

**COLLEGE OF THE ROCKIES FACULTY ASSOCIATION**  
**P.O. BOX 8500, 2700 COLLEGE WAY, CRANBROOK, B.C. V1C 5L7**  
**Telephone: 250.489.8251**

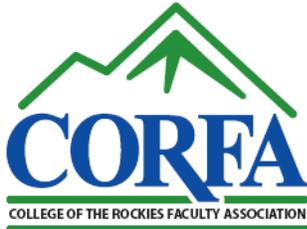
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**FEDERATION OF POST SECONDARY EDUCATORS - LOCAL 6**

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## Annual General Meeting Agenda – April 21, 2016

1. Order of Business
  - a. Approval of the Agenda
2. Minutes of AGM April 29, 2015
  - a. Corrections?
3. Introduction of Guests
  - a. Greetings from FPSE – Terri Van Steinberg, Secretary -Treasurer
4. New Business:
  - a. Committee and Executive Elections
  - b. Proposed Policies
    - i. Conflict of Interest
    - ii. Harassment
    - iii. Faculty Development
    - iv. Revisions to CORFA's Policy Book
  - c. Proposed New Scholarship
  - d. CORFA Budget – 2016 - 2017
5. Information:
  - a. Open the Doors Campaign – Provincial Campaign – Norman Gludovatz
  - b. Open the Doors – Local Campaign
  - c. Education Pledge documents
  - d. College Engagement Survey – May, 2016
  - e.
6. Reports
  - a. President's
  - b. VP, Stewards
  - c. Treasurer
  - d. Other Reports (written)
7. Adjournment



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FEDERATION OF POST SECONDARY EDUCATORS - LOCAL 6

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## CORFA General Meeting Minutes

April 29, 2015 at 5:00 p.m. – Cranbrook Golf Club

Present: Leslie Molnar, Melodie Hull, Lynn Wood, Sandi Lavery, Butch Butalid, Joan Kaun, Sheena Svitch, Jan White, Julie Kent, Trish Clark, Denise Regina, James Wishart, Dave Dick, John McDonough, Marcel Dirk, George Dunne, Greg McCallum, Sharon Richardson, Ben Heyde, Sharon Demaine, Natasha Fontaine, Betty Mosher, Allison Platt, Marcel Dirk, Joy Brown, Tammy Kiss, Rick Surtees, Avery Hulbert, Tara Ramdin, Lynn Wood, Heather Wik, Caley Ehnes, Mary Ellen Bond, Kevin Szol

### 1. Order of Business

#### a. Approval of the Agenda

**Motion** to approve the agenda as presented. Julie/John. **Carried.**

### 2. Minutes of Previous General Meeting

a. **Motion** to approve the minutes from the April 8, 2014 meeting. Ben/Sandi. **Carried.**

### 3. Business Arising

a.

### 4. New Business

#### a. Proposed Constitutional Amendments

i. Moved by the Executive, seconded by Avery, that the following Language be added to By-Law V: Officers and Other Executive Members: *No member of the Executive shall be personally liable for any debt, liability, obligation, transaction, or business affair of the Faculty Association.*

*The Faculty Association shall identify and save harmless the members of the Executive against any and all claims arising out of their individual or collective performance of duties on behalf of the Faculty Association.* **Carried.**

ii. Moved by the Executive, seconded by Julie, that the following changes be made to By-Law VI: Election and Removal Of The Executive. Bi-Annual (rather than Annual) Election of Officers and Stewards. Officers and Stewards will be elected at an AGM for a two-year term and CORFA representatives to FPSE standing committees will also be elected at an AGM for a two-year term. **Carried.**

Moved by Heather, Seconded by Tammy, that the above changes would come into effect immediately. **Carried.**

iii. Moved by the Executive, seconded by Mary Ellen. that a subheading be added after Definition 7, Past President under By-Law V: Officers and other Executive Members: *Federation of Post-Secondary Educators Committee Representatives*. In addition, each instance of “Rep” will be changed to “Representative”. **Carried.**

**b. Bargaining Update – Provincial and Local**

Presented orally.

**c. CORFA Budget - 2015/2016**

Most of the figures are the same for the last three years, except for items like job action expenses (some money was donated to local K-12 teacher associations this year). Faculty dues are a little more than last year. Amounts allocated for release time are based on what is actually expected right now. Release time is budgeted for top of scale (full-time regular). Often budget amount is over what actual replacement costs turn out to be.

**Motion** to approve the budget as presented. Butch/Joy. **Carried.**

**Motion** to accept the financial statements from the past year, with a slight correction that these statements go to the end of February, not January. Sharon/Betty. **Carried.**

**d. CORFA Executive and Committee Elections**

Acclaimed

President – Leslie Molnar

VP Bargainer – Joan Kaun

VP Steward – Sandi Lavery

Secretary – Sheena Svitich

Treasurer – Butch Butalid

Stewards – Ben Heyde

Steward - Sharon Richardson

Steward - Natasha Fontaine

Faculty Development Coordinator – Marcel Dirk

Status of Non-Regular Faculty – Trish Clark

FPSE Workplace Health & Safety Committee – Ben Heyde

FPSE Education Policy Committee – Julie Kent

FPSE Human Rights and International Solidarity – Butch Butalid

Pension Advisory – James Wishart

Health and Safety Standing Committee – Lynn Wood

Awards Committee – Betty Mosher and Marcel Dirk

Employee Family Assistance Program – Betty Mosher and Deb Heal

Sustainability Committee – Greg McCallum and Sheena Svitich

Faculty Development Committee – Tara Ramdin and Bonnie New

College Diversity Committee – Julie Kent, Kevi Remple and Linda Olm

East Kootenay Labour Council – Butch Butalid

Student Affairs Policy Review – Louise Abbott

**e. ABE Initiative**

A special slide show created at COTR was shown. Julie Kent put a lot of work into this. The BC government has cut over \$6.9 Million from the budget. Over 80 positions were lost at VCC. The government will only end up saving \$15 million province wide. Faculty was encouraged to spread the word about the [Openthedoors.ca](http://Openthedoors.ca) website and the Open the Doors campaign.

**f. Updates to Financial Policies**

**i. Donations**

**Motion** to approve changes to the Donations Policy as follows: 1) CORFA will provide 10 percent (rather than 5 percent) of its prior year's Interest and Dividends Revenue to the Donations Fund. 2) Rather than naming specific events that don't necessarily take place any more, language will be changed to reflect that donations may include, but are not limited to program activities/competitions for students, group student educational events (COTR students must be directly involved), and District Labour Council Events. Donations will be to a maximum of \$300 per event. Articulation meetings are not eligible for financial donations. CORFA will donate a pen for each conference participant at COTR-hosted conference.

Joan/Ben. **Carried.**

**ii. Gifts**

**Motion** to approve the following changes: 1) if an employee is on LTD for two years and there is not a return to work, permanent disability options are triggered, and a gift will be presented to that person under "Farewell to Staff Members". 2) There will now a \$150 gift to help cover the cost of an employee's funeral. 3). Betty/Denise. **Carried.**

**5. Information**

**a. Strategic Planning Update**

Leslie shared the Strategic Plan flow chart/map. Education fits in almost everywhere. We need to keep in mind that this is a three to five year plan and it is driven by budget. It will be a Management decision on prioritization of the initiatives. EDCO will be looking at the map in June. Now is the time for implementation. Leslie's concern is the large amount of work potentially involved and we need to ensure adequate release time is provided where necessary. Leslie wants to hear about the issues faculty face. Another item of interest is that the College is undergoing rebranding – "Rocky Mountain Inspired. Small College Proud. "Let's make sure the things the College decides to do fit in with the Values that have been put in place. It should also be noted that well over 100,000 was paid to the consultant in the first year.

**b. FPSE Update**

Cindy Oliver is retiring as president. The FPSE AGM is in Kelowna from May 12 – 15. Six people from the Executive are going: Leslie, Joan, Butch, Sharon, Marcel, and Sandi. There will be a resolution from VCC to increase the Open the Doors campaign leading up until the election. This would be mean another \$50,000/year for locals to access the campaign. The total proposed general budget for FPSE is \$4 Million. The vast majority is spent on advocacy. There are five staff reps that work for FPSE. This last year close to ½ million was spent on arbitration costs. Two hundred thousand per year is allotted for committee meetings. Please let Leslie know if you feel we should put forth a resolution that is not already covered. Leslie will send out the URL for the FPSE AGM.

**c. Faulty Labour Management Report**

A written report was submitted.

**6. Reports**

**a. President**

A written report was submitted.

**b. Stewards**

Submitted orally.

**c. Other**

The following written reports were submitted:

Report from Open to Learning Conference

Pension Advisory Committee Report

Report to Status of Women Meeting

Disability Management & Rehabilitation Committee

Professional and Scholarly Development Committee

Status of Women Committee

**7. Adjournment** - 7:20 Betty/George.

**College of the Rockies Faculty Association**  
**Budget for 2016-2017**

	<b>BUDGET</b>		<b>ACTUAL</b>	
	2016-2017	2015-2016 (10 mos)	2014-2015	2013-2014
<b>REVENUE</b>				
Faculty Dues	195,000.00	159,561.03	191,677.48	184,006.91
<b>REVENUE FROM DUES</b>	<u>195,000.00</u>	<u>159,561.03</u>	<u>191,677.48</u>	<u>184,006.91</u>
<b>EXPENSES</b>				
Accounting & Legal	1,700.00	1,631.70	1,065.00	1,391.25
Administrative Liaison	15,000.00	11,237.37	9,568.75	11,495.17
Amortization of Capital Assets	2,600.00	1	2,125.75	925.77
Child Care Expenses	300.00			102.00
Conference				
Day Care Contribution	2,000.00	2,000.00	2,000.00	2,000.00
Donation - College Activities	500.00	250.00	400.00	350.00
Donations - Non-College	500.00	250.00	400.00	400.00
FPSE Dues	78,000.00	63,824.41	76,670.80	72,942.37
FPSE AGM	1,800.00	4	1,785.46	1,495.95
Goodworks	2,500.00	1,872.33	1,836.11	1,989.64
Goodworks: Non-refundable	3,000.00	2,018.28	2,323.55	2,119.42
Guest Lectures	2,000.00		66.00	1,810.91
Job Action Expenses			1,500.00	
Meetings	4,000.00	2,244.35	3,802.56	3,523.11
Membership Activities	5,000.00	4,382.53	4,859.65	4,969.08
Negotiating Committee		1,064.63	738.20	558.91
Office: Copies	1,000.00	476.65	604.63	1,220.71
Office: Phone/Fax/Internet	2,300.00	5	1,227.79	378.15
Office: Supplies	800.00	409.19	686.32	334.29
Professional Development Days	3,100.00	2,453.97	2,993.28	2,971.06
Release: VP Steward	20,000.00	10,000.00	12,405.68	6,000.00
Release: President	20,000.00	15,859.16	8,797.16	(4,812.83)
Release: VP Bargainer	20,000.00	9,638.91	13,119.51	12,000.00
Release: Other	2,000.00			3,000.00
Scholarships	5,000.00	6	4,500.00	4,500.00
Support Special Activities	1,000.00	191.40	368.89	666.70
Union Education	5,000.00	339.71	1,464.77	1,812.22
<b>TOTAL EXPENSES</b>	<u>199,100.00</u>	<u>137,570.22</u>	<u>155,309.86</u>	<u>134,143.88</u>
<b>OPERATIONAL NET INCOME</b>	<b>(4,100.00)</b>	21,990.81	36,367.62	49,863.03
<b>OTHER REVENUE</b>				
Interest/Dividends	10,000.00	7	1,262.62	11,782.86
Release Time - FPSE			432.08	3,508.38
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>5,900.00</u>	<u>23,253.43</u>	<u>49,125.06</u>	<u>65,154.27</u>

Notes:

<sup>1</sup> Includes 2 months depreciation for the new computer

<sup>2</sup> Amount is calculated based on 5% of the expected dividends/interest income ( $\$10,000 \times 10\%$ ).

<sup>3</sup> This is 0.09% on the total annual salaries of all faculties

<sup>4</sup> For the 3 delegate fees and all expenses for the observer

<sup>5</sup> Includes the \$500 yearly fee for the use of laserfishche and the monthly fee for Shaw - \$960.00

<sup>6</sup> Includes a \$500 bursary in memory of the two trades students who were killed in an accident only for this year

<sup>7</sup> Expected interest income this year



College of the Rockies Faculty Association  
 Box 8500, Cranbrook, British Columbia V1C 5L7

Federation of Post Secondary Educators (Local 6)

Statement of Revenue and Expenses  
 For May 1, 2015 to February 29, 2016

	Actual to 29-Feb-16	Annual Budget
<b>REVENUE</b>		
Faculty Dues	\$ 159,561.03	\$ 188,000.00
<b>REVENUE FROM DUES</b>	<u>159,561.03</u>	<u>188,000.00</u>
<b>EXPENSES</b>		
Accounting & Legal	1,631.70	1,400.00
Administrative Liaison	11,237.37	12,000.00
Amortization of Capital Assets		1,600.00
Child Care Expenses		300.00
Day Care Contribution	2,000.00	2,000.00
Donations -College Activities	250.00	500.00
Donations - Non-College Activities	250.00	500.00
FPSE Dues	63,824.41	75,200.00
FPSE AGM	1,534.01	1,800.00
Goodworks	1,872.33	2,500.00
Goodworks: Non-Refundable	2,018.28	3,000.00
Guest Lectures		2,000.00
Meetings	2,244.35	4,000.00
Membership Activities	4,382.53	5,000.00
Negotiating Committee	1,054.63	1,000.00
Office: Copies	476.65	1,000.00
Office: Phone/Fax/Internet	1,266.62	1,000.00
Office: Supplies	409.19	800.00
Professional Development	2,453.97	3,100.00
Release: VP Bargainer	9,638.91	20,000.00
Release: VP Steward	10,000.00	20,000.00
Release: President	15,859.16	20,000.00
Release: Other		5,000.00
Scholarships	4,425.00	4,500.00
Support Special Activities	191.40	1,000.00
Union Education	539.71	2,000.00
<b>TOTAL EXPENSES</b>	<u>137,670.22</u>	<u>191,200.00</u>
<b>OPERATIONAL NET INCOME</b>	<u>\$ 21,890.81</u>	<u>\$ (3,200.00)</u>
<b>OTHER REVENUE</b>		
Interest/Dividends	1,262.62	10,000.00
Release Time - FPSE		
<b>EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR</b>	<u>\$ 23,263.43</u>	<u>\$ 8,800.00</u>



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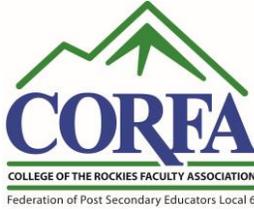
Statement of Financial Position  
February 29, 2016

**ASSETS**

<b>CURRENT ASSETS</b>	
Cash	\$ 46,789.46
Gift Card Fund	0.00
Credit Union Equity Shares	1,000.00
Accounts Receivable	16,791.81
Interest Receivable	617.53
<b>TOTAL CURRENT ASSETS</b>	<u>65,198.80</u>
<b>DEFENSE/STRIKE FUND</b>	
Investment in GICs	688,725.80
Credit Union Non-Equity Shares	1,591.49
<b>TOTAL DEFENSE/STRIKE FUND</b>	<u>690,317.29</u>
<b>CAPITAL ASSETS</b>	
Office Equipment	2,368.88
Accumulated Amortization	(1,250.47)
Office Renovation	3,700.00
Accumulated Amortization	(1,850.00)
Laserfiche Costs	3,500.00
Accumulated Amortization	(700.00)
<b>TOTAL CAPITAL ASSETS</b>	<u>5,768.41</u>
<b>TOTAL ASSETS</b>	<u>\$ 761,284.50</u>

**LIABILITIES AND MEMBERS' EQUITY**

<b>LIABILITIES</b>	
Accounts Payable	\$ 65,002.66
<b>TOTAL LIABILITIES</b>	<u>65,002.66</u>
<b>MEMBERS' EQUITY</b>	
Members' Equity	\$ 673,028.41
Current Earnings	23,253.43
<b>TOTAL MEMBERS' EQUITY</b>	<u>696,281.84</u>
<b>TOTAL LIABILITIES AND MEMBERS' EQUITY</b>	<u>\$ 761,284.50</u>



## **Proposal to Support FPSE's Open the Doors Campaign**

College of the Rockies Faculty Association is proposing a local campaign to:

(i) Provide sixty (60) \$500 bursaries to students with financial needs to help them “Open the Doors” to their education. The \$500 is approximately equal to tuition and books for one COTR course. In order to be considered for the bursary, students must submit a brief essay or a short video describing how their education at COTR will open the doors for them, or has already opened the doors for them. Students must further agree to have their pictures and stories published as part of the broader FPSE Open the Doors campaign.

(ii) Produce a professional video, to be housed on CORFA and FPSE's websites, and to be used for helping to advance the broad Open the Doors campaign of sharing individual stories. Our plan is to produce a video by partnering with the local high school's Theatre Department, specifically the Drama, Film, and Television students. The school has excellent production equipment and the students have won awards for their films. The production will be overseen, in-house, by buying release time for a non-regular faculty member.

(iii) Create local materials (pamphlets, chocolates, a few ads, etc.) to market our campaign throughout our entire College region and solicit applications. Use these in concert with the FPSE Education Pledge document.

(iv) Engage in a local media/social media awareness campaign. This will be in a form of press releases, sent out at regular intervals, and social media posts, each one featuring a successful applicant.

(v) Create an e-book of the stories of all the successful applicants. This book will be housed on CORFA's website and be available to FPSE.

The benefits to this proposal are 4-fold: (i) the money will relieve some financial burden for 60 students; (ii) we will collect information to support our local campaign and collect stories for the FPSE Open the Doors campaign; (iii) the extra student course enrolments will help to fill empty seats in courses like ABE, and could potentially help secure some faculty work; and (iv) both CORFA and FPSE will have their profiles raised in East Kootenay communities.

## Details

1. Any student registering for a COTR ~~credit~~ course or program **taught by a CORFA member** in the 2016-2017 year where they are paying tuition will be eligible to apply for the bursary.
2. Successful students will be given a \$500 to be used towards tuition or books in 2016-2017 year.
3. Part of the application process will include consent to be contacted for further information and consent to use both the photograph and the applicant's story. The story must include the following parts:
  - History:** Tell us who you are and what barriers you have experienced – what doors have been closed for you (financial/ medical/ family obligations/ etc.)?
  - Plan:** What is your goal? What do you need to reach your educational goals? How will this particular voucher help you Open the Doors?
  - Future:** When you are successful, what will your life look like? How will your education help Open the Doors for you?

## Timeline:

1. Launch the campaign Monday, April 4. Advertise using pamphlets, chocolates, social media, press releases, events (College grad, local high school grads, local community celebrations). Ask our connections through the local Labour Council to distribute pamphlets and applications.
2. During each of the 4 summer months, subcommittee of the CORFA Executive will review applications received to date and pick fifteen (15) successful applicants each month. The last date for students to submit applications will be August 15, 2016.
3. Applicants will be ranked based on their answers to the 3 questions in the application. A rubric will be created to aid in this process.
4. Successful applicants may be asked for a follow-up interview to see how the funding helped them.
5. Video production and e-book production will take place in fall, 2016, for launch early in 2017. Our goal is for the stories in the video and e-book to raise the profile of public post-secondary education before the 2017 Provincial Election.

## Budget:

60 bursaries at \$500	\$30,000
Video and e-book production	up to \$15,000
Pamphlets, posters, advertising	up to \$5,000

Note: The last two budget lines are estimates only and meant to set maximum amounts to be spent. Actual costs will likely be less.