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Labour Relations Board  
501, 10808 99 Avenue  
Edmonton, AB  
TSK 0G5

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To Whom It May Concern:

We, as the employees fulfilling the Chair positions at Northern Lakes College, are writing to file a statement regarding the November 29<sup>th</sup>, 2017 application from the Northern Lakes College Faculty Association to the Alberta Labour Relations Board. We, as a collective, feel that much of the duties assigned to Chairs at Northern Lakes College fall outside of the scope of responsibility of academic faculty at the College, and as such we do not feel that inclusion of the Chairs in the Faculty Association is appropriate. Below is a summary of some of the key Chair duties that we feel fall outside of scope and responsibility of College Faculty:

#### Human Resource Management

- significant role in hiring (candidate screening, interview panel selection, candidate selection)
- complete direct report performance appraisals yearly
- decision-making regarding success of direct report probationary period
- new employee orientation and ongoing guidance regarding performance expectations
- resolve conflict between department members
- respond to emergent hiring needs, often on short notice

#### Operations Management

- set master program plans, including offering schedules
- set Faculty vacation schedule to meet operational needs and control vacation liability for College)
- manage direct reports' workloads

#### Financial and Resources Management

- directly manage substantial portion of annual College budget, developing budgets, overseeing expenditures, forecasting revenues/expenditures in-year and providing rationale for deviations
- determine cost per full load equivalent (FLE) for programs
- seek operational efficiencies in order to offset fiscal realities

#### Corporate Contribution

- solicit requests for expanded or new programming
- raise profile of institution through discussion with community stakeholders
- pursue partnerships to enhance and expand program offerings
- explore initiatives for College growth
- engage in strategic planning via contribution to Comprehensive Institutional Plan (CIP)
- focus department activities on achievement of established CIP strategic goals
- prepare program evaluations recommending appropriate solutions issues identified

Community Liaison

- collaborate with community organizations in order to meet educational needs
- represent College at community interagency meetings
- directly manage all College campuses
- conduct quarterly campus safety inspections to ensure safe work environments, and institute measures to mitigate OH&S risk to College

External Regulations

- responsible for ensuring compliance with external regulatory bodies
- coordinate any activity required to achieve or maintain compliance with external regulatory bodies

In summary, we feel that it is not possible to complete the duties required of a College Chair, particularly those duties outline above, within the confines of a Faculty position. The regular supervisory, budgetary and external representation duties performed in the Chair position are clearly outside of the scope of Faculty work as outlined in the Faculty Collective agreement. Additionally, the hours required to complete work at the Chair level cannot be accommodated by the hours of work provisions laid out in the Faculty Collective Agreement, which applies largely to positions of an academic, instructional nature.

As stipulated in the Alberta Labour Relations Board Notice to Employer and Employees, attached is a list of Employees identified within the College as Chairs who are collectively filing this written statement.