

Policies and Procedures

April 2022

*The Faculty Association
of the
College of New Caledonia*

POLICIES AND PROCEDURES

The Faculty Association is a democratic organization. Using democratic processes, the general membership provides directive to their elected representatives in a number of ways: the Constitution, by-laws, policies and procedures.

This list of policies and procedures is an important document since it records policy positions adopted by the organization at general meetings. As issues arise and circumstances change, policies and procedures are added and changed.

If you have concerns or business to be considered by the general membership, please contact the Executive. At all general meetings, an agenda item is provided for new business. You may present issues or concerns to the general membership at that point of a meeting.

INDEX

- A. INTERNAL FACNC OPERATIONS
 - A.1 PERSONNEL
 - A.2 FINANCIAL
- B. RELATIONS WITH THE COLLEGE OF NEW CALEDONIA
 - B.1 ADMINISTRATION
 - B.2 BOARD
 - B.3 GENERAL
- C. BARGAINING/LABOUR RELATIONS
- D. EDUCATIONAL POLICY
- E. POLITICAL ACTION
- F. PROFESSIONAL DEVELOPMENT
- G. SCHOLARSHIP
- H. HARDSHIP POLICY
- I. TRAVEL POLICIES

A. INTERNAL FACNC OPERATIONS

Issue: Motions: Movers and Seconders

69-12-05

That in the future the names of people who make a motion, as well as the name of the seconder, be withheld from the published minutes.

Issue: Voting at Provincial AGM

77-04-22

That the delegates [to C-IEA] use their own discretion in voting on published proposed resolutions and other resolutions suggested from the floor at the C-IEA AGM.

Issue: Liaison committee with PPWC Loc. 29

77-11-18

That the Faculty Association and PPWC, Local 29, establish a liaison committee, whose members will be drawn from their executives, to facilitate the exchange of information, the formulation of joint positions, and the coordination of joint action.

Issue: Attendance at meetings

78-09-14

That Faculty Association meetings be open to any member of the administration or any College Board member upon invitation by the Directors.

Issue: Probationary period

80-03-11

That the Faculty Association NOT grant an extension of the probationary period beyond the contractual limit of two (2) years except in extraordinary cases.

Issue: Non-teaching faculty

81-01-12

That we resist any attempt to fragment the union by offering a different compensation/workload package to non-teaching faculty.

Issue: Workload release

81-06-11

That pursuant to Article 2.4.2 of the Collective Agreement, the Contract Chairperson be given a one-quarter workload reduction in a contract negotiation year.

Issue: Provincial union 86-05-03

That the Faculty Association of CNC join C-IEA as a provincial union with full membership status.

Issue: Attendance at meetings 86-05-03

That the secretary notes the number of members attending general meetings.

Issue: Human Rights Committee 90-04-28

That the FA establish a Human Rights Committee.

Issue: Standing Committee 90-04-28

That the Professional Development Committee be abolished.

That the Professional Activities Committee be established.

Issue: Hazardous Materials 90-04-28

That the Faculty Association strive to use "environmentally friendly" materials henceforth.

Issue: Guest Speakers 93-05-01

That Guest Speakers be given voice subject to a vote of the General Membership.

Issue: Sectoral Accord 94-03-30

That the Faculty Association of CNC support C-IEA in continuing their discussions regarding the Sectoral Accord.

Issue: Asterisk Editorial Board 94-09-10

That the Faculty Association establish an *Asterisk* Editorial Board. This Board will also formulate guidelines for the newsletter and bring them back to the general membership for ratification, and that this motion be approved as amended.

Issue: Constitutional Amendments

2001-05-05

To adopt the constitutional changes as amended

Issue: Standing Committee

2013-04-27

That a new FACNC Standing Committee, CORA (Community and Recruitment Activities) be created, and the President will act as an Executive Liaison until a review of the activities of the Committee is carried out.

Issue: Bylaw amendment

2014-04-26

That the bylaw amendments be approved as submitted.

Issue: Bylaw amendment 3.a.i

2016-04-23

That the Faculty Association alter Bylaw 3.a) i) The Executive of the Board of Directors shall consist of the President; Vice-President, Chief Steward; Vice-President, Contract Negotiations; Secretary-Treasurer; Member-at-Large, Non-Regular; Member-at-Large, Regions, and a Member-at-Large. If Member-at-Large, Regions is vacant, it can be filled by any member.

A.1 PERSONNEL

Issue: Office Assistant Benefits

92-09-13

That the Faculty Association pay full benefits for the Faculty Association Office Assistant, provided he/she is working 50% of a full-time workload.

Issue: Compassionate Leave

94-06-06

That the Faculty Association deal with employee compassionate leave on a similar basis to the Collective Agreement leave provisions to be interpreted by the Faculty Association President of the day.

Issue: Members of Other Organizations Attending Meetings

2001-02-06

That members of organizations to which we belong do not have to have their attendance at our meetings approved by the general membership.

Issue: Lay Offs

2002-08-19

That regular faculty members who are laid off will receive a letter of appreciation from the FA and a token gift such as an engraved pen or engraved glass to a maximum of \$25, effective July 31, 2002.

A.2 FINANCIAL

Issue: Expense claims by Directors

76-04-21

That all expense claims over one hundred dollars (\$100) be approved by a majority of Directors in Prince George.

Issue: Strike/Defence fund

84-09-04

That the Faculty Association disburse the funds in the strike/defence fund on an interest free loan basis to members experiencing extreme financial need to a maximum of \$500.00 per member and that such disbursement be overseen by a committee elected by the Association chaired by the Treasurer. The Committee is empowered to increase the maximum in special circumstances.

Issue: Strike/Defence fund

84-09-26

That the Strike Contingency Fund [Strike/Defence Fund] provide grants to members who are respecting picket lines. The Strike Contingency Fund [Strike/Defence Fund] Committee shall administer these grants.

Issue: Asterisk honorarium

86-05-03

That an honorarium of \$100 be paid to the Editor of the Asterisk once a year at the Spring AGM.

Issue: Request for Funds from Outside Groups

87-05-02

That requests for funds to support external organizations and/or causes be treated as special resolutions of the Association.

Issue: Regional Faculty Travel

87-11-14

That a subsidized travel arrangement be made for Regional faculty members to attend meetings of the Faculty Association at the current C-IEA rate for mileage and meals.

Issue: Retirement Gifts

92-01-07

That the Faculty Association gives a retirement gift to a retiring faculty member based on years of service and the following scale.

10 years service - \$100.00

15 years service - \$150.00

20 years service - \$200.00
25 years service - \$250.00 (Limit)

Issue: Regional Requests for Social Funds *93-05-27*

That the Faculty Association fund for an annual regional year end social event to a maximum of \$25.00 per faculty member and family. Alcohol is not covered; receipts are to be submitted with an expense claim form.

Issue: Compensation for the Vice-President, Regions *96-11-13*

That the executive recommends that the method of payment be one-quarter (1/4) release time at the faculty member's equivalent salary step on Schedule A, 20% to be paid as an honorarium and 5% for travel and expenses.

Issue: Release time *97-05-10*

That guidelines for those on release time including job description, office hours, and reporting procedures be established and approved by the membership at the Fall General Meeting.

Issue: Petty Cash Float *97-05-10*

The guidelines for the petty cash float be established and approved by the Executive.

Issue: Union Suppliers *97-05-10*

That the Faculty Association use union suppliers/services first whenever possible.

Issue: Expense Claims *97-05-10*

That all expense claims over two hundred and fifty dollars (\$250.00) be approved by the Executive.

Issue: Low Interest Loans during a Strike or Lockout *97-05-10*

That the Faculty Association arrange with a financial institution to help members in acquiring low interest loans during strikes or lockouts.

Issue: Regional Social Activities

97-05-10

That the regional campus social activities shall be funded at \$15.00 per faculty member, that amount to come out of the General Social Fund. (Alcohol is not covered, receipts are to be submitted with a expense claim form.)

Issue: CUPE Professional Development Fund

98-05-14

That the Faculty Association establish a separate account for the CUPE PD fund at the Prince George Savings Credit Union.

Issue: Strike Duty

98-10-20

That strike duty include in addition to picketing, working in the office, refreshment delivery and preparation, delivering firewood and other necessary tasks determined by the strike committee.

That a minimum of a four hour shift constitutes a day of strike duty. If a member travels to a regional campus and does eight hours, that is 2 days.

That the rate of pay be \$100.00 per day with a maximum of \$500 per week for doing strike duty.

That part-time faculty be paid the same rate as full-time faculty for strike duty.

That strike pay be issued once a week, seven days following the first day of job action.

Issue: Professional Development

2000-01-29

That PD fund guidelines be amended to allow coverage for professional development activities while members are on educational leave.

Issue: May Days

2000-03-30

That we contribute \$600.00 to May Day activities

Issue: Asterix Budget Line

2000-08-21

That the budget line for Asterix be allocated for expenses to set up and maintain a Faculty Association website.

Issue: Regional Social Committee Rates

2000-09-25

That the regional social committee rate be set at \$25.00 per member.

Issue: Professional Development Committee 2001-05-05

That previous levels of funding be re-instated for the Professional Development committee.

Issue: Regional Social Committee Fund 2002-04-25

That the executive amend the current policy on regional requests for social funds to reduce the amount to a maximum of \$12.50 per faculty member.

Issue: Consolidation of monies to general fund 2011-05-25

That FACNC move all the money that comprises the general fund from the Bank of Montreal account #1337377, the CIBC account #9600214 and DWM Securities Inc. account #4P7215AN to the Integris Credit Union.

Issue: Process for approving expenses 2011-09-06

That any purchases over \$300 be approved by the Executive prior to the purchase.

Issue: Travel mileage rate 2013-06-18

That the travel mileage rate be changed to .55/kilometre.

Issue: Retirement Gifts 2014-08-14

That the Faculty Association raise the retirement gift to \$20 per year up to 25 years to a total of \$500 for retirement

Issue: FACNC Investment Policy 2021-05-15

FACULTY ASSOCIATION OF THE COLLEGE OF NEW CALEDONIA INVESTMENT POLICY

Section 1: Purpose

- 1.1 This statement of investment policy applies to the assets held in the Strike Defence and operating funds for members of the Faculty Association of the College of New Caledonia pursuant to its Constitution and Articles 7 and 13 of the By-Laws.

- 1.2 This policy establishes investment principles and guidelines considering the nature and purpose of the Strike Defence Fund, its characteristics, and its financial obligations, and to define the management structure and monitoring procedures adopted for ongoing operation of the Fund. It also covers operating funds held by the Faculty Association.
- 1.3 This policy may be changed or modified at any time by the FACNC Executive, with such changes to be presented to the next Annual General Meeting for disposition. Any investment manager (the “Manager” or “Fund Manager”) or other agent or advisor providing services in connection with the investment of the Fund shall accept and adhere to this policy.

Investment reports shall include a detailed schedule of investments, as well as the portfolio value and performance information. The financial statements shall include a summary of year-to-year changes, investment income and contributions, and deductions (if any).

Section 2: Executive Responsibilities

- 2.1 FACNC’s Executive has the ultimate responsibility for the prudent investment of association funds. It is responsible for all aspects of the Fund, including developing an investment policy, establishing, and maintaining an investment manager structure, and monitoring investment results.
- 2.2 The Executive may delegate their responsibilities under this policy as they deem appropriate. (The Policy & Procedures – A.2 - refer to a Strike/Defense Fund Committee that is established during a period of job action)

Section 3: Nature of the Fund

- 3.1 FACNC shall establish and maintain a Defence Fund to support its members engaged in strike, lockout or picket line recognition or for such other action in defence of FACNC as is approved by the Executive and a General Meeting.
- 3.2 The investment objectives for the Fund recognize the potential need for disbursement and periodic need for liquidity.

Section 4: Fund Objectives

- 4.1 The ability of the membership to withstand a work stoppage is directly related to the return achieved by the Fund and the accumulation of contributions.
- 4.2 To fulfill FACNC’s objectives over the long term, the Fund should achieve over a rolling five-year average total rate of return as follows:

- (a) a net (after deduction of investment management fees) returns of annual CPI (Canada), plus 2% per annum; and
- (b) a net (after deduction of investment management fees) returns of 4% per annum.

Section 5: Permitted Categories of Investment

5.1 Subject to other provisions of this policy, the funds may be invested in any or all of the following asset categories and subcategories of investments. These investments may be obligations or securities of Canadian or international entities:

- (a) common stocks, convertible debentures or preferred securities;
- (b) bonds, debentures, mortgages, notes or other debt instruments of governments, government agencies or corporations;
- (c) guaranteed investment contracts or equivalent of insurance companies, trust companies, banks or other eligible issuers, or funds which invest primarily in such instruments;
- (d) annuities, deposit administration contracts or other similar instruments regulated by the Canadian and British Insurance Companies Act (Canada) or comparable provincial law, as amended from time to time;
- (e) term deposits or similar instruments issued or unconditionally guaranteed by trust companies or banks;
- (f) cash, or money market securities issued by governments, government agencies or corporations;
- (g) mutual, pooled, or segregated funds which may invest in any or all of the above instruments or assets.

5.2 Unless specifically approved elsewhere in this policy, the Fund may not be invested in categories of assets excluded from Section 5.1, including but not limited to investment in commodities, precious metals or collectibles.

5.3 No investment shall be made which is not permitted by relevant provincial or federal legislation.

5.4 Exclusionary Screens

- (a) MILITARY - For the purposes of FACNC's Defence Fund investment portfolio, companies will be ruled ineligible if they:
 - derive 5% or greater of revenues from weapons-related contracting or consulting, including the manufacture of (i) air, land or sea military vehicles; (ii) rifles, missiles, bombs, or other explosive devices; (iii) ammunition; (iv) technology, such as 'smart' weapons or guidance systems; or (v) nuclear weapons or components for nuclear weapons systems.

- (b) NUCLEAR POWER - FACNC's Defence Fund investment portfolio will not include companies that:
- generate electricity from nuclear fuels or have an interest in a nuclear power plant that is operating or under construction; or
 - mine, process or enrich uranium, or are otherwise involved in the nuclear fuel cycle.
- (c) TOBACCO - FACNC's Defence Fund investment portfolio will not include companies that:
- derive revenues from the production of tobacco products or whose involvement in activities closely associated with the production of tobacco products represents 5% or greater of annual revenues. Tobacco products include cigarettes, cigars, pipes, chewing tobacco, snuff, and cigarette and pipe tobacco. Related activities include (but are not limited to) the manufacture of rolling papers, filters and packaging. Companies involved in the distribution and sale of tobacco and tobacco-related products remain eligible for the Fund.
- (d) QUALITATIVE SCREENS - FACNC's Defence Fund investment portfolio's qualitative screens (products, business practices, international/human rights, environment, employee relations, diversity and community) exclude companies whose record on balance are negative in these areas. Accordingly, problems in one of these areas do not necessarily eliminate a company from eligibility. This analysis incorporates the best-of-sector approach, whereby a company's record is measured against those of its industry counterparts. The screen also seeks to include companies whose records in diversity and employee relations are positive.
- (e) PRODUCTS - Within the context of its overall structure, FACNC's Defence Fund investment portfolio does not include companies that:
- manufacture products that cause (or allegedly cause) permanent impairment, life-threatening or non-life-threatening injuries or illness.
- (f) BUSINESS PRACTICES - FACNCs Defence Fund investment portfolio does not include companies:
- that have paid recent fines/penalties as a result of questionable marketing or production practices; or
 - that have paid recent fines/penalties relating to price fixing, antitrust violations or consumer frauds.
- (g) INTERNATIONAL OPERATIONS/HUMAN RIGHTS - In evaluating eligibility for investment, an analysis is done on the company's international operations based on its own merits. Implicit in this company-specific approach to international/human rights analysis is the realization that investment in less

developed economies can have either a positive or negative impact on the citizens of the host country. Investment can provide jobs and raise the standard of living in these countries, but it can also cause significant social and environmental damage. Accordingly, FACNC's Defence Fund investment portfolio does not include companies:

- whose operations in less developed countries have been the subject of significant controversies related to treatment of employees, degradation of the environment or relationships with indigenous peoples; or
- whose major suppliers have been cited for mistreating employees or using child or prison labour; or
- that operate in countries with repressive regimes.

(h) ENVIRONMENT - In measuring eligibility for FACNC's Defence Fund investment portfolio, a company's environmental performance record is measured on balance against those of its industry counterparts. Therefore, within this best-of-sector framework (and within the context of its overall performance), companies are not included that:

- have poor environmental compliance records, including a history of fines or civil penalties as a result of transgressing federal or provincial environmental legislation; or
- have recently been involved in major controversies with local environmental or community organizations involving some form of environmental degradation; or
- manufacture or emit significant amounts of ozone-depleting chemicals or give rise to emissions that contribute significantly to global warming or the formation of acid rain; and
- have no corresponding strengths in these areas.

(i) EMPLOYEE RELATIONS - In measuring eligibility for FACNC's Defence Fund investment portfolio, a company's employee relations performance is measured on balance against those of its industry counterparts. Therefore, within this best-of-sector framework (and within the context of its overall performance) those not included are companies:

- with poor health and safety records; or
- with records of violations, convictions or fines for unfair labour practices, and/or significant number of work stoppages; or
- that do not provide a level of benefits to their employees that is comparable to industry counterparts (including share ownership opportunities, profit-sharing programs or other participatory initiatives).

In determining eligibility for investment, FPSE also seeks to include companies that demonstrate a strong commitment to progressive employee relations, especially when compared to industry counterparts.

- (j) DIVERSITY - A company is excluded from eligibility for FACNC's Defence Fund investment portfolio under the following conditions:
- it has no employment equity policy or programs in place to encourage the hiring and promotion of disadvantaged groups; and
 - there are no women within the ranks of senior management and it has 1,000 or more employees;
 - it does not include gay and lesbian employees in its employee benefit plans; or
 - it recently has been involved in major controversies involving its hiring and promotion record.

In determining eligibility for investment, FACNC also seeks to include companies that demonstrate a strong commitment to diversity in the workplace, especially when compared to industry counterparts.

- (k) COMMUNITY - A company is excluded from eligibility for FACNC's Defence Fund investment portfolio under the following conditions:
- it has paid fines or civil penalties, or has been involved in a major controversy, related to a community in which it operates; or
 - its relations with a community in which it operates have become strained due to recent plant closings or a general breach of its agreements with the community; or
 - it recently has been involved in a major controversy with aboriginal peoples and communities.

Section 6: Degree of Risk and Diversification

6.1 The investment objectives for the Fund have been reviewed with regard to the risk tolerance of FACNC and characteristics of the Fund. The primary observations are:

- (a) The Defence Fund has been in existence since 1984 and it has been drawn on a few times during work stoppages. The future likelihood of strikes or lockouts cannot be predicted, but General Meetings may authorize expenditures from the Defence Fund for bargaining or campaigns in defence of the association, or post-secondary education system.
- (b) The primary goal of the investments is to preserve, as much as possible, members' assets. It is not to make money, though a moderate return may come from those investments.
- (b) In the event of a work stoppage it is likely that a substantial portion of the Fund will be dispersed to members. During windows of collective bargaining, it is important to consider liquidity.

6.2 In view of the purpose of the Fund and its current financial position, an average degree of risk in terms of short-term variability of returns, relative to a broad range of Canadian and international funds, will be accepted in the Fund's investments in pursuit of long-term returns.

6.3 Risk of price fluctuations within the asset classes and the uncertainty of future economic and investment conditions dictate prudent diversification through investment in asset classes whose expected return correlations provide overall risk reduction for the Fund.

Section 7: Asset Allocation Guidelines

7.1 In view of the foregoing considerations, the allocation of assets between fixed income and equity securities shall be maintained within the following structure, exclusive of the occurrence of a strike or lockout:

| <u>Asset Class</u> | <u>Range</u> | <u>Neutral Allocation</u> |
|----------------------|--------------|---------------------------|
| Cash and equivalents | 0%-20% | 10% |
| Fixed income | 20%-50% | 40% |
| Common equities | 30%-60% | 50% |

** In times when significant withdrawals are anticipated, cash and equivalents may rise to 100%.*

7.2 Within each asset class, there will be a prudent level of diversification subject to the following limits, based on market value. International content for equities and bonds will be capped at 60% of the total value of the portfolio.

7.3 Equities: In respect of the total content of the Fund:

- (a) Not more than 10% shall be invested in the common stock, preferred shares or equity issues of any one corporation.
- (b) As regards total equity holdings:
 - (i) investments shall be diversified appropriately among industry groups with no industry representing more than 25% thereof in any case;
 - (ii) not more than 8% thereof shall be invested in small capitalization equities defined as having a total market capitalization less than \$200 million.

7.4 Fixed income (bonds): In respect of the total content of the Fund, the quality standards for bond investments shall be as follows:

| Debt Rating..... | Maximum % of Total Portfolio |
|--------------------|------------------------------|
| Lower than A | 25% |
| A or higher | No limit |

The above limits will be applied with some temporary latitude in the event of a down-rating of security.

7.5 Short Term Paper:

Any short term portion of the Fund (or of an equity or debt portfolio) shall be invested in readily liquidated securities with a term to maturity (or in the case of floating rate securities, to interest rate re-establishment) of not more than one year, or held in cash.

- 7.6 Investments may be made in the above asset classes directly, or holding units of pooled, segregated or mutual funds investing in one or more asset classes. The Executive shall monitor, or cause to be monitored, the contents of the pooled fund portfolios for their degree of compliance with the foregoing expectations and may make or cause to be made such changes in their choice of pooled funds as are deemed appropriate to meet the objectives of this policy.

Section 8: Valuation of Investments

- 8.1 Investments in publicly traded securities shall be valued no less frequently than monthly at their market value.
- 8.2 Investments in pooled funds comprising publicly traded securities shall be valued according to the unit values published at least monthly by the pooled fund manager.
- 8.3 If a market valuation of the investment is not readily available, then a fair value shall be determined by the manager. For each such non-traded investment, an estimate of fair value shall be supplied to the Fund custodian not less frequently than quarterly. In all cases, the methodology should be consistently applied over time.

Section 9: Investment Manager/Advisor Structure

- 9.1 Competent external professional investment manager(s) or advisor(s) shall be appointed by the Executive, when satisfied as to their suitability and competence to act as agents for the Fund. The Executive shall also make any manager changes, from time to time, as are deemed to be in the best interests of the Fund and the membership. To be considered for appointment, an investment manager should have a suitable investment approach, demonstrated financial stability, low turnover of personnel, capacity to undertake the account, performance record of at least two years, and relevant experience and expertise.
- 9.2 All of the foregoing is subject to compliance at all times with investment restrictions required by law.

Section 10: Conflicts of Interest

- 10.1 A conflict of interest, whether actual or perceived, is defined for the purposes of this policy as any event in which a participating company, Presidents' Council, an employee of a participating company, any manager or delegate, the custodian or any party directly related to any of the foregoing, may benefit materially from knowledge of, participation in, or by virtue of, an investment decision on holding of the Fund.
- 10.2 Should a conflict of interest arise, the party in the actual or perceived conflict, or any person who becomes aware of a conflict of interest situation, shall immediately disclose the conflict to the FACNC Executive. Any such party will thereafter abstain from decision making with respect to the area of conflict, and a written record of the conflict will be maintained by the Executive.
- 10.3 No part of the Fund shall be loaned to any participating company, employee of a participating company or any Executive member, or any legal person owned or controlled by any of the aforementioned.
- 10.4 The Executive shall satisfy themselves that appropriate policy regarding conflicts of interest exists and is followed by any manager appointed by FACNC

Section 11: Monitoring

- 11.1 The FACNC Executive shall meet annually to:
- (a) review the assets and net cash flow of the Fund;
 - (b) review the current economic outlook and investment plans of the manager;
 - (c) review the current asset mix of the Fund, and subject to Section 14.2(1), take any action necessary to ensure compliance with this policy; and
 - (d) receive and consider statistics on the investment performance of the Fund.
- 11.2 The Executive shall monitor the performance of each manager. Such monitoring shall include, but not be limited to, semi-annual meetings and ongoing evaluation of performance relative to standards appropriate to the manager's mandate.

Section 12: Loans and Borrowing

- 12.1 No part of the Fund shall be loaned to any person, partnership or association as stated in Section 10.3 except as may be deemed permissible by the Executive.
- 12.2 Neither the Executive nor the manager may pledge, hypothecate, or otherwise encumber, in any way, the assets of the Fund, except to the extent that temporary overdrafts occur in the normal course of business.

12.3 The Executive shall not borrow on behalf of the Fund except to a limited and temporary extent for the timely payment of Fund benefits or administrative costs.

Section 13: Voting Rights

13.1 The responsibility for exercising and directing voting rights acquired through Fund investments shall normally be delegated to the manager, who shall at all times act prudently and in the best interest of the Fund and its beneficiaries.

13.2 The Executive reserves the right to direct, or override, the voting decision of the manager, if in its view such action is in the best interest of the Fund and its beneficiaries. If they intend to do so, they shall inform the manager in writing within a reasonable period of time.

13.3 It is recognized that the above constraints and policy on voting rights are not enforceable to the extent that the Fund is invested in pooled funds.

Section 14: Policy Review

14.1 This policy shall be reviewed by the Executive at least annually, but otherwise whenever a major change is necessary. Such review may be caused by:

- (a) a significant depletion of the Fund through a work stoppage;
- (b) significant revisions to the expected long-term trade-off between risk and reward on key asset classes, normally dependent upon basic economic/political/social factors;
- (c) shortcomings of the policy that emerge in its practical application or substantive modifications that are recommended to the Executive by the manager.

B. RELATIONS WITH THE COLLEGE OF NEW CALEDONIA

B.1 ADMINISTRATION

Issue: Administration Expansion

75-04-09

That the administration create new positions where absolutely necessary, but continue as much as possible to rely upon faculty for providing administrative responsibilities and for undertaking various responsibilities. Faculty members undertaking additional responsibilities are to receive a reduced teaching load.

Issue: Administration Organizational Structure

94-02-16

That the Faculty Association wants a reporting relationship with administrators who have knowledge of and experience in the classroom, and direct understanding of the disciplines within their administrative unit;

That the Faculty Association supports an organizational structure that is based on small, coherent, educationally similar, academic units;

That the Faculty Association strongly recommends regular evaluation of CNC's organizational structure;

That the Faculty Association supports the proposal to have regional managers report to the VP Academic.

Issue: Faculty representation on Harassment Committee

94-09-28

That the Faculty Association decline the College's offer to have us appoint three representatives to the College Harassment Committee based on the principle that faculty should not sit in judgement on other faculty.

Issue: Harassment Policy Review

94-09-28

That the Faculty Association will approach the College and offer to participate on a committee to review and make changes to harassment policy.

Issue: Non-Confidence in President

2006-03-25

Resolution of the General Meeting of the Faculty Association
of the College of New Caledonia

March 25, 2006

Whereas the College of New Caledonia plays an important role in the communities of the Central and Northern Interior in providing a wide range of education and training programs, and that this education and training is a key factor in the social, economic and cultural development of this region, and in meeting the acute skills shortage that looms over the province;

Whereas the College of New Caledonia has been facing a number of challenges in the last several years, and will be facing new ones in the years to come;

Whereas effective leadership of the College is crucial in meeting and overcoming these challenges and ensuring that the College's commitments to its students, instructors, and staff and to the communities of this region are fulfilled;

Whereas the current President of the College has not fulfilled the leadership role he is responsible for carrying out and is, in fact, damaging the image of the College and aggravating downward trends in enrollment, as well as advocating courses of action that undermine its comprehensive nature and its ability to meet the education and training needs of the region;

Whereas the Faculty Association has made a concerted effort to work with the current President and has given him more than ample time to correct his leadership shortcomings, but to no avail;

Therefore be it resolved that the Faculty Association of the College of New Caledonia expresses its non-confidence in the leadership of the current President of CNC, Ralph Troschke.

Issue: Motion of Non-Confidence in the CNC Board, President and Administration *2008-05-10*

Motion of Non-Confidence in the CNC Board, President and Administration

Passed by Faculty Association of the College of New Caledonia Annual General Meeting, May 2008

Whereas the College of New Caledonia (CNC) is a comprehensive community college that offers a diverse range of programming within its region, and

Whereas the CNC board of directors, president and administration have failed to support the college and community that CNC serves through their actions of suspending or cancelling programmes and disciplines, and

Whereas these unnecessary suspensions and programme cuts have threatened to destroy the institutional integrity and very purpose of the College, and

Whereas the CNC board of directors, president and administration have not acted upon the sincere suggestions and reasonable alternatives provided by the various stakeholders in the college community, and

Whereas the decisions of the CNC board of directors, president and administration have brought shame and disrepute to the College's reputation,

Therefore be it resolved that the Faculty of the College of New Caledonia (FACNC) has no confidence in the CNC board of directors, president and administration, and

Be it further resolved that the FACNC shall continue to support the comprehensive nature of our community college and to advocate for the re-instatement of suspended or cancelled programmes and courses through whatever means available, including but not limited to, encouraging review by the Education Council of CNC (with use of the legal precedent in the VCC case if necessary), further seeking community input, and lobbying all levels of government in support of CNC.

B.2 BOARD

Issue: Representation on College Council 74-04-26

That the Faculty Association President or his/her designate be the Faculty Association non-voting representative on College Council.

Issue: Representation on College Council 74-06-10

That the representative of the Faculty Association [on the College Board] be granted discretionary powers to act on his/her own except on matters where the views of the Faculty Association are elicited. At such time, the Faculty Association representative will consult with the membership at a meeting.

Issue: Representation on College Board 75-10-03

That the Association representative on College Board be designated to carry and receive all official communications between Board and Association;

That the Association representative on Board be allowed to relay all in camera information to the Association pertaining to creation or abolition of all positions or alteration of administrative structure.

Issue: Class visitations by College Council

77-11-18

That the Faculty Association provide an on-going policy of opening classes to visitation by Board members.

Issue: Board Representative

93-05-01

That the Past Person be the official Faculty Association delegate (representative) to the College Board.

Issue: Faculty Representation on College Board

94-09-28

That the Faculty Association continue to have executive representation at the College Board in addition to the elected faculty Board representatives.

Issue: Non-Confidence in the President of CNC

2006-04-29

To reaffirm the faculty's non-confidence in the President of CNC, RT, and to give the CNC Faculty Association Executive with the direction to move forward.

B.3 GENERAL

Issue: Distribution of information to students 69-12-05

That information from the administration, or the faculty, that is not directly related to the operation of the College, be distributed at the discretion of the faculty member.

Issue: Mid-term break 73-02-23

That the Faculty Association endorse in principle a mid-term break.

Issue: Qualifications in College calendar 75-01-22

That each faculty member's appropriate qualifications be added to the calendar list.

Issue: Office space 76-04-21

That the Association recommends that classrooms be reserved for their original purpose and not be alienated by use which is secondary to the teaching function of the College. The Association recommends a limit of two faculty members in each office be recognized and enforced by those who allocate faculty office space.

Issue: Clean Air Building 91-05-11

That the College be declared a "clean air building", and that such regulations as are necessary be introduced and enforced by the College.

Issue: Classroom Space 91-09-28

That the President of the Faculty Association convey to the College Board and Administration the membership's opposition to regular scheduled classes being moved to alternate facilities to accommodate the use of classrooms by outside organizations for Continuing Education offerings or any revenue generating activities of the College.

Issue: Employee and Family Assistance Program 92-04-25

That the Faculty Association bargaining unit participate in the Employee and Family Assistance Program as proposed by the Committee of Common Concerns;

That participation in the EFAP be subjected to an annual review and a report be brought back to the membership;

That the Faculty Association assess each member of the bargaining unit each month an amount equal to 50% of the per employee cost of the Employee and Family Assistance Program to be remitted as the employee's contribution to the proposed Employee and Family Assistance Program.

Issue: Open House

93-12-11

That the Faculty Association participate in Open House, but not contribute financially.

Issue: Acquisition of the North Cariboo Community Skills Centre

2000-03-30

That the letter of Agreement regarding the “Acquisition of the North Cariboo Community Skills Centre” be approved in principle.

Issue: Retention and Safety

2002-09-24

That the council send a letter to Terry outlining concerns regarding the lack of information contact at the front door and the automated answering system in terms of both retention and safety.

Issue: Safety

2002-09-24

That the council asks the College to bring in the fire marshal to check on the student capacity in classrooms.

C. BARGAINING/LABOUR RELATIONS

Issue: Merit increases

71-01-25

That increases [in salary] should be automatic experience steps rather than merit.

Issue: Collective bargaining

71-11-03

That the Faculty Association go on record as opposing arbitrary limitations of free collective bargaining by the Minister of Education.

Issue: Negotiations powers

78-01-14

That the Negotiating Committee be authorized to make changes to the contract proposal during negotiations with College Board and to conclude memoranda of agreement with College Board; such changes to the contract proposal and memoranda of agreement must be ratified by the membership of the Faculty Association.

Issue: Collective bargaining

78-11-09

That the Faculty Association supports the concept of local bargaining.

Issue: Admin selection

79-01-29

That the following procedure be adopted as a minimally acceptable procedure for the implementation of article 16.1.2 of the Collective Agreement with respect to candidates brought to the College for interviews:

1. All faculty in the appropriate administrative unit will have access to the letter of application and the resume of each candidate. The Personnel Officer will supervise faculty perusal of this material. This material will be made available three days before the interview takes place.
2. The 4-member committee will have access to the complete file of each candidate, under supervision of the Personnel Officer. These materials will be available before the interview takes place.
3. The Personnel Officer will schedule all interviews, but will not be present during any faculty interviews or deliberations. There will be a break of at least fifteen minutes between interviews.
4. The 4-member committee will receive at least three days' notice of the dates of arrival of candidates for the interviews.
5. In consultation with the committee, the Personnel Officer will schedule interviews for the committee. At the request of the committee, the

Personnel Officer will schedule meetings between the candidates and any interested faculty in the appropriate administrative unit.

6. The committee will have 24 hours to deliberate and report to the Principal.

Issue: Picket lines

81-02-23

That it is the policy of the Faculty Association of the College of New Caledonia that legal picket lines be respected by all members of the union. If members decide to respect such lines they are protected by Article 2.7 of the Collective Agreement.

Issue: Government inquiry

84-09-26

That the Faculty Association formally requests that the government establish an independent inquiry into the labour/management relations at the College. The Faculty Association pledges its full cooperation in any such inquiry.

Issue: C-IEA Coordinated Bargaining

87-11-14

That the Faculty Association endorse the Coordinated Bargaining Conference's recommendations to President's Council.

Issue: C-IEA Pattern Bargaining

90-02-10

That the FACNC endorses a formal process of C-IEA Pattern Bargaining;

That the FACNC endorses the commencement of formal C-IEA Pattern Bargaining (to begin June 4, 1990, or soon thereafter) and urges all other C-IEA Locals to endorse the same;

That the FACNC endorses a form of Coalition Bargaining in C-IEA and urges other C-IEA Locals to endorse the same;

That the FACNC recommend to C-IEA the development of a C-IEA Bargaining Council arrangement, Councils established through written, legal agreement among participating C-IEA Locals;

That the FACNC participate in C-IEA Coalition Bargaining and in C-IEA Bargaining Councils; the timing of such participation to be dictated by the Faculty Association Collective Agreement expiry date;

That the FACNC endorses a process of deliberation wherein C-IEA assesses the means and desirability of establishing a provincial Master Collective Agreement for C-IEA Locals.

Issue: Bargaining Council

91-11-23

That the Faculty Association Executive of the College of New Caledonia enter a bargaining council for the 1992 round of bargaining in accordance with the Presidents' Council of C-IEA resolution of September 22, 1991, subject to ratification by the CNC membership and that the negotiators attend the council with job security for all faculty as a major concern.

Issue: Bargaining Council

92-01-12

That the Faculty Association of CNC join the Provincial Bargaining Council.

Issue: Contract end-date

92-04-25

That it is strongly suggested to the Bargaining Committee that the contract end date be between September 30 and January 31.

Issue: Letter of Agreement on Seniority

98-05-27

That the Executive authorize the language of the Letter of Agreement on Seniority.

Issue: Disability Plan

2001-11-27

That the Faculty Association join the new disability plan effective April 2, 2002.

Issue: Calculation of Seniority

2002-02-14

That the FA adopt the policy regarding calculation of seniority as presented in the memo dated 04/02/02

Issue: Bargaining

2011-01-25

That FACNC take active steps to engage the membership regarding bargaining.

Issue: Bargaining

2011-03-01

That the negotiating team call for a strike vote when they think it is necessary (a vote to take a strike vote).

D. EDUCATIONAL POLICY

Issue: Teaching Area 70-11-23

That no instructor should be required to teach in a subject area in which he/she does not feel competent, subject to consultation and mutual agreement with all parties concerned.

Issue: Course initiation 74-01-10

That colleges should be granted powers to initiate courses in the community.

Issue: Pre-employment training 74-01-16

That colleges should expand pre-employment training.

Issue: Community College 74-03-20

That the College of New Caledonia should be receptive to the community, locally controlled, and following the guidelines for community colleges as originally set down.

Issue: Student fees 82-02-10

That in principle the Faculty Association is opposed to student fee increases.

Issue: University Education 88-11-05

That the Faculty Association endorse the presence of university education in the North and improved accessibility for Northern students to more educational opportunities.

Issue: University College Model 89-05-13

That the Faculty Association endorse the University College model of degree completion as articulated by the Ministry of Advanced Education and put into effect at Okanagan, Cariboo, and Malaspina Colleges.

Issue: Dahllof Model 89-05-13/91-09-28

That the Faculty Association has serious educational and professional concerns about the University model set out in the Dahllof Report of the Interior University Society.

Issue: UNBC

90-12-08

It is the policy of the Faculty Association that there must be no decrease in the courses offered at the College of New Caledonia in order to create or sustain the UNBC. Further, CNC must be free to continue to develop and add university credit courses as it sees fit;

That the Faculty Association, as the representative body of those faculty, must participate in all discussions pertaining to the delivery of university courses;

That if university credit courses are removed from the College of New Caledonia for delivery at the UNBC, faculty at CNC have the right to move with those courses with their full rights, privileges and employment status, if they so choose;

That should those courses be removed from CNC and taught elsewhere in the region, the Faculty Association shall be the sole bargaining agent for those faculty;

That the Faculty Association urges the government to expedite the development of degree completion located in Northern B.C. in public institutions;

Issue: Reorganization

93-09-25

That the Faculty Association of the College of New Caledonia believes that any dismantling of the Technologies Division is premature and is not conducive to the running of a comprehensive community college.

Issue: UNBC

93-09-25

That the Faculty Association of the College of New Caledonia believes that there is no evidence that UNBC will have a negative impact on the growth of our student numbers. Refusal to allow CNC to grow is an insult to the residents of Northern B.C. There needs to be growth in all program areas as the population of our College region grows. It is inappropriate that our administration is accepting these negative assumptions.

Issue: Community and Continuing Education

94-02-16

That the Faculty Association supports and encourages Community and Continuing Education as a component of the comprehensive Community College.

Issue: Credit Courses

94-02-16

That the Faculty Association supports increased credit course/program activities across the college.

Issue: Links with Regions 94-02-16

That the Faculty Association supports the development of formal academic links between programs within the College region.

Issue: Fee Structure 94-02-16

That the Faculty Association is opposed to differential fee structures between different sections of the same or similar courses.

Issue: Cost recovery 94-02-16

That the Faculty Association recommends that fees for cost recovery courses reflect the actual instructional and support costs, and that proper support services be in place to deal with additional student load on the institution.

Issue: Community and Continuing Education Courses 94-02-16

That full consultation with the Faculty Association must occur significantly before the implementation of community and continuing education courses and programs.

Issue: Evaluation of Community and Continuing Education Courses 94-02-16

That all courses offered through Continuing Education use an evaluation process similar to other course offered at CNC to ensure quality.

Issue: Curriculum for Community and Continuing Education Courses 94-02-16

That the content of Continuing Education courses be the responsibility of the academic divisions at the college.

Issue: Education Council Elections 94-09-28

That elections for faculty representatives to Education Council be from constituent areas.

Issue: Faculty Representation of Education Council 94-09-28

That the designation of faculty representative on Education Council take reasonable account of geographic and education support areas.

Issue: Non-Voting Member for Education Council

94-09-28

That there should be a non-voting College Board representative on Education Council.

Issue: Evaluation

2001-05-01

That the College wide evaluation policy will be adhered to across the college and exceptions will not be made for individual groups.

Issue: Tuition Increase

2002-04-06

That the faculty council feels the tuition increases are too high, and the justification is based on flawed data.

Issue: Coordinators

2011-04-30

Whereas the College of New Caledonia has chosen to eliminate all Faculty Coordinator positions in the Trades Division (nine positions);

Whereas this action discriminates against and erodes the work of the faculty in Trades and inhibits the functioning of the Trades programs;

Whereas there is the distinct possibility that the College of New Caledonia will further pursue this initiative in other program areas;

Whereas there is now a necessity for all faculty to act in solidarity to support the faculty in Trades, to protect the conditions of faculty work pursuant to the collective agreement, and to resist the erosion of faculty work at the College of New Caledonia;

Therefore it be resolved that all faculty condemn the elimination of coordinator positions and the discrimination against and erosion of faculty work in the Trades Division. That the faculty directs the Faculty Association Executive to continue to pursue all contractual avenues in order to achieve justice in this matter. And, that the Faculty Association Executive report to the membership in September with recommendations for further action.

E. POLITICAL ACTION

Issue: Child Care

81-02-10

That the Faculty Association supports the B. C. Student Federation in efforts to obtain child care facilities for students with children.

Issue: Operation Solidarity

83-09-23

That the Faculty Association supports the Operation Solidarity Coalition and C-IEA's involvement with the coalition.

Issue: Bill 19 Resolutions

87-05-02

That CIEA opposes Bill 19 as a threat to free collective bargaining in the province and that we urge our membership to recognize that the amendments inhibit freedom of association and democracy in the workplace;

That the President, in consultation with the Executive, be authorized to enter into coalition with other concerned organizations - particularly the BCTF and B.C. Federation of Labour - in opposing and attempting to change Bills 19 and 20 and any related legislation;

That, while supporting legislation which gives BCTF full collective bargaining rights and certification under the Labour Code or successor legislation, FACNC endorses BCTF's position in opposing Bill 20;

That the Faculty Association of the College of New Caledonia supports opposition to Bill 19, including a boycott of Bill 19's provisions if necessary.

Issue: Bill 82 - Compensation Fairness Act

91-05-11

The Faculty Association of the College of New Caledonia condemns the Compensation Fairness Act (Bill 82) as an unwarranted and unjustified interference in the right to free collective bargaining;

The Faculty Association of the College of New Caledonia endorses a policy of non-compliance with Bill 82 and will cooperate with other public sector unions through CIEA in a program to repeal Bill 82;

The Faculty Association of the College of New Caledonia shall make no contractual concessions in response to the underfunding of college and institute budgets.

Issue: Bill 19

92-02-22

That the Faculty Association end the boycott of the IRC (Industrial Relations) portion of Bill 19.

Issue: Sectoral Accord

94-03-30

That the Faculty Association of CNC support C-IEA in continuing their discussions regarding the Sectoral Accord.

Issue: Lobbying Committee

95-09-23

That the Faculty Association establish a lobbying committee.

Issue: Lobbying Federal Minister of Finance

95-11-15

The Faculty Association moves that we call upon Federal Minister of Finance, the Honourable Paul Martin, to:

1. Restore federal cash transfers for post-secondary education and training to 1994-95 levels.
2. Begin a national review of the funding and delivery of post-secondary education and training.
3. Establish, in partnership with the provinces, the education community and other communities, national standards so that all Canadians have access to high quality, public post-secondary education and training.
4. Create a separate federal funding program for post-secondary education which will guarantee protected funding for post-secondary education.

Issue: Minimum Wage Cut

2001-11-27

As the \$2 an hour cut in the minimum wage recently announced by the provincial government will cause significant hardship to those affected, including young people, older people, students, newly arrived immigrants, people with disabilities and others, the Faculty Association of CNC requests that the provincial government immediately withdraw the cut.

Issue: Bill 28

2002-01-28

That the FA support constitutional challenges to this legislation.

Issue: Bill 28

2002-01-28

That the FA have a rally on Tuesday Jan. 28, 2002, 4 PM in front of Minister Shirley Bond's office and that the regional faculty rally at their local MLA offices.

Issue: Bill 28

2002-05-04

Whereas in passing Bill 28, the BC Government has demonstrated disrespect for free collective bargaining and duly signed contracts, and

Whereas the Faculty Association of the College of New Caledonia supports fair working conditions, respect for free collective bargaining and fully funded post-secondary education, and

Whereas it is clear that a concerted effort to fight Bill 28 is needed:

Be It Resolved that FACNC adopt an action program aimed at fighting to protect collective bargaining rights and freely negotiated salaries and working conditions. FACNC will undertake the following:

- Support CIA's efforts to pursue all legal avenues to challenge Bill 28
- Hold general membership meetings to inform members about what Bill 28 means and how it may be implemented
- Re-affirm our commitment against making concessions to employers
- Meet with elected faculty and staff representatives on the education council and governing board to identify concerns and outline expectations that elected representatives will not participate in actions to undermine duly bargained collective agreement rights
- Communicate concerns about Bill 28 to local MLA's and the local media
- Work with unions and organizations that will be affected by legislation taking away collective rights in education, health and community social services sectors
- Support coordinated job action with other CIEA locals in the event that it is approved through the CIEA President's Council

Be It Further Resolved that in order to support a coordinated approach to the CAUT academic censure, FACNC shall inform CIEA immediately if CNC tries to exercise rights under Bill 28 so that CIEA can work with CAUT to invoke censure against the institution.

That the FA adopt the resolutions as presented.

Whereas the FACNC supports CIEA's legal challenge that finds the PEFCA illegal under both the Canadian Constitution and Canadian civil law,

Whereas the FACNC recognizes the flexibility in the current Collective Agreement, a flexibility that gives instructors the ability to increase student numbers by two to five beyond the maximum limits as defined in the Collective Agreement,

Whereas the FACNC recognizes a history at CNC where both instructors and the union have willingly and consistently invoked their right to increase student numbers beyond minimum limits,

Be it resolved that the FACNC use every legal means available to resist the imposition of increased, non-negotiated class size limits.

Be it resolved that the FACNC act to support the imposition of the CAUT censure against CNC should CNC implement the proposal to use PEFCA to increase student numbers beyond the limits mandated by the Collective Agreement of March 2001.

Whereas the FACNC rejects CNC's proposal to increase arbitrarily the maximum student numbers by two to five in lecture classes, by two in laboratories, by two in clinical situations, and any other increase in student numbers beyond legally negotiated maximum limits,

Be it resolved that the FACNC act to resist the implementation of CNC's proposal on the grounds that implementation of the proposal would erode the quality of education at CNC,

Be It Further Resolved that the FACNC rejects CNC's proposal to increase student numbers beyond maximum limits on the grounds that it could jeopardize accreditation agreements between faculty members and their professional bodies

And Be It Resolved that the FACNC monitor safety conditions in classrooms, labs, clinics and any other instructional and student services environments where the College arbitrarily, and without the permission of faculty members, increases student numbers beyond the minimum limits negotiated in the Collective Agreement.

Be it resolved that the FACNC urge the College to acknowledge the spirit and intention of the Collective Agreement by continuing to request the permission of the individual faculty members where a need to increase student numbers is identified.

Issue: Affiliation to New Northern Labour Council

2010-09-24

For FACNC to affiliate to the new Northern Labour Council.

F. PROFESSIONAL DEVELOPMENT

Issue: Professional Development

78-05-24

That the Faculty Association encourages the College to support the professional development program by allowing the faculty to be relieved of all College responsibilities for a period of two consecutive days in May of every year (these days to be deducted from the contractual professional development allotment) in order to permit the member to participate in faculty professional development activities.

Issue: IDP

91-09-28

That the PD fund not pay the costs of the Instructors' Diploma Program;

That the Faculty Association believes it is the College's responsibility to fund all costs of the IDP.

Issue: Raising the PD Fund

2004-03-30

That the Executive recommends that the PD Fund be raised to 80% up to a level of \$2000.00 for regular faculty and corresponding changes for part time and non-regular faculty, and that this be effective as of April 01, 2004.

Issue: Instructor Diploma (ID) Course Applications

2008-05-10

1. PD Committee contact the faculty member to see if he or she is aware that they may apply to HR for college funding of these courses. Ensure that they have not been directed to take these courses as training for work.
2. Encourage the applicant to apply to the college first.
3. Process PD ID course requests to fund the expenses involved in taking courses for which the college has agreed to pay the tuition.
4. Process expenses and tuition for ID courses when the college training funds have already been allocated, again provided that it is not supervisor directed training, as directed training is not professional development.

Issue: .6 PD

2008-10-25

That FACNC engage in a cost shared facilitated session to resolve the issues of the .6 PD, that there be a review of the existing Professional Development Guidelines, and that George Davison and Sheldon Clare meet with the present members of the PD committee and that group assess the needs of faculty.

Issue: Ratification of Professional Development Policy Changes

2010-09-24

That FACNC accept the changes to the PD fund.

G. SCHOLARSHIP

Issue: CNC scholarship

*74-03-24
Updated 97-05-11*

That the Faculty Association sponsor a scholarship entitled the College of New Caledonia Scholarship fund and that:

1. the fund be sponsored by the Faculty Association but be open to contributions from anyone at the College.
2. the awards be given out at the end of each semester after marks are in. The award of scholarship be conditional on the student attending CNC the following semester.
3. the Financial Aid Officer produce a list of the top contestants each semester, invite comments from all contributors, and make the final decision on who shall receive the scholarships.
4. the awards be based on academic achievement principally though financial need may be considered in picking winners out of the short list.
5. students wishing to compete for scholarships must apply to do so.
6. the Faculty Association elect a secretary for the scholarship fund who will hold the fund in a joint account with the College and report to the Association periodically on the management of the fund.
7. the scholarships and the date of application for them be announced in a suitable manner at a suitable time each semester by the secretary of the scholarship fund.
8. all funds be kept in the joint account and used solely for the purpose of awarding scholarships.
9. the funds be collected by automatic payroll deduction each month. Faculty wishing to contribute will fill out automatic cheque deduction authorization forms which the secretary for the scholarship fund will hand out during each spring semester.
10. the total deduction over a twelve month period (August to July) will be 3% of gross salary for one month (this means a .25% deduction for each of the twelve months).
11. anyone may contribute more by separate cheque if they wish to.
12. no list of contributors shall be published.
13. each contributor will receive a receipt for tax purposes and will have the amount of his or her contribution printed on his or her T4 slip.

Issue: CNC Scholarship 78-05-24

That the CNC Scholarship Fund be awarded in the Spring semester only.

Issue: CNC Scholarship Fund/Union Bursary 88-03-25

That the CNC Scholarship Fund be re-named CNC Faculty Scholarship Fund.

Issue: Donation to CNC Endowment Fund 88-05-14

That the Faculty Association donate \$5,000.00 to the CNC Endowment Fund to establish an emergency bursary and a disabled student bursary.

Issue: Scholarship Funds established in Faculty Member's Name 92-10-23

The Executive approved guidelines for contributions as follows:

- Current Full-time faculty - \$500.00 to a CNC Scholarship Fund
- Current Part-time faculty - \$250.00 to a CNC Scholarship Fund
- Retired faculty member - \$100.00 to a CNC Scholarship Fund

Issue: Scholarship Fund Top Up 99-02-23

That the Executive will top up the scholarship fund to \$6000.00 annually.

Issue: Scholarship Fund 2001-02-19

That we fund 8 scholarships at \$700.00 each.

Issue: Increase in Scholarship Fund 2001-05-01

That the FA has provided 8 scholarships at \$750.00 each for the spring semester 2001. This motion over-rides the previous motion to provide 8 scholarships at \$700.00 each.

Issue: Scholarships 2009-01-24

That the current scholarships be converted to eight \$1,000 entry scholarships that are split between each semester (\$500/semester), and that this be effective for the 2010-11 academic year.

Issue: Scholarship Policy

2009-03-11

That the executive accept the scholarship report and recommend its adoption at the AGM.

(see both retention and recruitment scholarship policies)

Issue: Scholarship Policy

2009-09-19

That it be mentioned in the minutes of increasing the budget line from \$8,000 to \$10,000 in next year

H. HARDSHIP POLICY

Issue: Hardship policy

2009-03-03

Members of the Faculty Association of the College of New Caledonia who experience

- a. serious financial hardship related to their employment status or
- b. an emergency where their benefits do not cover the situation

may submit a request to the Faculty Association Executive Committee for assistance.

Each case will be reviewed on an individual basis by the Executive, which may, at its discretion and depending on the individual circumstances, provide a short-term, interest-free loan or grant to help the member in her/his time of need.

In no case shall the Faculty Association incur any liability or debt for such a loan.

The Executive Committee may authorize a loan or grant up to \$2, 500; the Board of Directors may authorize a loan or grant over that amount.

Repayment can be made on mutually acceptable terms, and, in exceptional cases, loans may be forgiven.

Issue: Revised policy accepted to replace the current hardship policy 2018-05-05

FACNC Hardship Policy

The purpose of the FACNC Member Assistance Policy is to provide a means for short term financial loans to assist members who may be facing financial difficulties arising directly from work-related issues under investigation or grievance by FACNC.

Examples of work-related issues resulting in financial difficulties for which a member can apply for assistance are as follows:

- Denial of short-term or long-term disability by the insurance carrier
- Denial of WorkSafe BC compensation

- Termination of employment being grieved by FACNC

Members who want to apply for financial assistance should write a letter in confidence to FACNC attention member at large at the FACNC office. The appointed FACNC members at large will bring the requests to the executive for review.

Include the following information in the letter:

1. Name
2. Department and Faculty
3. Employment Status
4. Work-related issue under investigation/review by FACNC that has led to financial distress
5. If approved, what the funds requested will be used for
6. If approved, how the short-term loan will be repaid.

The request for Member Assistance funds is subject to the following guidelines:

- The maximum loan for each application is \$2,500. In exceptional circumstances, the FACNC Executive may authorize exceeding that limit.
- Funds must be repaid in full within one calendar year. The FACNC executive may extend the re-payment period by a reasonable amount.
- The applicant must develop a feasible re-payment plan with FACNC.
- The identity of the applicant will remain strictly confidential, shared only with the members of the FACNC executive.
- The Executive will review the application, seek additional information from the member if required, and make a decision.
-

Attached: Sample request letter
 Sample acceptance letter
 Sample Loan agreement

Sample request letter

January 30, 2017

To: FACNC Local 3 Attention Members at large

From: [REDACTED]

Re: FACNC Member Assistance Application

Dear FACNC Executive;

This letter is to request financial assistance under the FACNC Member assistance Policy. I have been on medical leave since November 18, 2016 and have not received any income at all since December 24. Manulife first delayed their decision on my short-term disability application, and then denied my claim saying that my disability is work related. Manulife told me two weeks ago that I must apply to Work Safe BC (WSBC). I did so and also applied for medical employment insurance (EI); Service Canada is awaiting my record of employment, which I requested from CNC on January 20.

WSBC apparently could take several months to render a decision. If WSBC denies my claim, then Manulife will re-consider my claim, leaving me without income for a further length of time.

Given that I may not have any income at all before returning to work and am rapidly running down my savings, I would like to request \$3700 under the member assistance policy.

I have been forced to self-fund my medical leave for the past five weeks through using my line of credit rather than my chequing account to pay off my credit card, transferring funds from my tax free savings account (TFSA), and suspending biweekly transfers to my TFSA. I will have to transfer funds from my TFSA for a second time in order to pay my February bills unless I am able to receive another source of support in the next week or so. Below are my average monthly essential household expenses. My request of \$3700 is for assistance with one month's worth of expenses.

| | |
|--|------------|
| Mortgage (including line of credit) – | 840 |
| Strata fees, utilities, phone & internet – | 565 |
| Car, home & critical illness insurance – | 180 |
| Groceries & pet supplies - | <u>265</u> |
| Total | 1850 |

If this loan request is approved, then I plan to repay the money one month following receipt of back pay/compensation from WSBC or Manulife. Should my claim be denied again, then I will repay the loan the month following receipt of my

impending settlement with the Insurance Corporation of BC (ICBC) for an injury sustained in a car accident on campus last September.

Thank you for considering my request,

██████████

February 5, 2017

_____, President
Faculty Association CNC

Dear ■

We have reviewed your application for financial assistance through the FACNC Member Assistance Policy. This policy was created to allow access to funds to assist faculty who are facing financial difficulties arising directly from work-related issues under investigation or grievance by FACNC. It is our view that this application does fit the intent of the Member Assistance Policy as originally conceptualized by FACNC. Therefore, we approve the request based on your need for financial assistance to cover the expenses as outlined in your letter.

Your situation is related to some confusion as to whether your leave of absence from work is covered by ManuLife or WorkSafeBC. This has created a hardship since you has been without salary. Providing emergency financial assistance will support you in paying your living expenses while awaiting a decision from Manulife or WorkSafeBC.

We approve funding the 3700 requested. The fact that you have not received any salary since December 24, justifies the larger amount than what the policy normally allows. The assistance is contingent on a formal guarantee of repayment, in the unlikely event that your claim be denied by both WorkSafeBC and ManuLife.

_____ FACNC President

POLICY ON TRAVEL EXPENSE CLAIMS FOR FACULTY FROM REGIONAL CAMPUSES

This policy applies to all claims to CNC Faculty Association for travel expenses pertaining to meetings or other CNC Faculty Association business on or after August 30, 2008.

GENERAL:

Individuals seeking reimbursement for expenses incurred while travelling on Faculty Association business must submit an Expense Claim Form and the necessary receipts.

- A separate Expense Claim Form is normally submitted for each distinct meeting/event attended or trip taken on Faculty Association business.
- Expense Claim Forms are normally submitted within two (2) weeks after the meeting/event, or trip.
- Original receipts (or photocopies of them) are submitted with the Expense Claim Form for expenses which require such documentation.

Expenses in addition to those detailed below are not reimbursed unless they are authorized in advance, by the President.

TRANSPORTATION:

The most direct and efficient mode of transportation is used unless otherwise approved in advance, by the President.

Airfare: (Receipts required)

Actual cost for airfare is reimbursed. Whenever possible, airplane tickets are booked in advance to take advantage of any special airfares which may be available.

Ferry, Train, or Bus: (Receipts required)

Actual costs are reimbursed.

Taxi: (Receipts required)

Actual costs, including tips are reimbursed.

Auto: (No receipts required)

- Individuals are reimbursed for the use of personal vehicles at the rate of \$.55 per kilometre.
- Individuals choosing to travel by personal or rental vehicle when air transportation is available are reimbursed at the above rate only up to the cost of regular airfare. Any additional accommodation or meal expenses which may be incurred as a result of choosing to travel by personal vehicle are the responsibility of the individual.
- If an individual uses his/her personal vehicle on Faculty Association business more than four times a month or more than 1,600 kilometres per year, the cost of additional business-use insurance will be reimbursed by the Faculty Association if approved in advance by the President.

Car Rental: (Receipts required)

The actual cost of car rentals at the site of the meeting is reimbursed up to \$60.00 per meeting. Additional car rental expenses may be authorized by the President.

ACCOMMODATION: (Receipts required)

Commercial overnight accommodation is reimbursed at the single room rate for those nights reasonably necessary to attend meetings/events or carry out Faculty Association business. The most reasonable accommodation in the immediate vicinity of the individual's meeting or business is used. For all meetings held by the Faculty Association, accommodation is booked through the Faculty Association. Substitute hotels are normally not allowed unless previous arrangements have been made but will be reimbursed only up to the cost of the designated hotel.

An allowance of \$25.00 per night is paid when private accommodation is arranged by an individual.

MEALS: (No receipts required)

Where a single meal is claimed:

| | | |
|------------------------|-----------|----------|
| Single meal allowance: | Breakfast | \$ 12.00 |
| | Lunch | \$ 17.00 |
| | Dinner | \$ 23.00 |

Where a partial day is claimed:

| | | |
|---------------|----------------|----------|
| Combinations: | Br. & Lunch | \$ 24.00 |
| | Lunch & Dinner | \$ 30.00 |
| | Dinner & Br | \$ 30.00 |

Where a whole day is claimed: \$ 44.00

The per diem meal allowance should be reduced for any meals provided by the Faculty Association at meetings or other events.

CHILDCARE: (Receipts required)

Childcare expenses are reimbursed at the rate of min. wage per hour to a maximum of 24 hours (Currently \$8/hr). Additional requirements must be approved by the President prior to claiming the expense.

MISCELLANEOUS: (Receipts required)

Telephone: The actual cost of telephone calls on Faculty Association business is reimbursed.

Hospitality: Hospitality expenses are not normally reimbursed, unless authorized by the President.

Other Expenses: The actual cost of other normal minor expenses, e.g. parking, is reimbursed. Additional expenses are not reimbursed unless authorized in advance by the President.

TRAVEL DISTANCE - One Way from CNC to:

| | |
|---------------|--------|
| Burns Lake | 235 km |
| Fort St James | 195 km |
| Fraser Lake | 179 km |
| McBride | 216 km |
| Mackenzie | 200 km |
| Quesnel | 130 km |
| Vanderhoof | 107 km |