, overseeing the financial affairs, and for making sure we are successful as an Association.

I would also like to thank Lana Bjorkquist, for all the extra effort she puts into making sure the office, the committees and my transition run smoothly. From keeping the Communication and Membership Services Committees, in tune and running. She also puts a tremendous effort in seeing that the NASA Share the Warmth campaign is always a success, year after year.

I would like to also acknowledge and thank Jarret Serediak, our new Labour Relations Director for all the times he has been a sounding board as well as a vital asset to NASA.

For you, I am truly grateful.

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Over the past year many things have occurred that brought both excitement and concern to the NASA office and myself.

1. New office located in E230:  
We have settled into the new office and have, with the help from the School of Skilled Trades, created a new logo sign that hopefully makes it easier to help everyone find us.
2. A new Labour Relations Director:  
With Jay Stewart's departure in June last year, the search for a new Labour Relations Director was started. The search brought us Jarret Serediak, who brings with him a strong background in unions, collective agreements and negotiations. Having worked with some of Alberta's big trade unions, I feel Jarret will be a great asset that will benefit our Association going forward into bargaining.
3. Reduction in Apprentice seats:  
A major concern has been the reduction of AIT seats at NAIT. For the third year in a row there have been major redundancies of Trades Instructors. Last year was 63, this year another 40 instructors. A total of about 110 members have left, our association.
4. Program Suspension:  
Cytotechnology Program has been suspended by Academic Council. The program will run until the end of December, and the suspension has resulted in a redundancy within the program.
5. Closure of NAIT Calgary facility:  
Last year NAIT decided to close the Calgary facility, just off Deerfoot Trail. This closure affects the three members of the Waste Water Program, and there will be a redundancy as a result. The members will be given a chance to transfer to Edmonton, however, this may have an impact on instructors at main campus. As of this writing, we are not sure what the total impact will be.

6. Restructure Changes:

Throughout the year NASA has been in talks with NAIT management as to the need to review the previous restructure plans. NAIT has announced that the Instructors will once again be reporting to the Academic Chairs. The Chairs will report to the Department Heads, who will report to the Associate Dean Academic. This has been an ongoing issue, but hopefully with this new alignment, it will be a positive change. We will continue to work on the other restructure issues - top heavy administration.

7. Workload Review Committee:

The restructured Workload Review Committee has been working hard to establish a new workload plan. We have been developing a system that we feel will be beneficial to our members. The committee has met with NAIT's workload committee and will be presenting our plan to NASA Executive shortly for their approval before continuing talks with management.

8. Strike/ Defense Fund:

There have been many discussions around having a Strike or Defense fund.

On April 11<sup>th</sup> and 12<sup>th</sup>, Martin Devitt from CAUT presented to the Executive and to members talking about the need for this type of fund.

There will be continued conversations going forward for a NASA Defense Fund as well as talks with ACIFA, to join their provincial Defense Fund.

9. Bill 30:

With changes to Bill 30, meetings were held and NAIT's Joint OH&S committee will be made up of members of NASA, AUPE and NAIT management. Executive recently appointed three members to be our representatives.

I would like to thank all the Association membership for the hard work, dedication and time they put in, to make the NAIT a great place to work, and keep our Association strong.

Garry Wilson, President  
NAIT Academic Staff Association

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## REPORT OF THE LABOUR RELATIONS DIRECTOR MAY 7, 2018

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### Summary of Activities

- Represented the Association at the fall and spring ACIFA Negotiations Advisory Committee meetings.
- Prepare arguments and advocate for members during numerous Step II and Step III grievance hearings.
- Worked alongside NASA's legal counsel on labour relations strategies and options which supports and advocates for members.
- Research and analyze labour relations case law for issues such as accommodation, progressive discipline, academic freedom and designation.
- Develop relationship and maintain open communications with Brian McCulloch, the ACIFA Labour Relations Officer and Al Brown the SAFA Labour Relations Officer.
- Strive to develop meaningful relationships with all operational leaders and HR personnel.
- Attended a workshop with Management about performance management conducted by Academic impressions.
- Attendance at the Chivers Carpenter fall seminar which focused on significant labour relations developments of the past year, including noteworthy decisions of the Alberta Labour Relations Board, changes to important pieces of legislation, and what they mean for unions going forward.
- Attendance and participation at the CAUT conference for Senior Grievance Officers.
- Attendance at the Confederation of Alberta Faculty Associations (CAFA) Labour Conference to learn about the current legislative changes that will impact bargaining in PSE: Bill 7, Essential Services, Occupational Health and Safety legislation, the role of the Labour Board, preparation for strike / lockout, and duty of fair representation. Many other topics were covered relating to developments in case law with respect to academic freedom, access to information, student evaluations, tenure, discipline and academic misconduct.
- Attended redundancy meetings along with HR and management.
- Attend involuntary and voluntary redundancy meetings.
- NASA & NAIT management have been in some discussions around the workload model. The discussions started in 2016 stemming from a letter of understanding out of negotiations. More work is required on this area, including meaningful discussions with NAIT's management.
- Attended and provided updates to NASA Executive and Table Officers on any issues and grievances filed by the NASA office.
- Submitted articles to the *Intercom*.
- Communicate information and assist in administering and applying the collective agreement to both faculty and management regarding issues and concerns.
- Represented faculty in meetings with their management groups.
- Advocacy for all NASA members.
- Established guidelines for arbitration sub-committees.
- Conferred with various stakeholders regarding the interpretation and application of the Collective Agreement.
- Act within the framework of having a fiduciary responsibility and governance of Association monies.

### Recommendations for Future Actions/Activities

- Ongoing professional development related to LRD NASA duties e.g. Investigative Procedures and application of the Alberta Labour Relations Code and any updates as legislation changes.
- Put together a mandate that supports our members and their families for collective bargaining in 2019.
- Support the Committees formed as a result of Letters of Understanding arising from bargaining.
- Provide representation to NASA members.

- Develop and maintain longstanding relationships with the bargaining and labour representatives in the post-secondary sector.
- Develop and foster long term relationships with other Unions throughout Canada. As we have gained status as a trade union, we need to employ various strategies with fellow unions so we can become increasingly sophisticated through best practices.
- Maintain NASA's relationship with legal counsel from Chivers/Carpenter.
- NASA Constitutional amendments to include internal grievance appeal procedure which is in line with the Alberta Labour Relations Code. This internal procedure will be utilized in instances where NASA is required to defend its actions should a member bring about a Duty of Fair Representation (DFR) complaint against the Association.
- Other constitutional amendments to include what charges the Association could exercise under the Alberta Relations Code for culpability relating to violating NASA's Constitution and/or its bylaws.
- Research and analyze defense fund strategies. Partner with industry stakeholders on their best practices. Find something that works for the membership.

### **Priority issues**

- NASA and NAIT have been trying to get together to discuss a new workload model. We have agreed that the discussions will be meaningful and may lead to an alternate way of defining workload. NASA maintains the model needs to be driven by membership given it is their workload being effected. The NASA President along with the Workload Committee have been working diligently on a proposal.
- NASA's legal costs will increase in the immediate term as we pursue arbitration into the 2018-2019 year. It will be imperative to monitor these legal costs and avoid short falls in capital.
- Investigations conducted by NAIT need to be closely monitored for procedural fairness. Mostly stemming from RWP complaints, NASA will continue to observe how this policy is being used by NAIT against our membership.
- Work with NAIT in creation of a labour relations policy.
- NASA has been meeting with NAIT to discuss designation of the ESL staff to become part of the bargaining unit. NASA has communicated its interest of representing ESL NAIT staff and we are awaiting a response to our request. NASA feels there is a strong Community of Interest and adding the staff members to our Association makes strong labour relations sense.
- NASA and NAIT agreed to a Letter of Understanding (LOU) regarding Bereavement (18) and Special Leave (19). The LOU allows members to utilize Special Leave while on vacation.
- Investigate methods/options NASA can employ to curtail and diffuse member to member conflict.
- NASA has conducted nine (9) Step III grievances for various allegations by NAIT. The majority of the grievances deals with members allegedly breaking NAIT's Respectful Workplace Policy. Discipline imposed by the Employer ranged from written warnings to unpaid suspensions.

NASA has the following upcoming arbitrations:

August 2018 – Department Head  
 February 2019 – Unjust Discipline  
 April 2019 – Unjust Termination  
 TBD, 2019 – Unjust Discipline  
 TBD, 2019 – Unjust Discipline

- In April 2018 NASA Filed an Unfair Labour Practice Complaint (“ULP Complaint”) with the Alberta Labour Relations Board for interfering with the rights of the Association to represent its members and its right to act as exclusive bargaining agent. NASA discussed that the employer is damaging NASA's reputation by refusing to move a members' matter forward in the grievance process;

The 2017-2018 year covered a large portion of sections in the Collective Agreement. The following represents where I spent the majority of my time but is not an exhaustive or inclusive list.

### **Disability Management**

- Casual illness
- Accommodation
- LTD
- Issues regarding medical information, both the requirement for and the confidentiality of it
- Return to work assignments
- Modified work agreements

### **Discipline/Grievance Hearings**

- NASA submitted nine (9) grievances relating to members receiving discipline and conducted eight (8) Step III hearings with one (1) Step II hearing not being able to continue due to NAIT refusing to hear the grievance as the grievor is ill.

### **Labour Relations Issues**

- Abuse of management rights – non posting of positions and inappropriate requests which constitutes a deal outside of the Collective Agreement
- Unfair labour practices by the employer
- Respectful Workplace Policy
- Letters of Expectation
- Anonymous student complaints – investigation of same and the right of the accused to face their accuser, also delays in proceedings
- Sessional instructors being used to circumvent the Collective Agreement
- Probationary Terminations
- Non-bargaining staff doing the work of NASA members - this primarily has occurred with lab technicians within the Trade's programs.

**2018 Redundancies** - Unfortunately staff eliminations were a reality this year. The Association experienced a loss of 40 instructor trade positions throughout various programs. As you are aware there were redundancies in 2017, the hardest program impacted then was the Welding faculty. The deepest impact to our members this 2018 year was to the Electrical program where we saw a total of 18 positions declared redundant.

NASA was also notified of two redundancies within the Cytotechnology program. The program has been suspended indefinitely.

The Water and Wastewater Technology program is being moved from Calgary to the Edmonton. As a result, three (3) instructors are affected by the closure.

**Workload Issues** – the majority of issues related to the amount instructors are asked to do within the 7.25 hour day. It is a common theme that members are asked to do more which has been impacting the amount of hours actually worked vs. what is mandated under our collective agreement. Another trend which has been occurring is having a high instructor load during the fall term and effectively under loading during the winter term. After hearing from a number of members, this uneven loading is detrimental to the mental and physical wellbeing of our members. Other common themes dealt with reviews of non-instructional assignments, research leadership assignments, and service and course development.

As the 2017-2018 school year comes to a close I wanted to take this opportunity to say thanks to all our Members, Stewards, Committees and Officers, for your commitment to your Union. I also would like to thank Sister Lana Bjorkquist, Sister Adèle Weichel and Brother Garry Wilson for all their support this year.

Looking ahead to the coming months and years I see our Association making tremendous headway into stronger relations with management and human resources, interest based collective bargaining and developing key partnerships within and beyond our community. We are committed to working in a

collaborative and strategic way to improve the employer-employee relationship and hope that our members will continue to be looked upon as valued, trusted partners and stakeholders by NAIT.

Please remember to take care of one another and be benevolent. Support each member to your fullest as we are all in this Union together. Remain steadfast with our values of **Honesty, Fairness, Respect and Responsibility** and emulate these values at all costs.

Thank you

Jarret Serediak

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## REPORT OF THE EXECUTIVE OFFICER MAY 7, 2018

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At the end of the last academic year, we began the recruitment process for a new Labour Relations Director, finalized the financial audit process along with the NASA office move to its new location (E230) in June 2017. The old saying ....Location, Location, Location!!! We can say the new space has seen a definite increase of members coming into the office and has given me the opportunity to meet more of the instructors face-to-face. Both Lana and I strive to provide positive encounters for the members, assisting wherever possible, directing enquiries to the proper authority, or just acting as a sounding board.

With last years' announcement to revise the Post-Secondary Learning Act (Bill 7- An Act to Enhance Post-Secondary Academic Bargaining), the NASA office and Finance Committee has begun the process of implementing changes for both operational and financial affairs.

The major projects that impacted the administrative staff this year in addition to the normal administrative support provided to the Executive and Committees, were:

- **Audit Preparation** - Preparation for the financial audit takes place in July and was forwarded to the firm of Collins Barrow. The audited financial statements became available in early September and are posted on the NASA website.
- **NASA Award Program** – The Award Program continues to be a much appreciated benefit for the families of members. The essay topic for the Family Member Award this year was “What are the benefits and challenges of on-line learning?” Twenty-six (26) applications were received; twenty (20) \$1,000 awards were granted.
- Attended **Chivers Carpenter fall seminar** which focused on significant labour relations developments of the past year, including noteworthy decisions of the Alberta Labour Relations Board, changes to important pieces of legislation, and what they mean for unions going forward.
- Attended **Confederation of Alberta Faculty Associations (CAFA) Labour Conference** to learn about the current legislative changes that will impact bargaining in PSE: Bill 7, Essential Services, Occupational Health and Safety legislation, the role of the Labour Board, preparation for strike/lockout, and duty of fair representation.
- **The Canadian Organization of Faculty Association Staff (COFAS) Annual Conference** – from May 24<sup>th</sup> to 27<sup>th</sup>, Lana and I will be attending this conference along with other staff employed by union/non-union faculty/staff associations at local, provincial and federal levels across Canada. The conferences' primary focus will provide an opportunity for faculty association staff to come together to share skills and experiences. It will provide professional development for staff at all levels on issues and concepts related both to what staff are employed to do, and to increase the knowledge, skills, and resources staff require in order to be effective, encompassing the full range of activities expected of staff in single person offices as well as the varied functions of multiple staff offices.
- **EPDA** – NASA is now going into its 6<sup>th</sup> year of coordinating the EPDA program. The introduction of NAIT's online Travel and Expense claim process has been a steep learning curve

for members, the NASA office, and I thank everyone for their patience and encourage members to please continue utilizing their funds.

- **Share the Warmth** campaign completed its 12<sup>th</sup> year and continues to be a huge success. The program is coordinated by the NASA Office and over the last twelve years has collected over 25,000 items along with over \$25,000 in cash donations. In 2017-18, the Boyle McCauley Health Centre, Elizabeth Fry, Hope Mission and Bissel Centre were the beneficiaries of the items collected by the NAIT Community. Special thanks to Garry Wilson, Gordon Cutting and Todd Buchar and NAIT's Distribution Staff for taking the time from their busy schedules to deliver these items to the above mentioned charities. In addition, a huge thank you to Glenn Tkachuk as for the last four (4) years he has established a bottle drive endeavour whereby he collects bottles and cans from the Patricia / Park West / Electrical classrooms and staff areas. The funds are then used to purchase discontinued clothing from local distributors and then donated to our listed charities. Hats off to Lana for all her hard work in dividing up the collected items and ensuring our charitable agencies benefit from the donations.

Thank you to Garry Wilson, Terry Sulyma, Gordon Cutting, Todd Buchar, Jarret Serediak and all the members of Executive and the various Committees for their assistance and support over the last year. I would also like to thank Lana Bjorkquist, our Administrative Assistant, for her efficiency and support.

Adèle Weichel  
Executive Officer

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## **REPORT OF THE MEMBERSHIP SERVICES COMMITTEE**

**MAY 7, 2018**

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The NASA Membership Services committee (MSC) provides:

- Funding for NASA hosted events.
- Opportunities at NASA events to network and meet colleagues from other programs and campuses.
- Collaborative efforts and ideas for the NASA hosted events.
- Partial funding for professional development at the annual ACIFA conference.
- Identifies and promotes participation in professional development activities.
- Locate and book the guest speaker for the bi-annual NASA volunteer recognition lunch event.
- Partial funding for the NAIT Children's Christmas Party.
- Monthly Prize draws for NASA members, such as, Cineplex Movie passes, NAIT Retail Meat Store gift certificates etc.

### **Summary of Activities:**

- Monthly MSC meetings.
- Participation in the Share the Warmth Campaign.
- Facilitation of monthly prize draws for NASA Members.
- Facilitation of three major NASA events; Welcome Back Lunches, Mid-Winter Frolic and the Year End Event following the Annual General Meeting (AGM).
- Guest Speaking Events.



## **Social Events:**

The NASA MSC hosted three annual RSVP events. First, the Welcome Back Lunches at Main Campus, Souch Campus, Patricia/Parkwest Campus and the Spruce Grove campus. Secondly, the Mid-Winter Frolic and thirdly and last, the Year End event following the AGM on May 7<sup>th</sup>, which will be held at the NEST.

## **Speakers:**

The MSC hosted several speaking events. The first speaking engagement featured Philip Mak on November 28<sup>th</sup> from Alberta Pension Services. The topic was LAPP information.

The second speaking event featured Kent Phillip from Exodus Travel. His topic was Travel in Europe.

The third event featured Martin Devitt from OPSEU and he discussed the strike/defence process on April 12, 2018.

The last speaker, Philip Mak will again present on May 2<sup>nd</sup> from Alberta Pension Services and his topic included LAPP information.

## **ACIFA Conference Funding:**

The MSC sponsored 36 members to attend the annual 2018 ACIFA conference, May 13<sup>th</sup> – 15<sup>th</sup> in Jasper, Alberta.

The following members were approved for the ACIFA Conference funding: Teresa Bereznicki-Korol, Laurie Hunt, Doug Kennedy, Diane Plasse, Jackie Krossa, David Wagstaff, Leonard Hamaluk, Verne Carnduff, Tessa Reid, Vishal Sharma, Don Mah, Andrew Rivet, Shannon Hebert, Alex Ondrus, Maya Daniel, Bob Ackroyd, Twila Dary, Sherry Sand, Marlene Hutscal, Caroline Crebas, Judy Egan, Gordon Cutting, Cornelia Bica, Lorraine Jenkins, Rob Hofmann, Veronica Gavrilă, Mark Schneider, Doug Baker, Susan Peterson, Jocelyn Crocker, Leanne Flodon, Todd Buchart, Melody Dalley and Surjit Rai, and Dave Grabski.

## **Other Activities:**

The Membership Services VP is a member of the ACIFA Professional Affairs committee. This committee is comprised of delegates from each of the member colleges and institutes, and meets twice a year – once in Calgary and again during the ACIFA conference.

Information on policy development, professional development and academic staff issues are discussed and shared. These meetings provide an excellent forum for provincial discussions of organizational development and current changes effecting the rights and responsibilities of members and for generating ideas for positive future policy development.

The Membership Services Committee updates and maintains a list of businesses that provide special pricing or discounts for NASA members and all other NAIT staff including NAIT ARNS, AUPE and Excluded staff members. We remind and encourage members to review this list as many of the businesses also provide donations for door prizes at our NASA events.

The committee would like to thank all members who applied for funding, used the discount list, and attended the speaking events and the social functions. Please contact the Membership Services Committee with any concerns or ideas with respect to future events.

I would like to thank all NASA members for their support of MSC hosted events this year. Also, I would like to thank the MSC for all their efforts, ideas and commitment to NASA members. The support of our President, Labour Relations Director, Executive Officer and Administrative Assistant is very much appreciated. It takes the efforts of many to make things happen.

Todd Buchart, Vice President  
Membership Services Committee

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## REPORT OF THE COMMUNICATIONS COMMITTEE

MAY 7, 2018

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This spring marks the completion of my first term as VP Communications for NASA and I would like to express my gratitude to the Membership for the opportunity to help the President and the Executive lead NASA into new territory under the changes implemented by the provincial government. We still have much work to do and I hope to continue in this role into the next term.

Despite some struggles in the winter semester to get quorum due to scheduling conflicts among the Communications Committee members, we have continued in our efforts to keep NASA members informed and represent NAIT staff through Share the Warmth, the *Intercom* and relevant NASA surveys.

Some of the Committee's efforts and successes this year include:

- Membership continues to show its commitment to helping the homeless through Share the Warmth, clearing our target again this year with over 2500 items collected and \$5544 raised. Due to significant competition with other charitable interests during our winter drive, we are planning to showcase our partner organizations throughout the coming months to better meet their needs in a timely fashion. Also, this year we celebrated 10 years of Share the Warmth along with our corporate sponsors, MBS Insurance Brokers/Economical Select and Marks Commercial, and our spokesperson, Gordon Smith and his wife Ruby Smith.
- The *Intercom* continues to be one of the Committee's main focus points this year. We completed a readership survey seeking input from members regarding content and interest. Over half of membership responded – thank you to everyone who participated. Those who responded indicated that the content is on target and made suggestions regarding possible new article streams. We heard your suggestions and have implemented some changes relating to article types and increasing the *Intercom*'s presence.
- Website maintenance continues. We are working on ensuring the quality and accuracy of the NASA website.

Going forward, NASA and the Communications Committee will be carefully watching as NAIT pilots and implements the new NSSI student feedback on instruction survey system to ensure the information collected by this system will be available only to the appropriate individuals and will be used in a constructive manner.

We will also continue to work with NASA to explore its new roles under the Labor Code.

I would like to thank the efforts of the Communications Committee, without whom I would be unable to do everything that we do. I would also like to recognize the exemplary work of Lana Bjorkquist and Adèle Weichel who continue to provide the invaluable support that keeps NASA and the Communications Committee moving forward.

Gordon Cutting, Vice President  
Communication Committee

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## REPORT OF THE ACADEMIC COUNCIL REPRESENTATIVE

MAY 7, 2018

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This year there have been several Academic Council meetings dealing with various issues that have arisen from within the Institute:

1. Suspension of the Cytotechnology Program
2. Instrumentation Program Capstone and Co-op additions
3. NAIT Student Survey on Instruction (NSSI)
4. Apprenticeship Seat Reductions
5. Product and Innovation Centre (PIC) Updates
6. Enabling Skills Presentation
7. Ombudsman and SRO Presentation
8. International Students

The various sub-committees of Academic Council also worked on the Honorary Degree, Faculty Emeritus Awards and policies and procedures.

The upcoming year looks to be just as busy as this year, with more changes expected.

Garry Wilson  
NASA President

### MEETING DATES

#### Academic Council

September 18, 2017

November 20, 2017

February 5, 2018

March 19, 2018

#### PMQA Committee

Sept. 21, 2017

October 19, 2017

November 16, 2017

January 18, 2018

March 15, 2018

April 19, 2018

#### Honorary Degree Committee

November 13, 2017

#### Provost Council

September 19, 2017

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**REPORT OF THE EMPLOYEE & FAMILY ASSISTANCE PLAN REPRESENTATIVE  
MAY 7, 2018**

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This was our second year using Morneau Shepell as our employee and family assistance plan (EFAP) provider. Currently from June 1, 2017 until February 28, 2018 our usage is 19.62% of the NAIT population for counselling and 6.89% for WorkLife Services. Our usage is projected to be 26.16 % and 9.19% respectively by the end of May. This usage is up substantially from last year when our total usage at this time was 15.2%.

Our staff has used 87% of the services, our spouse/partners have used 10% and our dependants have used 3% of the services. For employee use, instructors have used 33% of the sessions, AUPE have used 30%, Management & Excluded have used 11% and the rest of the use was by individuals who did not declare what group they belonged to.

Counselling sessions covered in descending order general areas of personal relationships, mental health, personal stress, life planning/management, work related, parenting, physical health, and family and addiction. The WorkLife services included legal, financial, personal health and wellbeing, child/youth care and elder/adult care.

In May and June of last year our EFAP provider delivered seminars on: *Is Happiness A Journey or A Destination?*, *Welcoming Change into Your Life*, *Getting a Restful sleep*, *Creating Balance in Your Life*, *Stress Relaxation Techniques*, *The Sandwich Generation*, and a *Career Management Seminar Series*. In total, 324 NAIT employees attended one or more of the seminars.

To find out about all of the services provided to us by Morneau Shepell, you can access their website through our NASA web page under Quick Links → EAP. You can also download the App.

I would like to thank Dora Newcombe from Morneau Shepell and the rest of NAIT's Employee and Family Assistance Committee members.

Respectfully submitted,  
Cindy Rothwell  
NASA EFAP Representative

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## REPORT OF THE ACIFA PRESIDENT

MAY 7, 2018

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### Annual Report – April 2018

Prepared by Dr. Anna Beukes – President

It has been a **year of rebuilding** at ACIFA. With the invaluable support and input from the ACIFA Executive we establish a well-organized office and, in the process, realized significant savings. One example of this is modernizing the expense claims reimbursement process. In the past, expense claims were reimbursed via cheques. This required a labour intensive process, involving a substantial amount of paperwork and couriering hard copy cheques across the province to different executive members with signing authority. This year we switched to Electronic Fund Transfer (EFT) which is a far more efficient system. By streamlining the claims reimbursement process, ACIFA saved a tremendous amount of time and energy while retaining the same level of oversight. Another example of increased efficiency is the registration process for the ACIFA spring conference. It used to be a two-step process in which the registration and payment happened separately. This year, the registration and payment processes were combined into a single system which improves and simplifies record keeping and oversight.

The **upcoming ACIFA's Annual Spring Conference in Jasper** is promising to be unforgettable again. Currently registrations are at a healthy **234 delegates**. A big shout out to Northern Lakes College Faculty Association's hosting committee for the great job they are doing organizing this event. Well done all! By all accounts this will be the second conference in a row we will bring in on budget.

I had the privilege of visiting a number of ACIFA campuses over the past year. Thank you for welcoming me. It was good to see different ACIFA campuses and discussed the ACIFA defence fund with members. Given the new legal context that Bill 7 introduced, establishing an **ACIFA defence fund has now become inevitable**. Without a well-endowed fund, faculty members are likely to see an erosion of their academic freedom and economic well-being. In the absence of access to a strong fund, FA bargaining teams are more likely to capitulate at the bargaining table because they will not have the backing necessary to take a hard line on any issues of real importance to faculty. ACIFA Presidents Council has approved the terms of reference for the ACIFA defence fund. It will be presented for approval at the upcoming ACIFA AGM in May 2018 at Jasper Park Lodge. If you have questions about the Defence Fund, please take a look at the Q&A document on this topic on the ACIFA website.

ACIFA continues to benefit greatly from **our affiliation with CAUT**. What stood out for me this year was the information exchange at CAUT's meeting about academic freedom and what that means in the college and technical institute environment. At a very minimum, academic freedom means that we have autonomy in our classrooms. Once workload has been assigned, we have the right to prescribe learning materials and pick assessment/evaluation methods as we see fit. This must happen in collaboration with other instructors teaching the same course, but academic freedom means college teachers have the right to make these decisions without undue influence or pressure from supervisors or management. If you are fortunate to have this level of academic freedom at your institution, you should not take it for granted. Attempts to erode academic freedom continue to echo through post-secondary policy-making.

In addition to the right to select teaching materials and assessment methods, academic freedom in a college system also means faculty have the right to participate in collegial governance structures. **ACIFA is lobbying the Alberta government for greater say for our academic councils to be enshrined in legislation**, similar to the way it is done in BC.

One of the things ACIFA should be proud of this year is our **support of the Ontario College Teachers** while they were on strike (one of the longest in Canadian history). Two of the major reasons for the job action taken by 12,000 Ontario college instructors were to assert academic freedom rights and push back against the casualization of their academic work force. ACIFA supported our fellow College teachers both morally, through letters of support, as well as through a minor financial contribution.

ACIFA representatives **met with Mr. Marlin Schmidt, Minister of Advanced Education** numerous times over the past year. These were meaningful conversations around changes to the funding model, the six sector model, the ABC review, executive compensation, administrative densification and so on. For more detailed information on what was discussed at these meetings, please see the ACIFA website under government relations.

This year also consisted of providing **support to ACIFA members who are adjusting to the demands and opportunities provided by the labour code.** This includes help such as ensuring that Faculty Associations' (FAs) bylaws and constitutions align with the new legislation. ACIFA is also in the process of preparing a submission in response to an invitation from the Labour Board for intervenor status on the question whether frontline supervisors should be part of bargaining unit or not.

If the year behind us was one in which we focused inward on rebuilding the organization, **the year ahead of us will be outward focused.** It is important that ACIFA fulfills our mandate to be the provincial voice of our members. In the coming year we will work hard on increasing our provincial profile and stepping up our advocacy role.

In conclusion, I would like to thank the ACIFA Executive. It is a very good experience to work with you! Thank you for your sound judgement and selfless effort. Also, a word of thanks to ACIFA's Office Administrator, Pamela Lazo for her attention to detail and dedication to the position as well as to Brian McCullough, ACIFA's LRO, for his good service.

**ACIFA's mission:**

ACIFA (Alberta Colleges & Institutes Faculties Association) is a representative professional association that acts as the provincial voice for its members: the academic staff associations of Alberta's colleges and technical institutes. Through the collective action and resources of its members, ACIFA promotes the professional and economic well-being of college and technical institute faculty in the interest of advancing the quality of post-secondary education in Alberta.

Serving as ACIFA's President continues to be an honour and privilege for me.

Anna Beukes

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## REPORT OF THE ACIFA REPRESENTATIVE ON LAPP

MAY 7, 2018

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**Report by Doug Short ([dougs@nait.ca](mailto:dougs@nait.ca)) [any questions welcome]**

### **Financial position:**

- LAPP will report strong financial results for 2017.
- 10.14% actual return on assets versus 9% benchmark versus 5.3% discount rate (valuation of liabilities).
- 10 year return 6.59% (annually) versus 6.99% benchmark (includes 2007-2008 recession).
- Moving to fully funded position for Plan (assets cover liabilities).
- LAPP has more active members than comparable plans in Canada.

### *Concerns going forward*

- Flattening yield curve (suggesting possible recession) and rising short-term interest rates (more expensive consumer borrowing costs).
- Lengthy bull market (what goes up, eventually comes down).
- Inflation seems to be contained at about 2% (good news).

### **Accounting versus Actuarial Financial Statements:**

- Accounting statements focus on timeliness, while actuarial statements utilize judicious assumptions to ensure benefit security for future pensions) and smoothing techniques for contribution rate stability.
- The nature of the two financial statements can result in the funding status (deficit or surplus) of the Plan differing (for 2017 this may be in the range of 13%).

### *Why the difference in funding status?*

1. The accounting statements will use a 6% discount rate for liabilities (Government mandated) whereas the actuaries are likely to judiciously utilize 5.4% (lower discount rates = larger liabilities, which are the future benefits promised by the Plan).
2. Market values are different if smoothing is utilized (some gains/losses are deferred).
3. Membership data (experience) is more up to date for the actuarial statements.

### **Other discussion at latest Stakeholders Consultation Group Meeting:**

- CPP reform will result in higher benefits, but contribution rates will increase by about 1% for members (1% for employers as well) in 2019.
- Governance continues to be an issue:
  - Independence from the Government (all decision-making authority currently resides with the Minister of Finance).
  - Bicameral governance is desired.
  - This means one body as trustee of the Plan with financial and administrative powers (skills based individuals, with integrated decision-making powers (could select the investment manager – currently AIMCO and the administrative service provider – currently APS).
  - The second body would be the sponsors group (our members and employers who fund the Plan) that would have decision-making authority for the Plan design and benefits to be provided.

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**REPORT OF THE FINANCE VICE PRESIDENT  
AND THE FINANCE COMMITTEE**

**MAY 7, 2018**

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**Budget Considerations**

It is important to examine NASA's finances in context especially with the changes in May 2017 to the Post-Secondary Learning Act as we will need to increase our dues rate for coming years and to determine how much we will require to build a strong defense fund.

Here are the current membership dues for the other large Staff Associations:

- MacEwan – 1.1264%
- NAIT – 1.1% (proposed)
- SAIT – 1.2 %
- With the remaining institutes – 1.0%

**Summary of Activities**

1. Reviewed the 2016/2017 audited financial statements and published the results.
2. Reviewed short-term and long-term investments; allocated investments accordingly.
3. Reviewed the budgeting process including timelines.
4. Prepared budget recommendations for the 2018/2019 fiscal year for membership consideration.
5. Reviewed members' responses received during the budget process.
6. Prepared and presented the 2018/2019 budget to the Executive.

**Problems Encountered/Overcome**

Due to an increased number of grievances and arbitration cases filed, both the arbitration and legal fees budget line time have seen a significant increase in legal bills.

**Recommendations for Future Actions/Activities**

The Finance Committee will be implementing a NASA defense fund and investing those funds into Canada Deposit Insurance Corporation (CDIC) GIC's.

Establishment of a committee to review the defense fund criteria. (Bargaining, Finance and Legal)

**Acknowledgements**

Thanks to the Finance Committee members, Susan Hurley, James Guthrie and Mark Norton for having developed the framework and built the strong financial position that NASA enjoys. Thank you to Adèle Weichel for keeping NASA's finances organized. A special thanks to Suzanne Willoughby who continually and graciously stands by with advice and providing historical data.

Terry Sulyma  
Finance Vice President



<b>Projected Performance Report for the Period Ending June 30, 2018</b>	<b>Audited Actual 2014/2015</b>	<b>Audited Actual 2015/2016</b>	<b>Audited Actual 2016/2017</b>	<b>Approved Budget 2017/2018</b>	<b>12 Month Projected 2017/2018</b>
<b>REVENUES</b>					
Members' Dues	721,117	755,080	763,565	781,451	793,314
Interest	20,931	21,783	20,905	20,000	20,000
<b>TOTAL REVENUES</b>	<b>715,850</b>	<b>776,863</b>	<b>784,470</b>	<b>801,451</b>	<b>813,314</b>
<b>EXPENSES</b>					
<b>Administration</b>					
President - Release Time & Benefits	137,615	145,097	145,366	149,449	148,162
NASA Staff – Salaries & Benefits	269,328	323,960	278,092	279,602	299,017
<i>Sub-Total</i>	406,943	469,057	423,458	429,051	447,179
Staff Conferences & Travel	4,756	10,178	9,494	12,000	12,000
Office and Audit	14,429	13,664	17,356	21,125	16,878
Printing	3,566	902	1,945	3,500	700
Honoraria – Vice Presidents (3)	19,890	19,890	19,890	19,890	19,890
Honoraria and Awards	17,750	22,825	32,753	38,780	38,780
Recruitment Fees	24,736	192	0	0	0
NASA Development	0	0	0	3,000	2,000
Amortization	3,379	1818	2056	4,000	4,000
<b>Total Administration</b>	<b>495,449</b>	<b>538,526</b>	<b>506,952</b>	<b>531,346</b>	<b>541,427</b>
<b>Bargaining Committee</b>					
Bargaining Team Honorarium	4,500	9,000	0	9,000	0
Bargaining Committee Expenses	2,038	4,744	1,941	8,500	2,700
Arbitration – Collective Agreement	42,952	0	22,089	20,000	27,000
<b>Total Bargaining Committee</b>	<b>49,490</b>	<b>13,744</b>	<b>24,030</b>	<b>37,500</b>	<b>29,700</b>
<b>Advocacy, Grievance &amp; Legal Matters</b>					
Legal Fees - Grievances/Contract Mgt.	0	24,630	12,911	20,000	22,000
Advocacy Committee Expenses	6,614	6,353	7,212	7,600	7,600
<b>Total Advocacy, Grievance &amp; Legal Matters</b>	<b>6,614</b>	<b>30,983</b>	<b>20,123</b>	<b>27,600</b>	<b>29,600</b>
<b>Communications Committee</b>					
Printing – Intercom	0	0	0	100	0
Communication Committee Expenses	339	19	686	2,300	2,200
Public Relations	6,753	30,570	8,402	21,100	10,500
<b>Total Communications Committee</b>	<b>7,092</b>	<b>30,589</b>	<b>9,088</b>	<b>23,400</b>	<b>12,700</b>
<b>Membership Services Committee</b>					
PD – Conferences - ACIFA	22,018	24,847	21,252	33,000	33,000
Conferences – Other	0	0	0	0	0
Speakers & Committee Expenses	4,481	1,945	250	5,400	2,300
Membership Services – Social Activities	27,493	26,131	31,042	39,500	29,500
<b>Total Membership Services Comm.</b>	<b>53,992</b>	<b>52,923</b>	<b>52,544</b>	<b>77,900</b>	<b>64,800</b>
<b>Other</b>					
Affiliation Fees (ACIFA/CAUT Fees)	70,194	78,797	82,556	83,358	83,358
Employee & Family Assistance Plan	15,000	15,000	15,000	15,000	15,000
Educational Award Program	18,000	20,000	20,000	20,000	20,000
<b>Total Other</b>	<b>103,194</b>	<b>113,797</b>	<b>117,556</b>	<b>118,358</b>	<b>118,358</b>
<b>TOTAL EXPENSES</b>	<b>715,830</b>	<b>780,561</b>	<b>730,292</b>	<b>816,204</b>	<b>796,585</b>
<b>Excess (Deficiency) of Revenues Over Operating Expenses</b>	<b>20</b>	<b>-3,699</b>	<b>54,177</b>	<b>-14,753</b>	<b>16,728</b>

NOTES:

- 1) Audited financial statements for the year July 1, 2016 to June 30, 2017 will be available early in the fall. These statements will be posted on the NASA webpage.
- 2) This Performance Report has been prepared on an accrual basis for revenues and expenses.
- 3) AGM motion 94.AGM.18 gives the Executive authority to use reserves currently invested in short-term and long-term deposits to support grievances/arbitration if necessary.

**CASH AND INVESTMENTS**  
**As At April 25, 2018**

**CASH**

Cash		\$200	
Servus Credit Union - Chequing Account		<u>\$104,966</u>	\$105,166

**SHORT-TERM INVESTMENTS**

Servus Credit Union - Business Savings Plus Account		\$78,590	\$78,590
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**LONG-TERM INVESTMENTS**

Servus Credit Union (Share)			\$6,868
Servus Credit Union (#37)	1.65%	Oct 9/18	\$150,000
Scotia (Bank of Nova Scotia-10000001CF6B3)	2.00%	Mar 15/19 *	\$50,000
Scotia (Montreal Trust-10000001CF6B4)	2.00%	Mar 15/19 *	\$50,000
Canadian Western Bank (1771720)	2.57%	June 20/19	\$100,000
Scotia (Scotia Bank-10001195NU)	2.65%	Sept. 23/19	\$50,000
Scotia (National Trust-10001195NW)	2.65%	Sept. 23/19	\$50,000
Scotia (Montreal Trust-10001195NX)	2.65%	Sept. 23/19	\$50,000
Scotia (Scotia Mortgage -100000014ML1P)	2.15%	Oct.2/20	\$100,000
Scotia (Montreal Trust - 100000017Y8K7)	1.78%	Sept 28/21	\$50,000
Peace Hills Trust	2.15%	Oct 7/21	\$100,000
Canadian Western Trust	2.63%	Oct 9/22	\$100,000
Peace Hills Trust	2.70%	Dec 20/22	\$100,000
			\$956,868

**TOTAL INVESTMENTS & CASH**

**\$1,140,624**

**RESTRICTED FUNDS**

NASA Conference Facilities	AGM Motion: 2009.AGM.010	\$100,000
Financial Stabilization Fund	AGM Motion: 2012.AGM.011	\$500,000

**NET CASH POSITION As At April 25, 2018**

Cash & Short Term Investments		\$ 105,966
Add: Accounts Receivables (1 pay period)		<u>28,031</u>
		\$133,997
Less: Accounts Payable		
Salaries & Benefits (1 pay period)	-38,713	
Other Payables	<u>-4,000</u>	<u>-42,713</u>
<b>TOTAL CASH</b>		<b><u>\$91,284</u></b>

PROPOSED BUDGET FOR THE YEAR ENDING June 30, 2019	Ref #	Executive Recommended Budget	
<b>REVENUES</b>			
Dues Revenue	1	1,246,636	0% increase, ↑dues rate @1.1%
Interest Revenue	2	20,000	
<b>TOTAL REVENUES</b>		<b>1,266,636</b>	
<b>EXPENSES</b>			
<b>Administration</b>			
President – Release Time & Benefits	3	150,592	↑Grid Steps, 0.0% Salary Increase; 5% ↑benefits costs
NASA Staff – Salaries & Benefits	4	303,859	2.8 staff; ↑Grid Steps, 0% Salary Increase, 5% ↑- benefits costs
<i>Sub-Total</i>		454,451	
Staff Conferences & Travel	5	12,000	↑ new staff/designation fees/conferences
Office and Audit	6	29,125	↑ includes bi-annual electronic voting software
Printing	7	3,500	↑ reflect costs of printing new Agreement
Honoraria – Vice Presidents (3)	8	22,080	↑ increase – more time demands / duties
Honoraria and Awards	9	43,000	↑ increase in school representatives
NASA Development	10	3,000	Maintain
Amortization	11	4,000	Maintain
<b>Total Administration</b>		<b>571,156</b>	
<b>Bargaining Committee</b>			
Bargaining Team Honoraria	12	9,990	Preparation year for Bargaining / ↑increase demands↑
Bargaining Committee/Team Expenses	13	8,500	↓
Arbitration – Collective Agreement	14	40,000	↑increase number of arbitration cases
<b>Total Bargaining Committee</b>		<b>58,490</b>	
<b>Advocacy, Grievance &amp; Legal Matters</b>			
Legal Fees – Grievances/Contract Management	15	40,000	↑Arbitration – increase use of legal counsel
Professional Development & Training	16	3200	↓
Resource Material & Miscellaneous	17	4,500	
<b>Total Advocacy, Grievance et al.</b>		<b>47,700</b>	
<b>Communications Committee</b>			
Printing – Intercom	18	100	Maintain
Committee Expenses	19	2,200	Training/Software for E-Zine format of Intercom
Public Relations	20	21,100	↑ food costs for events;
<b>Total Communications Committee</b>		<b>23,400</b>	
<b>Membership Services Committee</b>			
Prof. Develop - ACIFA Conference	21	33,000	↑ Member attendance @ ACIFA conf.
- Speakers/Committee Expenses	22	5,400	Speakers/Committee expenses
Membership Services Activities	23	39,500	↑ to reflect higher costs and ↑ participation
<b>Total Membership Services Committee</b>		<b>77,900</b>	
<b>Other</b>			
Affiliation Fees – (ACIFA/CAUT Fees)	24	83,358	ACIFA membership fees (includes CAUT fees)
Employee & Family Assistance Plan	25	15,000	Annual Contribution
Education Award Program	26	20,000	Family Member Awards-\$20,000
<b>Total Other</b>		<b>190,358</b>	
<b>TOTAL EXPENSES</b>		<b>897,004</b>	
Defense Fund	27	350,000	New line item
<b>Excess (Deficiency) of Revenues Over Operating Expenses</b>		<b>19,632</b>	Surplus

# NAIT ACADEMIC STAFF ASSOCIATION DESCRIPTION OF BUDGET ITEMS 2018/2019

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**REVENUES**

**1. Dues Revenue**

The budget is based on general staff salaries increasing by a negotiated settlement of three step grids and 0.0% for Salary Increases. For your information, NASA dues rates have varied as follows:

1989/1990 – .75%	1998/1999 – .75%	2006/2007 – .70%	2014/2015 – .70%
1990/1991 – .60%	1999/2000 – .85%	2007/2008 – .70%	2015/2016 – .70%
1991/1992 – .75%	2000/2001 – .95%	2008/2009 – .70%	2016/2017 – .70%
1992/1993 – .75%	2001/2002 – .95%	2009/2010 – .70%	2017/2018 – .70%
1993/1994 – .75%	2002/2003 – .95%	2010/2011 – .70%	
1995/1996 – .70%	2003/2004 – .95%	2011/2012 – .70%	
1996/1997 – .70%	2004/2005 – .85%	2012/2013 – .70%	
1997/1998 – .70%	2005/2006 – .75%	2013/2014 – .70%	

Executive recommends increasing the dues rate to 1.1%. This rate will be sufficient to sustain the level of service expected by the members now and into the future.

**2. Interest Revenue:** Represents interest received on long and short-term investments.

**EXPENSES**

**Administration**

- 3. President - Release Time & Benefits:** The budget amount is based on the salary of a Step 17 Instructor Supervisor at 100% release time; plus employer paid benefits.
- 4. NASA Staff Salaries & Benefits:** This budget amount covers salary and employer paid benefits for 1.0 Executive Officer, 1.0 Labour Relations Director, and 0.8 Administrative Assistant. It incorporates the negotiated settlement as per the NAIT/NASA agreement.
- 5. Conferences & Travel:** The amount budgeted is intended to allow NASA staff to attend conferences and upgrading seminars.
- 6. Office & Audit:** This budget includes funding for audit fees, inter-office travel and parking costs, utilities, office supplies, computer equipment, equipment maintenance and software upgrading, telephone rental and long distance costs, and hospitality. It also includes funding for “Contents” insurance, and the purchase of Association Server (IT).
- 7. Printing:** Printing of the AGM and Election packages, Collective Agreement, and office duplication are included in this expense item.
- 8. Honoraria – Vice Presidents (3):** This budget amount covers honoraria for the Communications Vice President, Finance Vice President and Membership Services Vice President.
- 9. Honoraria & Awards:** Included here are amounts paid to NASA members who serve on committees with the exception of Bargaining Team and the Vice Presidents.
- 10. NASA Development:** Specifically designated for NASA Executive and Committee orientation, goal-setting, and strategy sessions. This budget line also includes amounts to fund new Executive initiated activities.

11. **Amortization:** This expense represents “wear and tear” on capital assets. The amount expended on new equipment annually approximates the realized amortization expense.

**Bargaining Committee – 2018-2019 (preparation for bargaining)**

12. **Bargaining Team – Honoraria:** Honoraria paid to Bargaining Team members.
13. **Bargaining Committee/Team Expenses:** This category reflects amounts for printing, travel, meals and other expenses associated with bargaining. It also provides funding for training and materials associated with bargaining.
14. **Arbitration – Collective Agreement:** Funding to cover the cost of legal and arbitrator fees should the Collective Agreement be sent to arbitration.

**Advocacy, Grievance and Legal Matters**

15. **Legal Fees – Grievances/Contract Management:** This category consists of fees paid to legal counsel related to grievances and contract interpretation.
16. **Professional Development & Training:** Included are costs related to advocacy workshops, travel and other expenses related to training.
17. **Resource Material & Miscellaneous:** This category reflects amounts for resource material, subscriptions and printing.

**Communications Committee**

18. **Printing – Intercom:** This reflects the cost associated with the *Intercom*.
19. **Committee Expenses:** This category includes the expenses for Committee members to attend training sessions, resource materials, as well as incidental expenses.
20. **Public Relations:** This fund covers the cost of cards and gifts sent on behalf of the Association, memorial funds, corporate activities, new instructor orientation binder, and sponsorship of NAIT/NASA related activities (ie. PD Days), the spring-fall-winter public relations initiatives (retirement event; volunteer recognition) and miscellaneous items.

**Membership Services Committee**

21. **Professional Development – ACIFA Conferences** – assists faculty in attending the annual ACIFA Conference.
22. **Professional Development - Speakers & Committee Expenses:** This category covers funds to bring in keynote speakers that have a broad scope in the development of NASA members; sponsorship of institute speakers, and related activities. It also includes coverage for resource materials and incidental expenses.
23. **Membership Services Activities:** This category represents funds donated to the Children’s Christmas Party and expenditures to facilitate membership activities (Welcome Back, Mid-Winter Frolic, Year-End social, and other member-related activities).

**Other**

24. **ACIFA/CAUT Fees:** NASA is a member of the Alberta Colleges-Institutes Faculties Association, which provides services (eg. negotiations), strengthens communications between colleges and institutes, and lobbies the provincial government. ACIFA is an Associate member of CAUT (Canadian Association of University Teachers) which deals with many similar concerns.
25. **Employee & Family Assistance Plan:** NASA pays a portion of the funding for the Employee & Family Assistance Plan (EFAP). The purpose of the EFAP is to provide initial counselling and referrals for NASA members and family who are experiencing personal and/or work-related challenges.

26. **Education Fund Program** - NASA Educational Award Program provides family-member scholarships.
27. **Defense Fund** – New line item – in May 2017 changes were made to the Post-Secondary Learning Act whereby all faculty/staff associations are classified as a trade union and therefore NASA needs to establish a defense fund.

**RECOMMENDED MOTIONS  
TO THE ANNUAL GENERAL MEETING OF THE  
NAIT ACADEMIC STAFF ASSOCIATION**

**MAY 7, 2018**

The following motions will be presented at the Annual General Meeting. This list is provided as a guide to assist you in following the business of the meeting. You are invited to present these motions at the appropriate time.

1. That Robert Ackroyd be approved as Parliamentarian.
2. That the agenda be adopted as presented.
3. That the minutes of the Annual General Meeting of May 8, 2017 be adopted as distributed.
4. That the Returning Officer's Report be adopted as presented.
5. \_\_\_\_\_ shall cast a single vote for those nominees elected by acclamation.
6. That the reports of the President, Labour Relations Director, Executive Officer, Membership Services Committee, Communications Committee, Academic Council Representative, Employee & Family Assistance Plan, ACIFA President and ACIFA Representative on LAPP be adopted as distributed.
7. That the Finance Vice President & Finance Committee reports be received as information.
  - Projected Performance Report for 12 Months Ending June 30, 2018, page 25.
  - Cash & Investment, Restricted funds and Net Cash Position Statements, page 26.
8. That the 2018-2019 budget expenditures be adopted as distributed and presented on page 27 of the Information Package.
9. That the dues rate be increased to 1.1% for the 12 months from June 20, 2018 to July 1, 2019.
10. That when the NASA Defense Fund reaches \$1 million dollars, NASA to conduct a review.
11. That \$350,000 in the NASA Defense Fund, the initial investment to be made into Canada Deposit Insurance Corporation (CDIC) GIC's.
12. To move into a Committee of the whole.
13. To move out of a Committee of the whole.
14. To adjourn/orders of the day.