

October 2019



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#### Our mailing address is:

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#### SUBMISSION DEADLINE:

November 29, 2019

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# I FEAR NAIT HAS LOST ITS BRAND

By G. Cutting, NASA VP Communications

A couple of weeks ago I was completing the survey on the NAIT staff page requesting input on our next president and CEO \*\* <https://www.nait.ca/nait/about/careers/presidential-search/help-shape-the-job-profile> \*\* and I got to thinking about what NAIT needs to be successful in the near future. One of the things that kept coming to mind was the issue of student recruitment – we need more students for many of our programs. And not just more students, but stronger students so that we can re-establish sensible entrance requirements to ensure student success.

I'm sure many of you feel the same and have felt this for some time, but what has NAIT been doing to address the problem? Sure, the economic slowdown has resulted in fewer students looking to get into programs that are related to oil and gas and boom-time industries, but can we afford to wait for the economy to recover and bring back our enrollment and student demand? Since we can't reasonably hope to address the Alberta economy issue by ourselves, are we dead in the water?

There isn't much that anyone at NAIT can do about the economy, short of getting out there and spending money (read sarcasm), but I think that there is a deeper current, beyond the economic woes, that we can address now that has been impacting our student numbers: our brand. I fear that NAIT has lost its brand.

I will spare you the dictionary definition of "brand" (providing dictionary definitions is a writing faux pas) and instead link you the NAIT brand page \*\* <https://www.nait.ca/nait/about/our-vision/brand> \*\*. It's pretty dry reading and only includes the descriptor "a leading polytechnic committed to your success" to help define NAIT's place in the vast post-secondary market. I'll admit that I was hoping for more, and to be fair the link to the Vision and Promises page is also included \*\* <https://www.nait.ca/nait/about/our-vision> \*\*.

I'm sure many of you have opinions as to how NAIT has lived up to these promises, but I'd like to focus back on the brand. How does any of this information uniquely identify NAIT's niche in the post-secondary market? What is the next president of this institute going to need to focus on for NAIT's success?

I don't think we need a better management structure or improved processes, we don't need more people searching for efficiencies or ways in which we can reach or maintain our growth projections, and, with all due respect to the acquisition of some of the Blatchford lands which will enable us to unify our programs on the main campus, we don't need any more shiny new buildings that stand idle because we have nothing to occupy the space.

I think we need to focus on what NAIT has done well in the past and what we will need to deliver on in the future – the quality of our programs and graduates, the reasonable class sizes in which we deliver industry relevant training, our connections to industry that keeps our teaching and training relevant and makes our graduates highly employable, and, most important of all, the fact that many students come to NAIT to not just get an education, but start their career.



The reason that I fear that NAIT has lost its brand is because I feel that NAIT has spent too much time trying to become more like other post-secondary institutes with the focus on restructuring, 15/3 and research dollars. These changes have resulted in onerous bureaucracy (a two year lead time on course changes), reduced face-time with students (we've reduced the number of weeks in the semester, the number of classroom hours in a week, and even the number of classroom minutes in the hour!), and a research centre with very little activity.

Whether you agree with what I'm suggesting is the cause, I believe that you'll agree that the effect has been that NAIT in many ways has become just another post-secondary; too banal or too vanilla. And like vanilla ice cream, very few people go out of their way to get the same old vanilla flavored ice cream.

Going forward we need to worry less about what it means to be a 'polytechnic' and focus more the fact that NAIT provides one of the best industry training experiences available in the country. For goodness sake, we get university

graduates (with bachelors and masters in my personal experience) coming to NAIT to train (or retrain) for a career in industry! Sure, NAIT graduates go to university to further their education, but university graduates come here to train to get a job. That should be part of our motto...

Many economists and investment experts will tell you that anyone can make money in a bull market, but what really defines a successful investor is how they fare during a bear market. I'll suggest that it's the same in education – any post-secondary can attract students when the economy is hot, but NAIT's success will end up being defined by how we weather the economic hard times. I think getting ourselves back on our original brand – providing a rigorous and quality education that helps you get your career started – is our best path to success. And much of this depends, I think, on focusing ourselves and our dollars back on the classroom and the students and the instructors in our classroom.

# RESOLUTION

By G. Wilson, NASA President



What is the true meaning of resolution? Can a difficult situation ever be resolved?

I feel that unless all parties involved are willing, a resolution to any situation may never happen. Sometimes there is a need to have an outside source to help facilitate a solution.

NAIT has put in place a way for which we can have better resolutions in the role of an Employee Resolution Consultant. His name is Chris Fukushima.

Some may know Chris from his role as the Student Ombudsman. He has now moved to the role of Employee Resolution Consultant. Some of Chris's responsibilities will include the development and training of educational

programs on workplace topics such as harassment, bullying and violence with the focus on prevention. He will also be developing and administrating or assisting, frontline supervisors to administer hazard assessment tools to gauge risks of workplace bullying, harassment and violence. This should be very helpful as an alternative dispute resolution method.

Chris can help with advice on interpersonal issues between NAIT staff members and help you come up with a solution from receiving and assessing information regarding concerns and allegations of harassment, bullying and/or to general workplace conflict from different sources at NAIT. He can discuss with the members involved alternative dispute resolution options to help resolve matters through open discussion, and cooperation. Chris has experience carrying out workplace conflict related assessments and helping to guide members through the resolution and restoration processes.

## NASA PRESIDENT – ACTIVITY REPORT

(Links to specific committees/events information have been included where appropriate)

### July 2019

- Meeting - NASA Lawyer and NAIT HR re: grievance

### August 2019

- Meeting - HR re: Investigation
- Meeting - NASA Lawyer re: Arbitration
- PSLA Consultation with HR & AUPE
- Meeting - Policy Committee (Click [HERE](#))

### September 2019

- Meeting – HR (several)
- Meeting – Chair, Academic Upgrading
- Meeting – NAITSA Executive
- Meeting - Academic Planning Committee
- Meeting – re: grievance and a potential grievance (x2)
- Orientation - Academic Council (Click [HERE](#))
- Meeting – NASA Academic Council Reps
- Meeting – Academic Council
- Meeting – HR re: Code of Conduct
- Meeting – several members, various issues
- Meeting – NASA Executive (x2)
- Meeting – NAIT IT Forward (Click [HERE](#))
- Event – NAIT IT Forward, Pancake Breakfast
- Event – NASA Welcome Back Lunch, Metro Campus

- Meeting – NASA LRD and SAST Chairs
- Meeting – Dean, School of Skilled Trades

### To October 22, 2019

- Meeting – Policy Committee (x2)
- Meeting – NASA VP MSC and VP Communications re: event coordination with Eskimos
- Meeting – Faculty Emeritus, S. Fitzsimmons, G. Wilson appointed as Chair (Click [HERE](#))
- **Every year NAIT honours our Retired Academic Staff (Deadline for Nominations is November 8, 2019 - Click [HERE](#) for nomination form)**
- Event – NASA Welcome Back Lunches at Patricia and Souch Campus
- Meeting – several members, various issues including substitution
- Meeting – NASA Executive
- Discussion – Hiring consultant re: Search for new NAIT President
- Event – NASA Lawyer: Fall Seminar
- Meeting – HR re: several members/various issues
- Meeting – NASA Lawyer re: Arbitration
- Meeting – Ongoing with SAST
- Event – New Staff Celebration (Click [HERE](#))

## **Bargaining Update #8**

**(October 24, 2019)**

NASA's Bargaining Committee met with the employer for nine (9) negotiating rounds during September and October 2019. Upcoming collective bargaining dates are scheduled for November 1, 5, 8, 13, 15, 2019.

Our bargaining sessions in September and October have focused on discussion of our interests regarding employee types: permanent salary staff, contractors and sessional employment. We are currently negotiating an employee model in which all academic staff are under the NASA collective agreement.

We have also discussed Professional Development (Section 24) with the employer. These negotiations have focused on increasing allocation of monies for spending and looking at ways to expand the program to include additional resources employees may purchase for their professional development and growth.

In September 2019 the Bargaining Committee sent out a Workload Information Request to all NASA members and we thank you for your participation in the survey. This survey collected suggestions from our members to assist with additional discussions on Workload.

There were many common themes for balancing workload, however, suggestions on what would help balance workload inequities varied by School and the type of program taught.

Common themes (in no particular order):

- Transparency, fairness, and adequate notice regarding course assignments and downloads
- More prep time needed for new courses, course improvement, and innovation
- Chairs need more download for all the duties they currently have
- Better/more consideration for teaching multiple different courses, complex marking, team teaching and mentoring
- Recognition of time required for course improvement, meeting with students, program promotion, technology implementation, etc.
- Improving access to current technology and software specific to programs/departments, including support/training/maintenance for use in classroom
- Improvements to Moodle and ease of document/resource sharing
- Improved scheduling, reporting, evaluation, administrative, approval processes
- Improving technology, training, and space for online delivery
- Reduce travel between classrooms by having program related courses taught in one area

- TOIL/Work at Home
- Recognition for expectations outside of the class/lab or shop
- Support for research and scholarly activity
- Appropriate number of management compared to number of instructors

Response Rate from Workload Survey:

- 48 responses from the School of Health & Life Sciences
- 121 responses from the School of Skilled Trades
- 165 responses from the School of Applied Science & Technology
- 57 responses from the JR Shaw School of Business
- 6 responses from Other areas

We thank you for your patience and support, and encourage members to continue to send feedback via email at [NASA@nait.ca](mailto:NASA@nait.ca) or to any of the Bargaining Committee delegates.

Thank you,

**NASA Bargaining Committee**

Jarret Serediak

Rhonda Betker

Bernie Budinski

Peter Kamstra

Christine Loo

Spenser Rawluk

Katherine St. Laurent

Keep up to date by visiting the NASA Website's [Bargaining Update](#) page.

# COMMUNICATIONS COMMITTEE

## NASA News

By G. Cutting, VP Communications

For the 19-20 Academic year your Communications Committee is made up of myself, the NASA VP Communications, Gordon Cutting, and your fellow NASA members Randy Duke, Trisha Needham, Melanie Simmons, Stuart Simmons and Dong Yee.

Every year the Communications Committee reviews the NASA website for accuracy and relevancy of the content, publishes approximately five *Intercom* staff e-zines, reviews and recommends amendments as necessary to the NASA Constitution and Policy (and other) Bylaws, and manages the Share the Warmth charity on behalf of NASA.

So far this year some of the work completed by the Committee has been:

- Provided an orientation to new committee members
- Supported the ACIFA letter writing campaign in support of post-secondary schools to Alberta MLA's through a gift card draw. Congratulations to our five winners: Kalin Jensen, Erin Dul, David Schmaus, Stephanie Koska and Jamie Doucette
- Investigated purchase options for Share the Warmth goods for our recipient charitable organizations
- Supported the coming Membership Services Event & Speaker survey through a gift card sponsorship
- Published the *Intercom* for October
- Planned the Share the Warmth booth for the NAIT Children's Christmas party
- Assigned duties for the NASA website review
- Discussed *Intercom*/NASA webpage redesign to better meet member's communication needs

Coming work will include:

- Continued review of the NASA Constitution and policies
- Completion of the reporting guidelines for NASA positions
- Purchase and disbursement of goods for the Share the Warmth Campaign
- New initiatives for better communication through the NASA website
- Ensuring NASA logo copyright and establishing guidelines for use of the NASA logo
- Reviewing communication guidelines regarding NASA election campaign information and candidate mail outs

Recent meetings have been September 17<sup>th</sup> and October 15<sup>th</sup>, 2019. Approved minutes (click [HERE](#)) are posted on the NASA website. Our next meeting will be November 19<sup>th</sup>, 2019.

If you have any questions or comments about this report or other NASA issues, please contact Lana Bjorkquist at the NASA office, thanks.

Gordon Cutting  
VP Communications, NASA



# MEMBERSHIP SERVICES COMMITTEE

By Glenn Tkachuk, VP

Back to the grind for another year. Membership Services is hoping to make this grind as pleasurable as possible. Just recently we had our Welcome Back event at Metro campus (October 1/19) which was themed “Summer is a Wrap”. It goes without saying that this past summer was not a summer that we are normally accustomed to. I am sure I saw pairs of animals walking on the city walks past my house looking for a boat. Flooded basements, lots of mosquitoes, poor gardens, and overworked lawnmowers seemed to be the theme this past summer. The bright side to all of this was the lack of wasps this past September.



We have a variety of events scheduled for the New Year. The family movie day, Mid-Winter Frolic, and the AGM windup are now in the planning stages. Our monthly draws for NASA staff will also continue with a variety of prizes to Ernest’s, NAIT Meat Store, and Landmark and Cineplex Odeon Movie passes. Guest speakers are also planned for the next year, but if there is something you think would be of benefit to our membership, please let us know. If we can make it work, it will happen.



We encourage people to bring socks, gloves, toques and personal hygiene items for Share the Warmth during our events. Each item you bring gives you an extra ticket for the door prizes that we give away. We always have some people winning multiple prizes due to the fact they had brought many items for Share the Warmth because it increased their chances with the extra tickets they received.

We try to come up with different ideas or themes for our events but outside suggestions are more than welcome. If you have an idea or suggestion, drop us a line and let us know what you would like to have. I do hope we have a better autumn and a nice winter than the lousy summer we had. Till the next *Intercom* article, stay safe and keep warm.

Congratulations to our MBS sponsored big prize winners: (METRO Campus) M. Christopher (Edmonton Oiler Hockey tickets), R. Dua (above right) and D. Steffler (above left) each won a \$100 Best Buy Gift Certificate, (PATRICA Campus) B. McNabb, and (SOUCH Campus) and T. Schmidt (right) each won a \$50 Best Buy Gift Certificate.



# LABOUR RELATIONS

## Discipline and Progressive Discipline

By NASA LRD, J. Serediak

**Discipline in the Workplace:** is the means by which management within an organization employ to discourage behavioral and performance concerns encouraging adherence to established employer rules or policies. The purpose of progressive discipline is to correct or deter unwanted behavior or performance. Progressive discipline should not be designed to be punitive in nature and should be the last resort when managers make the decision to impose some level of discipline.

**Progressive discipline** is a formal process employers may use providing increasingly severe penalties for correcting issues of misconduct or performance in the workplace. The goal of progressive discipline is applying increasingly severe consequences with the aim to deter the undesired and/or unwanted behaviour. The first stage of Progressive discipline is a Letter of Discipline (LOD). A suspension, usually unpaid, is the employer's next option when increasing severity. Suspensions usually begin with one day, then two and so on. Once the employer feels it has exhausted suspensions, then the next progression in penalty is usually termination of employment.

**It is the Employers responsibility** to ensure employees are made aware of their rules and policies. It should be made known to every employee what is and what isn't acceptable in the workplace. The employer is responsible to communicate what consequences are for violating a policy, rule or collective agreement provision.

The classic arbitration decision setting the guiding principles relevant to a review of an employer rule is *KVP Co. Ltd. and Lumber and Sawmill Workers Union, Local 2537 (1965), 16 LAC 73*. The basic principles are:

1. Employers have the right to issue a wide variety of rules, as long as they are not in conflict with the collective agreement, as well as legislation.
2. Rules must be reasonable and easily understood. They must be made known to employees and administered fairly and consistently.
3. An employer cannot rely on employer rules in meting out discipline. Rather, the employer must demonstrate that the discipline was for just and reasonable cause.

The KVP test asserts that any rule or policy introduced unilaterally by the employer must be both reasonable and consistent with the collective agreement. The test has been used by both the courts and arbitrators in the application of the "balancing of interests" approach to determine whether the policy in question is appropriately considerate of the interests of the employer and the employee.

**It is also the Employers responsibility** to ensure that its managers and Human Resource professionals are properly educated and trained to deal with issues relating to performance, behavior and conduct and deter employees from violating a rule or policy application (policies, process, guidelines, and penalties) in the workplace.

When a manager becomes aware of an issue efforts should immediately be made to have conversation with the employee. This conversation is normally with the Chair of the program and that dialogue would be considered coaching. One tool supervisors might use if they feel documentation is necessary, then following the conversation with the employee could result in a Letter of Expectation (LOE). Expectation letters should be kept private between leader and employee and at no time should LOE's be placed in an employee file.

Failure by the employee to adhere to the terms of the LOE, could result in a Letter of Discipline (LOD), in that case, the process generally has two stages: the first is the Investigation Stage; the second is the Discipline stage. It is important to note, LOE's are non-disciplinary in nature, as in, they are a coaching aide some supervisory personnel choose to use such a document that reminds/make aware to employees of expected performance or behaviour in the workplace. An LOE is a reiteration of policy or procedure which the supervisor wants the employee to adhere to. It is important to review an LOE in terms of how it is written. Some LOE's may be considered Letters of Discipline because of the language used in them.

**If you receive an LOE, you are encouraged to meet with the NASA Labour Relations Director and/or the NASA President to discuss or provide any necessary supports or options.**

There are many methods and tools supervisors can use to coach their employees and an LOE is only one of them. Supervisors should document conversations they have with their employees. Supervisory notes which describe private and confidential information from their employees should be detailed, descriptive, dated and kept in a secure place that cannot be accessed without knowledge or prior consent from the employee or supervisor. Documenting concerns during conversations with employees is just another option supervisors can use in their pursuit to provide coaching in a meaningful way and also preserve the confidence of employees in their leaders.

During the first stage of an investigation, management should be gathering facts and evidence to confirm or not that an incident took place. Evidence might include witness statements, external and internal investigator reports, documents and most importantly, interviewing the employee involved in the alleged misconduct. The burden of proof in any grievance or arbitration hearing is the responsibility of the employer to prove that discipline is warranted and an appropriate penalty was used. The employer must prove discipline was warranted under the circumstances and, if so, respond in a consistent and reasonable way.

All NASA staff have representational rights negotiated in the current collective agreement. This collective agreement provision allows NASA members the right to union representation during an investigative meeting. Specifically, any meeting which could give rise to a disciplinary response by the employer. The collective agreement allows employees to have a union representative (NASA Labour Relations and/or NASA President) present to assist him/her in explaining the circumstances surrounding the incident, to plead on his/her behalf that either an employment offence did not occur or if it has occurred, to argue for a quantum of discipline as minimal as the employer would be prepared to accept. That is the purpose for granting employees access to union representational rights.

During the second stage, the decision to discipline should take into account “just cause” and include considerations of the employee’s record, mitigating factors, the severity of the incident and the circumstances surrounding the misconduct. As described above, re-occurring incidents normally are met with increasing levels of discipline in efforts to deter unwanted incidents in the workplace.

NASA encourages all members to exercise representational rights should you feel you are in a position which could lead to discipline. NASA would attend any meeting you have with the employer to provide advice, support and outline your rights under the collective agreement and/or Alberta Labour Relations Code or any other relevant legislation.

Thank you and please reach out as we would love to hear from you.

Yours in solidarity,  
Jarret Serediak

# ACADEMIC COUNCIL 2019-2020

By N. Hill, NASA Representative

The Council met twice in September: Academic Council Orientation: September 9, 2019 and Academic Council: September 16, 2019.

1. For orientation: Academic Council is a Committee of the NAIT Board of Governor's legislated in the Post-Secondary Learning Act.
2. Regular September meeting.

NASA representatives this term are:

Garry Wilson, Robert Ackroyd, Max Varela, Norm Hill, Sonja Wojdak, Steve Chattaroon, Dong Ye

- The AC Constitution and Bylaws were revised to reflect the policy for Annual Review.
- The agenda of the first meeting is recruiting for the various sub-committees that prepare reports for Council. The Roster of sub-committee members is on the next page.
- David McDine made an informative report relating the implementation of NSSI and the preliminary findings (which showed significant student satisfaction with instruction at NAIT). The next steps are working to include contracted instructors in the NSSI framework. (to pilot by January 2020)
- Council was presented a list of potential topics for discussion/presentation at the remaining meetings this academic year. The list was created through generative discussion at the orientation meeting.

NHILL for AC council reps: This summary has been prepared in advance of the circulation and approval of the official minutes and is therefore, unofficial and not intended to be used for more than information. The next meeting of council will be November 18, 2019.

The following lists the academic members of Academic Council Sub-Committees for 2019/20.

<b>Faculty Emeritus (5)</b>		<b>Honorary Degree (4)</b>	
Garry Wilson	Chair	Max Varela Arevalo	Chair
Noman Hill	NASA member		Corporate Communications Representative
Dong Ye	NASA member	Garry Wilson	NASA member
	NAITSA member	Bob Ackroyd	NASA member
	NAITSA member		NAITSA member
<b>Instructional Excellence Awards (10)</b>			
		Chair (or designate)	
	Steve Chattaroon	NASA member	
	Sonja Wojdak	NASA member	
		NAITSA member	
		NAITSA member	
Wayne Hofman		Executive Director, Learning Teaching Commons (Chair designate)	

\*Remaining members to be populated by the Committee (40% student reps)

**Committee Membership for NAIT Policy Committee for 2019/20**

**NAIT Policy Committee (members from Academic Council)**

Susan Maheden	Chair
	AUPE member
	NAITSA member
	NAITSA member
Garry Wilson	NASA member
Steve Chattargoan	NASA member

## GRIEVANCE STATUS REPORT – as at October 22, 2019

GRIEVANCE #	ISSUE / ACTIONS	STATUS
2019-10-04	Awaiting Step 3 Grievance Hearing decision Termination	Open
2019-06-14	Step 3 Grievance Hearing: Extension to October 18, 2019 Code of Ethics and Conduct	Open
2019-04-10	Awaiting Arbitration date Motion: ARB-2018/9-17 Termination	Open
2018-11-07 G	Awaiting Arbitration date Motion: ARB-2018/9-16 CCP Group	Open
2018-11-07 P	Awaiting Arbitration date Motion: ARB-2018/9-12 CCP Policy	Open
2018-09-202	Arbitration: May 5-8, 2020 Motion: ARB-2018/9-14 Redundancy	Open
2018-09-201	Arbitration Date: May 5-8, 2020 Motion: ARB-2018/9-14 Redundancy	Open
2018-09-21	Arbitration Date: March 31 – April 3, 2020 Motion: ARB-2018/9-11 Contractor	Open
2018-08-291	Arbitration Date: April 8, 9 & 15, 2020 Motion: ARB-2018/9-10 Redundancy	Open
2018-08-30	Arbitration Date: December 9, 2019 Motion: ARB-2018/9-9 Redundancy	Open
2018-04-16	On hold pending arbitration 2018-01-17 Motion: ARB-2018/9-7 Interference	Open
2018-01-17	Arbitration Date: November 20 - 22, 2019 Motion: ARB-2018/9-6 Compensation	Open
2018-04-091	Arbitration Date: January 16-17, 2020 Motion: ARB-2018/9-5 Discipline	Open
ALRB	Arbitration Date: February 20, 21 and April 28 – 30, 2020 Designation - ESL	Open
2018-02-08	Arbitration Date: October 23-25, 2019 Motion: ARB-2018/9-2 Discipline	Closed – Pending Settlement
2019-01-31	Arbitration hearing completed Motion: ARB-2018/9-3 Discipline	Closed – Pending Settlement

2018-11-27	Arbitration hearing completed Motion: ARB-2018/9-13 Discipline	Closed - Pending Settlement
2018-03-08	Arbitration Date: October 29-30, 2019 Motion: ARB-2018/9-4 Discipline	Resolved
2018-05-11	Motion: ARB-2018/9-8 Redundancy	Closed
2017-06-16	Motion: ARB-2018/9-16 Termination	Withdrawn
2017-02-02	Removed from HR file Motion: ARB-2018/9-1 Discipline	Closed
2017-01-24	Removed from HR file Motion: ARB-2018/9-1 Discipline	Closed

# REPORT FROM NAIT'S ACADEMIC STAFF MEMBERS ON THE NAIT BOARD OF GOVERNORS

By A. Hoekstra, October 9 2019

Currently serving: Pan Zhang and Annemarieke Hoekstra

## Role of Academic Staff Members on the NAIT Board of Governors

The role of academic staff members on the NAIT Board of Governors (BOG) is specified in Alberta's Post-Secondary Learning Act. Academic staff members on the BOG aim to provide an academic lens on issues before the board. The Board of Governors as a whole serves to hold NAIT execute accountable to the public. The NAIT Board of Governors has one employee, this is the NAIT President & CEO.

See also our previous article "[What is it like on the NAIT Board of Governors](#)".

## Important Board Business this Academic Year

Important issues before the NAIT BOG this year are:

- The search for and appointment of the best candidate for the role of president and CEO of NAIT
- NAIT's budget in the current climate of provincial fiscal constraint
- Collective bargaining.

The academic and non-academic staff members on the NAIT BOG do not participate in board level discussions around collective bargaining due to conflict of interest.

## NAIT Board of Governors Subcommittee Membership

The NAIT BOG has 7 subcommittees:

Under the Board and committee terms of reference, staff members do not serve on the Finance, HR, or Audit committee.

- Annemarieke Hoekstra serves on the Campus Development Committee,
- Pan Zhang serves on the Governance Committee, and
- Jamie Corfield (NAIT's non-academic staff member) serves on the board's Governance Committee and Academic Council.

Academic Council and each of the other committees debate issues in more depth and bring motions to the NAIT BOG for approval.

## Recent Activities

Annemarieke Hoekstra attended a meeting of the campus development committee on August 29 2019. Highlights:

- One topic of interest was NAIT's processes to ensure the health, safety, and well-being of students in work-integrated learning courses (think practicums, clinical, co-ops and internships), especially where students need WCB coverage.

- Other discussion involved Blatchford development, plans for student residencies, the LRT expansion, staff and student health, safety and security, emergency management and other issues.

Annemarieke Hoekstra and Pan Zhang attended the NAIT BOG meeting on October 8 2019. Some highlights:

- It was announced to the board that the government has approved the appointment of Dr. Ray Block as NAIT's interim President & CEO starting Dec. 16, 2019 following the retirement of sitting president and CEO Dr. Glenn Feltham. A series of retirement teas will occur on campus for Glenn and staff members to say farewell.
- NAIT is currently consulting faculty members, staff and students to solicit their thoughts regarding an ideal presidential candidate profile.
- At the recommendation of Academic Council, the BOG confirmed that freedom of speech is fundamental to our institution, and a motion was passed unanimously to approve a set of principles related to free speech. The principles align with the [Chicago principles for freedom of expression](#).
- The provincial budget will be released on Oct. 24<sup>th</sup> and more discussion will be held around the implications for NAIT. Based on the [MacKinnon report](#), it is anticipated that the provincial government will expect post-secondary institutes to rely more on tuition and other revenue sources and less on provincial government grants.
- The NAIT Board of Governors approved a raise in international tuition fees by 10% for new and continuing international students beginning in the 2020/21 academic year.

Annemarieke Hoekstra and Pan Zhang also attend NASA Executive meetings that are held every three weeks and submit reports for information to the NASA Executive. These reports will be included in the minutes of the NASA Executive.

# REEVES RETIREMENT

By John Reeves- Past VP Communications & Past President -NASA  
Retired and living in Canmore



## AGEING IN RETIREMENT:

In August I celebrated my 75<sup>th</sup> birthday. The strange thing is I don't feel like I'm getting old yet. Linda and I are still active in our hiking and climbing (indoors on the climbing wall and outdoors on the mountain pitches). Still riding our bikes on the Legacy Trail between Canmore and Banff and on my Mountain Bike at the Nordic Centre.

In the winter we get out and ski at the Nordic Centre almost every day and Linda does Snowshoeing once or twice per week. I am still active in coaching cross-country skiing and do the local ski races and try to compete in the National and World Master competitions.

We still are very active in the Canmore Seniors Association both with volunteering and being active in their programs.

Our health has been good mainly because we stay active and don't give up on activities we still like to do. Is that luck or good management? Well I guess it is partly genetics but mainly just trying to stay as fit as possible both physically and socially.

When we give up activities we used to do because we don't feel we can do them any more or our perception is that we can't do them because of some

physical excuse we take one step backwards on the longevity scale. We must learn to adapt to a new level of participation, perhaps at a low level of exertion, and not just give up on the activity.

As we get older, we must spend more time taking care of our health both physically and mentally. If we don't then the chances of living to an advanced age decrease.

Try new things on the physical and the mental aspect of your life. Don't let that "I can't" syndrome run your life. Push your boundaries and explore new things.

Most of you who read this are not even close to my age, but you can still take the basis of what I am saying and explore and try new things in your life. We are meant to be active and challenge ourselves both physically and mentally. Don't get stuck in a rut and think that your life is full enough with what you do.

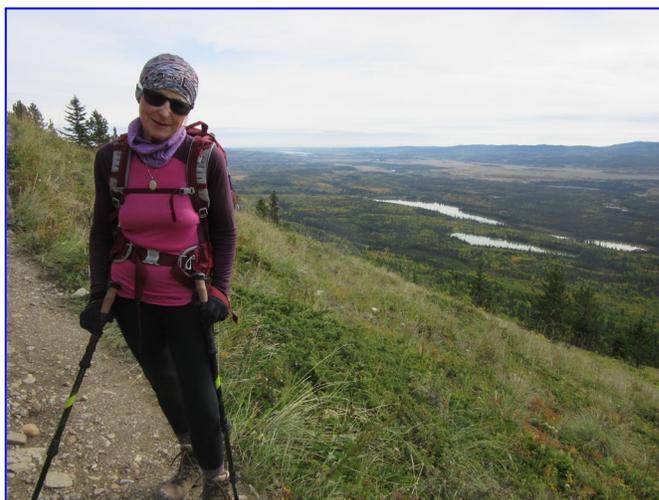
Try volunteering, join a book club, join a coffee discussion group, try an art class, take up a new sport or activity class, explore your inner physical self and expand your mental self-awareness. This is what we were meant to do with our lives.

It's never too late to get started on new and exciting things in your life. Find the time and get started.

Access my previous articles on retirement by visiting the NASA website and looking them up in the past *Intercom* issues.

Don't wait until you retire to start a regular exercise program, start NOW. It will pay back later in the quantity and quality of your life as you age.

If you have any questions e-mail me at [jreeves1@telus.net](mailto:jreeves1@telus.net).



# CORPORATE DISCOUNTS FOR ALL NAIT STAFF & ARNS – 2019

## AUTO RENTALS

### Practicar Car & Truck Rentals

[www.practicar.ca](http://www.practicar.ca)

T: 780-433-0999

F: 780-428-7655

All Edmonton Locations.

10% off our already lowest rates! Credit Card, Class 5 License, 18+

## AUTOMOTIVES

### Bubbles and Brunos Car Wash

11740 – 104 Avenue

Bonus Card - Must fill out application, use 3 times /month

### Gateway Toyota

780-439-3939

2020 - 103A Street SW

20% discount on all non-special and repair items & 10% discount on maintenance items & specials (excluding sublet repairs), windshield replacements starting from \$249.95 (no discount applied)

### Hughes Petroleum

All Edmonton and area locations

**5 cents**/litre off posted price on gas and diesel.

Contact NASA for Membership Card

### Leduc Chrysler Jeep

[www.leducchrysler.com](http://www.leducchrysler.com)

780-986-2051

6102-46A Street, Leduc

\$500 over Dealer Cost

### Leung's Auto Service

[www.leungsauto.ca](http://www.leungsauto.ca)

780-452-0134

12025 – 194 Street

20% Auto mechanical & Autobody (excludes engine oil)

## CLEANERS

### Carson Pow-R-Vac

780-467-8773

10% off whole house special, special price for furnace cleaning. Ask for Marie

## FASHIONS

### Mark's Commercial

All Locations

10% off selected lines

Contact NASA for Coupon

### Moore's Clothing for Men

17020 - 90 Avenue

Perfect Fit Rewards Program - NAIT ID

### SoftMoc Shoe Stores

780-477-6930

<https://www.softmoc.com/ca/>

All On-Line & Canadian Locations

10% off Regular & Sale Priced merchandise. N/A for Warehouse or

F&F Events. Contact NASA for

Membership CODE

## HEALTH/WELLNESS

### Anytime Fitness – St. Albert

[www.ANYTIMEFITNESS.COM](http://www.ANYTIMEFITNESS.COM)

780-419-3832

Unit 410, 140 St. Albert Trail

10% off regular membership

### (NEW) Princess Elizabeth Dental

[www.pedental.ca](http://www.pedental.ca)

780-488-0383

10515 Princess Elizabeth Avenue

Book for a new patient exam & hygiene and receive a bleaching kit for \$50

(valued at \$390). The \$50 will be donated to the charity of NASA's choice.

## YMCA

[www.northernalberta.ymca.ca](http://www.northernalberta.ymca.ca)

10% off membership rates and waived

joining fee. Offer extended to

immediate family members.

## HOTELS

### DOOR PRIZE SPONSOR - 2019

#### Best Western Village Park Inn

[www.villageparkinn.com](http://www.villageparkinn.com)

1-888-774-7716

1804 Crowchild Trail NW

\$129/night plus taxes (double/queen)

(BOD: June 10-13, July 5-14, Nov. 21-25)

### International Hotel of Calgary

[www.internationalhotel.ca](http://www.internationalhotel.ca)

403-265-9600 or 1-800-661-8627

220 – 4<sup>th</sup> Avenue SW, Calgary

Jan-Mar 31 - \$186, (Sun-Thurs)

\$139 Fri/Sat

Apr-Dec 31 - \$192, (Sun-Thurs)

\$149 Fri/Sat

Studio King Suite, WIFI & parking

included

### DOOR PRIZE SPONSOR - 2019

#### Mountain Park Lodges

[www.mpljasper.com](http://www.mpljasper.com)

780-409-9273 or

1-888-8JASPER

Rates & Conditions Vary. Quote NAIT

when making reservations. NAIT ID. Kids

under 15 stay free, (BOD: Feb. 15-17,

Mar 25 – 30, Apr 18-21)

### DOOR PRIZE SPONSOR - 2019

#### Sutton Place Hotel

[www.suttonplace.com](http://www.suttonplace.com)

780-428-7111

10235 - 101 Street

\$139 w/continental breakfast

Premium WIFI & daily newspaper

## MISCELLANEOUS

### Johnson Inc Insurance

[www.johnson.ca](http://www.johnson.ca)

1-800-563-0677

11120 – 178 Street

Up to 40% on home and auto insurance.

Airmiles available on premiums paid.

### Kuby Renewable Energy Ltd.

[www.kubyenergy.ca](http://www.kubyenergy.ca)

780-340-5829

14505 – 114 Avenue NW

Receive free 25-year inverter warranty

and 2x standard referral bonus on grid

tied solar PV installations

### DOOR PRIZE SPONSOR - 2019

#### MBS Insurance Brokers

[www.mbsinsurance.com](http://www.mbsinsurance.com)

780-436-7880

301, 9452 – 51 Avenue

Total package discounts up to 65% off.

### Perkopoliolis

[www.perkopolis.com](http://www.perkopolis.com)

**REGISTER** for Special deals for shopping, entertainment, travel and services. Code required for hotel vendors. Contact NASA for more information.

### RESTAURANTS/GROCERY

#### Allegro Italian Kitchen (NEW)

[www.allegroitaliankitchen.ca](http://www.allegroitaliankitchen.ca)

10805 – 95 Street

780-756-6640

**20%** off food items (excludes alcohol)

#### Big Daddy's Sandwich Co.

15039 – 118 Avenue

10% off

#### O2 Joe's Tap House

13509 – 127 Street

300 Saddleback Road

10% off food menu items (excludes specials & liquor)

#### Sir Donair or Pizza

[www.sirdonair.ca](http://www.sirdonair.ca)

14210 – 118 Avenue, NW

10% off. NAIT ID required.

#### Smilies Restaurant

15030-118 Avenue

10% off lunch and dinner

#### Subway

780-489-8993

11740 – 149 Street (ONLY)

10% Discount

We do catering & Delivery!

### TRAVEL

#### DOOR PRIZE SPONSOR - 2019

#### Edmonton International Airport

[EIA Rewards](#)

780-224-1861

1, 1000 Airport Road

Click on the link above to receive various rates and discounts.

#### Merit Travel Company

[www.merittravel.com](http://www.merittravel.com)

780-439-3096, ext 7346

1-866-341-1777

8103 – 104 Street

5% off per cabin on any AmaWaterways River Cruise

### VISION CARE

#### Eyewear Advantage

(Lenscrafters, Pearle Vision, Precision Optical, Sears Optical)

30% off prescription eyewear, 20% off non-prescription sunglasses & accessories

(use coupon next page)

### DISCOUNTS

**All Expire: December 31/19**

(Unless otherwise noted)

**Some hotels have blackout dates (BOD).**

**Quote NAIT when making reservations.**

**All businesses are in Edmonton**

(Unless noted otherwise)

**All will accept NAIT ID**

(unless otherwise noted that a membership card, coupon or corporate account number/code is required.)

**NASA gratefully acknowledges the donations of our Door Prize Sponsors at our annual Mid-Winter Frolic Event.**

For changes, updates or new discount offers, please contact the NASA Office 780.471.8702 or email [nasa@nait.ca](mailto:nasa@nait.ca)

# NAIT ACADEMIC STAFF ASSOCIATION

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LE RÉSEAU DE SERVICES DES SOINS DE LA VUE

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Save 30% on Prescription Eyeglasses  
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Épargnez 30% sur Lunettes  
& 20% sur Lunettes de Soleil

Card must be presented at time of purchase. Some restrictions may apply.  
Cette carte doit être présentée lors de l'achat. Quelques restrictions pourraient s'appliquer.

1-866-692-0888



## Faculty Emeritus Nomination Form

1. Enter information as requested in the form below
2. Nominators should refer to the [Faculty Emeritus Sub-Committee Award Procedure \(pdf\)](#) for full criteria
3. Send completed form as a pdf and any additional documents to [gwilson@nait.ca](mailto:gwilson@nait.ca)

### Nominee Information

Name of Nominator:
Nominator Contact Information: <i>(Email Address &amp; Phone Number)</i>
Faculty Member's Name <i>(nominee)</i> :
School and Program Retired From:
Date Retired:

### Criteria (Please complete each of the two (2) sections below)

<p>1. Contribution and impact: Nominees should demonstrate significant contribution to fellow peers, students, industry, scholarly discipline, NAIT, and/or the broader community. These contributions (summary of 500 words) should be:</p> <ol style="list-style-type: none"><li>a. For a cumulative period of more than 5 years</li><li>b. Demonstrative of superior work that is beyond the regular expectations of a faculty member in at least two of the categories noted below.</li><li>c. Validated through evidence (e.g. explanation of research conducted, student feedback validating impact to their learning, industry recognition for work completed, conference presentations, projects completed, leadership initiatives, etc.)</li></ol> <p><i>Categories for contributions that may be recognized, but are not limited to:</i></p> <ul style="list-style-type: none"><li>• Contribution to holistic student success</li><li>• Impact on industry state of practice</li><li>• Scholarship</li><li>• Teaching methods</li><li>• Development of curriculum</li><li>• Leadership – formal or informal</li><li>• Service to NAIT</li><li>• Service to the community at large</li></ul>

<p>2. Living NAIT's Values: Nominees should demonstrate behavior and actions that are consistent with all our values, "The NAIT Way." Please provide an explanation that presents a picture of how the nominee lives all of NAIT's values. (Summary up 250 words)</p> <p><i>Our NAIT Way Values:</i></p> <ul style="list-style-type: none"><li>• Respect</li><li>• Accountability</li><li>• Collaboration</li><li>• Support</li><li>• Celebration</li></ul>

**Checklist**

- Completed Faculty Emeritus Nomination Form (Only typed submissions will be accepted)
- Curriculum Vitae – *detailed and current*
- Letter from Nominator(s) 1 -2 pages per nominator
- Supporting documentation

**Notes**

1. Nominees need to demonstrate significant accomplishments and superior work in at least two of the categories noted in section one.
2. Nominees need to provide supporting documentation for both categories, up to 5 documents per section. Only completed work may be submitted for recommendation.
3. Each submission will be evaluated against what would be considered an expected contribution of a faculty member in a similar instructional, research, or leadership role.
4. The decision-makers will consider whether the evidence meets the above criteria. It will be considered as a whole.

**NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY**  
**ACADEMIC STAFF ASSOCIATION**  
Financial Statements  
Year Ended June 30, 2019

# NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY ACADEMIC STAFF ASSOCIATION

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Year Ended June 30, 2019

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# RSM

RSM Alberta LLP

2500 Bell Tower  
10104 – 103 Avenue NW  
Edmonton, AB, T5J 0H8  
T +1 780 428 1522  
F +1 780 425 8189  
rsmcanada.com

## INDEPENDENT AUDITOR'S REPORT

To the Members of

**Northern Alberta Institute of Technology Academic Staff Association**

### *Opinion*

We have audited the financial statements of Northern Alberta Institute of Technology Academic Staff Association (the "Association"), which comprise the statement of financial position as at June 30, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at June 30, 2019, 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.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Other Matter*

The financial statements for the year ended June 30, 2018 were audited by another firm of Chartered Professional Accountants who expressed an unmodified opinion on those financial statements on September 19, 2018.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

*(continues)*

**THE POWER OF BEING UNDERSTOOD**  
AUDIT | TAX | CONSULTING

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Edmonton, Alberta  
October 4, 2019

*RSM Alberta LLP*  
Chartered Professional Accountants

# NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY ACADEMIC STAFF ASSOCIATION

Statement of Financial Position

June 30, 2019

	2019	2018
<b>ASSETS</b>		
CURRENT		
Cash	\$ 77,076	\$ 33,452
Short-term investment	-	150,000
Accounts receivable	59,321	64,117
Prepaid expenses	381	369
	<b>136,778</b>	247,938
RESTRICTED CASH AND INVESTMENTS <i>(Note 3)</i>	<b>1,005,767</b>	700,190
LONG-TERM INVESTMENT <i>(Note 4)</i>	<b>150,000</b>	100,000
TANGIBLE CAPITAL ASSETS <i>(Note 5)</i>	<b>7,614</b>	8,950
	<b>\$ 1,300,159</b>	<b>\$ 1,057,078</b>
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT		
Accounts payable and accrued liabilities	\$ 13,046	\$ 79,159
Trust liabilities <i>(Note 6)</i>	5,767	190
	<b>18,813</b>	79,349
NET ASSETS		
Internally restricted <i>(Note 7)</i>	<b>1,000,000</b>	700,000
Invested in tangible capital assets	7,614	8,950
Unrestricted	<b>273,732</b>	268,779
	<b>1,281,346</b>	977,729
	<b>\$ 1,300,159</b>	<b>\$ 1,057,078</b>

APPROVED ON BEHALF OF THE BOARD

\_\_\_\_\_ Director

\_\_\_\_\_ Director

See notes to financial statements

# NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY ACADEMIC STAFF ASSOCIATION

Statement of Operations

Year Ended June 30, 2019

	2019	2018
<b>REVENUES</b>		
Membership dues	\$ 1,155,569	\$ 755,937
Interest	26,210	20,197
	<b>1,181,779</b>	<b>776,134</b>
<b>EXPENSES</b>		
Administration (Note 8)	544,143	531,456
Legal and Advocacy Committee	97,415	69,806
ACIFA Membership	79,425	79,425
Membership Services Committee	57,783	61,851
ACIFA Defence Fund (Note 9)	39,000	-
Bargaining Committee	21,392	31,660
Education Awards Program	16,000	20,000
Employee Assistance Plan	15,000	15,000
Communications Committee	8,004	4,284
	<b>878,162</b>	<b>813,482</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>\$ 303,617</b>	<b>\$ (37,348)</b>

See notes to financial statements

# NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY ACADEMIC STAFF ASSOCIATION

Statement of Changes in Net Assets

Year Ended June 30, 2019

		Internally Restricted	Invested in Tangible Capital Assets	Unrestricted	<b>2019</b>	2018
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$	700,000	\$ 8,950	\$ 268,779	\$ <b>977,729</b>	\$ 1,015,077
Excess (deficiency) of revenues over expenses		-	(3,410)	307,027	<b>303,617</b>	(37,348)
		-	-	-	-	-
Purchase of tangible capital assets		-	2,074	(2,074)	-	-
Transfers <i>(Note 7)</i>		300,000	-	(300,000)	-	-
<b>NET ASSETS - END OF YEAR</b>	\$	1,000,000	\$ 7,614	\$ 273,732	\$ <b>1,281,346</b>	\$ 977,729

See notes to financial statements

# NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY ACADEMIC STAFF ASSOCIATION

Statement of Cash Flows

Year Ended June 30, 2019

	2019	2018
<b>CASH PROVIDED BY (USED IN):</b>		
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenues over expenses	\$ 303,617	\$ (37,348)
Item not affecting cash:		
Amortization	3,410	2,797
	<b>307,027</b>	<b>(34,551)</b>
Changes in non-cash working capital <i>(Note 10)</i>	<b>(55,752)</b>	<b>(50,220)</b>
	<b>251,275</b>	<b>(84,771)</b>
<b>INVESTING ACTIVITIES</b>		
Purchase of tangible capital assets	(2,074)	(9,770)
Maturity of investments	350,000	200,000
Purchase of investments	(250,000)	(300,000)
Increase in restricted cash and investments	(305,577)	(99,311)
Transfer to financial stabilization fund	-	100,000
	<b>(207,651)</b>	<b>(109,081)</b>
<b>INCREASE (DECREASE) IN CASH</b>	<b>43,624</b>	<b>(193,852)</b>
Cash - beginning of year	33,452	227,304
<b>CASH - END OF YEAR</b>	<b>\$ 77,076</b>	<b>\$ 33,452</b>

See notes to financial statements

# NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY ACADEMIC STAFF ASSOCIATION

Notes to Financial Statements

Year Ended June 30, 2019

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## 1. NATURE OF OPERATIONS

The Northern Alberta Institute of Technology Academic Staff Association (the "Association") is a not-for-profit organization incorporated under Section 86 of the *Post-Secondary Learning Act* of the Province of Alberta. Under the Act, the Association is the exclusive bargaining agent on behalf of the academic staff at NAIT. The mission of the Association is to serve its members through contract negotiations and advocacy, while fostering academic identity through open communication, professional and personal development and mutual respect. As a not-for-profit organization under the *Income Tax Act (Canada)*, the Association is not subject to income taxes.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations. Significant accounting policies observed in the preparation of the financial statements are summarized below.

### Cash

Cash consists of cash on hand and bank balances, net of cheques issued and outstanding at the reporting date.

### Restricted cash and investments

Restricted cash consists of cash on hand and on deposit, net of cheques issued and outstanding at the reporting date.

Restricted investments consist of guaranteed investment certificates with maturity dates varying from less than one year to maturity dates of less than 5 years.

Restricted cash and investments have been classified as long-term as their use has been set aside for the long-term purposes of the internally restricted net assets.

### Long-term investments

Long-term investments consist of guaranteed investment certificates maturing between one and five years.

### Tangible capital assets

Tangible capital assets are recorded at cost less accumulated amortization. Tangible capital assets are amortized over their estimated useful lives on a straight-line basis at the following rates:

Computer equipment	3 years
Furniture and fixtures	5 years

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

(continues)

# NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY ACADEMIC STAFF ASSOCIATION

Notes to Financial Statements

Year Ended June 30, 2019

---

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

### Revenue recognition

The Association uses the deferral method for accounting for its membership fees. Under the deferral method, membership fees are recognized in revenue as dues are collected from members each month. Restricted funds are included in revenue in the year in which they are received or receivable, and collection is reasonably assured, with the exception that amounts to fund a future year's expenses are deferred and included in revenue of that later year.

Interest income is recognized as it is earned.

### Contributed services

Much of the work of the Association is carried out by volunteers who sit on the Executive and serve on the many committees. Many receive honoraria which are included in several of the expense categories. It has not been possible to determine if the recorded expenses reflect the fair market value of the work performed.

### Financial instruments

#### *Measurement of Financial Instruments*

Financial instruments are financial assets or financial liabilities of the Association where, in general, the Association has the right to receive cash or another financial asset from another party or the Association has the obligation to pay another party cash or other financial assets.

The Association initially measures its financial assets and financial liabilities at fair value.

The Association subsequently measures its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivable, restricted cash and investments and long-term investment.

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

#### *Impairment*

Financial assets measured at cost or amortized cost are tested for impairment, at the end of each year, to determine whether there are indicators that the asset may be impaired. The amount of the write-down, if any, is recognized in operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account. The reversal may be recorded provided it is no greater than the amount that had been previously reported as a reduction in the asset and it does not exceed original cost. The amount of the reversal is recognized in operations.

*(continues)*

# NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY ACADEMIC STAFF ASSOCIATION

Notes to Financial Statements

Year Ended June 30, 2019

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

### Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Significant estimates included in the financial statements are the estimated useful lives of tangible capital assets for determining amortization and accrued liabilities. Actual results could differ from these estimates.

## 3. RESTRICTED CASH AND INVESTMENTS

	2019	2018
Non-redeemable guaranteed investment certificates bearing interest from 1.95% per annum to 2.75% per annum maturing between July 2019 and November 2023	\$ 1,000,000	\$ 700,000
"Share the Warmth" campaign	5,767	190
	<b>\$ 1,005,767</b>	<b>\$ 700,190</b>

Restricted cash is comprised of \$5,767 (2018 - \$190) held in a bank account for the "Share the Warmth" campaign as described in Note 6 and \$1,000,000 (2018 - \$700,000) in guaranteed investment certificates which have been designated for specific purposes as described in Note 7.

## 4. LONG-TERM INVESTMENT

	2019	2018
Two non-redeemable guaranteed investment certificate bearing interest at 2.63 and 1.78% per annum maturing September 2021 and October 2022	\$ 150,000	\$ -
Non-redeemable guaranteed investments certificates bearing interest at 2.65% per annum maturing September 2019	-	100,000
	<b>\$ 150,000</b>	<b>\$ 100,000</b>

# NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY ACADEMIC STAFF ASSOCIATION

Notes to Financial Statements

Year Ended June 30, 2019

## 5. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Computer equipment	\$ 46,773	\$ 42,659	\$ 4,114	\$ 4,450
Furniture and fixtures	37,844	34,344	3,500	4,500
	\$ 84,617	\$ 77,003	\$ 7,614	\$ 8,950

## 6. TRUST LIABILITIES

Trust liabilities consist of funds held by the Association on behalf of the "Share the Warmth" campaign. The funds will be held by the Association until the "Share the Warmth Wrap-up" which is normally held in December. Funds will be given to a designate, as appointed by the Association's President, for purchases of winter wear or needed articles that will be distributed to charitable organizations.

## 7. INTERNALLY RESTRICTED NET ASSETS

	2019	2018
<u>Internally Restricted Funds</u>		
Financial Stabilization Fund	\$ 600,000	\$ 600,000
Conference Facilities Fund	100,000	100,000
Defence Fund	300,000	-
	\$ 1,000,000	\$ 700,000

The Financial Stabilization Fund was established to provide an operating reserve to offset unexpected deficits of future years. During the year, the Board transferred \$nil (2018 -- \$100,000) into the fund.

The Conference Facilities Fund was established to develop conference facilities. During the year, the Board transferred \$nil (2018 -- \$nil) into the fund.

As at May 2017, amendments were made to Alberta's Post Secondary Learning Act - Section 90, Application of labour law and to the Labour Relations Code - Section 58.3 (2) wherein the Association was required to establish itself as a trade union resulting in the creation of a Defence Fund for the purpose to support its members should a strike or lockout occur. At the May 2018 Annual General Meeting, motions were passed to establish a Defence Fund and to transfer \$350,000 into the fund. During the year, the Board transferred \$300,000 into the fund.

# NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY ACADEMIC STAFF ASSOCIATION

Notes to Financial Statements

Year Ended June 30, 2019

## 8. ADMINISTRATION EXPENSES

Administration expenses consist of:

	2019	2018
Salaries and benefits	\$ 457,164	\$ 450,338
Honoraria and awards	55,030	42,821
Conferences and courses	9,829	14,745
Office	9,765	11,277
Audit	7,813	8,382
Amortization	3,410	2,797
Insurance	1,132	1,096
	<b>\$ 544,143</b>	<b>\$ 531,456</b>

## 9. ACIFA DEFENCE FUND

In May of 2018, ACIFA established a provincial defence fund to which faculty members at each college and technical institute that is an ACIFA member contribute. The money in the fund is designated for one purpose only: to financially support individual faculty members during a job action. Establishing such a fund collectively has meant that each faculty member needs only make a small, but regular contribution. The large number of faculty members across the province will allow the fund to grow quite rapidly. These contributions, unlike regular ACIFA dues, will not be capped for bigger ACIFA institutional members because in the event of job action, every faculty member will need financial support. At the May 13, 2019 Annual General Meeting, the Association's membership passed a motion to contribute \$39,000 to this fund for the 2018 - 2019 fiscal year.

## 10. CHANGES IN NON-CASH WORKING CAPITAL

	2019	2018
Accounts receivable	\$ 4,796	\$ (23,079)
Prepaid expenses	(12)	(11)
Accounts payable and accrued liabilities	(66,113)	(26,441)
Trust liabilities	5,577	(689)
	<b>\$ (55,752)</b>	<b>\$ (50,220)</b>

## 11. RENTAL ASSISTANCE

The Association operates out of premises that are provided rent free by the Northern Alberta Institute of Technology.

# NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY ACADEMIC STAFF ASSOCIATION

Notes to Financial Statements

Year Ended June 30, 2019

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## 12. RISK MANAGEMENT

The Association's financial instruments consist of cash, accounts receivable, restricted cash and investments, long-term investment, accounts payable and accrued liabilities and trust liabilities.

The Association is exposed to various risks through its financial instruments. The following provides information about the Association's risk exposure and concentration as of June 30, 2019.

### **(a) Credit risk**

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. Cash, restricted cash and investments, and long-term investment are in place with major financial institutions. Accounts receivable consists of dues receivable from members and accrued interest on investments. The Association does not believe it is subject to any significant concentration of credit risk.

### **(b) Liquidity risk**

Liquidity risk arises from the possibility that the Association might encounter difficulty in settling its debts or in meeting its obligations related to financial liabilities. It is the Association's opinion that there is no significant liquidity risk as of June 30, 2019.

### **(c) Interest rate risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk arising on its interest bearing assets. The effective interest rate on term deposits varied during the year from 1.78% to 3.35% per annum (2018 - 1.65% to 2.70% per annum). The average interest rate at year-end was 2.39% per annum (2018 - 2.30% per annum).

**APPROVED BUDGET FOR THE YEAR ENDING  
June 30, 2020**

	Ref #	
<b>REVENUES</b>		
Dues Revenue	1	1,209,272
Interest Revenue	2	20,000
<b>TOTAL REVENUES</b>		<b>1,229,272</b>
<b>EXPENSES</b>		
<b>Administration</b>		
President – Release Time & Benefits	3	149,694
NASA Staff – Salaries & Benefits	4	320,499
<i>Sub-Total</i>		470,193
Staff Conferences & Travel	5	12,000
Office and Audit	6	29,125
Printing	7	3,500
Honoraria – Vice Presidents (3)	8	22,080
Honoraria and Awards	9	43,000
NASA Development	10	3,000
Amortization	11	4,000
<b>Total Administration</b>		<b>586,898</b>
<b>Bargaining Committee</b>		
Bargaining Team Honoraria	12	9,990
Bargaining Committee/Team Expenses	13	8,500
Arbitration – Collective Agreement	14	40,000
<b>Total Bargaining Committee</b>		<b>58,490</b>
<b>Advocacy, Grievance &amp; Legal Matters</b>		
Legal & Arbitration Fees–Grievances/Contract	15	90,000
Professional Development & Training	16	3,200
Resource Material & Miscellaneous	17	4,500
<b>Total Advocacy, Grievance et al.</b>		<b>97,700</b>
<b>Communications Committee</b>		
Printing – Intercom	18	100
Committee Expenses	19	2,200
Public Relations	20	21,100
<b>Total Communications Committee</b>		<b>23,400</b>
<b>Membership Services Committee</b>		
Prof. Develop - ACIFA Conference	21	33,000
- Speakers/Committee Expenses	22	5,400
Membership Services Activities	23	39,500
<b>Total Membership Services Committee</b>		<b>77,900</b>
<b>Other</b>		
Affiliation Fees – (ACIFA/CAUT Fees)	24	79,425
Employee & Family Assistance Plan	25	15,000
Education Award Program	26	20,000
<b>Total Other</b>		<b>114,425</b>
NASA Defence Fund	27	250,000
ACIFA Defence Fund	28	39,000
<b>TOTAL EXPENSES</b>		<b>958,813</b>
<b>Excess (Deficiency) of Revenues Over Operating Expenses</b>		<b>-18,541</b>

# NAIT ACADEMIC STAFF ASSOCIATION DESCRIPTION OF BUDGET ITEMS 2019/2020

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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%	2018/2019 – 1.10%
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 maintaining the dues rate at 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 – 2019-2020 (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. **Defence Fund** – In May 2017 changes were made to the Post-Secondary Learning Act whereby all faculty/staff associations are classified as a trade union. At the May 2018 Annual General Meeting a motion was passed whereby NASA would establish a Defence fund.
28. **ACIFA Defence Fund (NEW Line item)** – At NASA's 2018 Annual General Meeting there were discussion with regards to contributing to ACIFA Defence Fund. However, further work was required by ACIFA to approve this fund at their own 2018 Annual General Meeting. A motion was passed at their meeting to establish an ACIFA defence fund in which all member associations would contribute.