

NorQuest College Faculty Association
Executive Committee Meeting Minutes
January 18, 2016

1. Call to Order and Welcome: A regular meeting of the Executive Committee of the NorQuest College Faculty Association was held in Edmonton, AB on January 18, 2016. The meeting **convened at 4:05 pm**. Chairman Leslie Sayer presiding, Lois Henderson, VP Communications, recording.

Attendees: Leslie Sayer, Lois Henderson, Nicole Orlecki, Lisa Saxby, Carolyn Cantelo, Sheryl Boisvert, Susan Otto, Sherry Greenbank, Krista Schwabl.

Regrets: Sarah James, Brenda Mein

2. Additions to the Agenda:

The following additions and corrections were made to the agenda:

6. e. change Treasurer to VP Finance

7. b. change Members at Large to Faculty Representatives

Add 7. c. Committee Reports as a standing item on future agendas

Under Unfinished Business, add 10. a. Policy authorings

Correction to 11. a. Mena is changed to Meena

Add 11. b. College Wide Learning Outcomes request

3. Approval of the Agenda: **MOTION:** Sheryl Boisvert moved to approve the agenda as amended. **Seconded. Carried.**
4. Correction were made to the Minutes of November 16, 2015.
5. Approval of the Minutes of November 16, 2015: **MOTION:** Carolyn Cantelo moved to approve the minutes as corrected. **Seconded. Carried.**
6. Officer's Reports
 - a. President
Leslie Sayer – no report
 - b. VP Negotiations
Lisa Saxby reported that she attended the NAC (Negotiating Affairs Committee) with ACIFA in January. The next meeting will be held at the ACIFA conference in May 2016, with a request to have the meetings on the Sunday prior to the conference so attendants do not miss the sessions offered during the conference.

c. VP Welfare

Nicole Orlecki reported the following:

There have been no new personal or policy grievances, and no outstanding grievances. Faculty members have contacted her regarding the following issues: qualifications and skills concerns, workload inquiries, supervisor concerns, and maternity leave and interim break clarification. There have been no faculty terminations and no disciplinary meetings to attend. Report details are posted on the J drive.

d. VP Professional Affairs

Carolyn Cantelo reported that the Faculty Development Committee met on December 1, 2015. The committee of 7 reviewed the results of the faculty survey regarding PD, plan to develop policies, and promote PD activities. The next meeting is Thursday, January 21, 2016.

The Professional Development Committee evaluated PD and graduate studies requests for November. As of November 15, 2015 all PD funds have been allocated. Applications for Graduate Studies Fun are still being accepted.

Academic Council approved the new Student Judicial Affairs Policy on December 8, 2015. The January 12, 2016 meeting was cancelled.

ACIFA Professional Affairs Committee met in Calgary on Saturday, January 16, 2016. Discussion was about the 3 ACIFA awards, the ACIFA conference in Jasper on May 15 – 17, 2016, and the following ACIFA conference in Canmore in 2017.

Report details are posted on the J drive.

e. VP Finance

Sheryl Boisvert reported that the December 10, 2015 deposit of Faculty dues was held by Payroll until January 2016.

7. Other Reports

a. Representative to the Board of Governors

Sherry Greenbank reported the Board attended a professional development session about the Fundamentals of Corporate Governance. They also attended a mid-year strategy session focussing on the College meeting the goals of the Strategic Plan. The Board still has 2 vacancies that are subject to appointment by the Minister of Advance Education. The Governance Committee meeting is February 24, 2016, and the next Board meeting is March 7, 2016. Report details are posted on the J drive.

b. Faculty Representative

Susan Otto – no report.

c. Committee Reports

- a. Faculty Development Committee – see report by VP Professional Affairs in item 6.d.
- b. Faculty Orientation Committee – Dawn Witherspoon has requested the Faculty include a discussion regarding the College Wide Learning Outcome – Communication and Collaboration at our next social.

ACTION: Leslie Sayer will ask Dawn Witherspoon to submit an article for the eNewsletter regarding the College Wide Learning Outcome – Communication and Collaboration.

8. eNewsletter

Items will be sent to Sarah James to compile the Newsletter by Wednesday, January 20, 2016

MOTION: Nicole Orelecki moved to award a \$25.00 gift certificate to any faculty member whose submitted article or articles is/are published in the eNewsletter. The term “article” excludes entries such as advertisements, acknowledgements, and tips. **Seconded. Carried.**

MOTION: Carolyn Cantelo moved to continue to have the eNewsletter published for another 12 months. **Seconded. Carried.**

9. Website

Due to lack of participation, the forums will be replaced with FAQs. Send ideas for videos and blogs to Leslie Sayer.

ACTION: Leslie Sayer will post the minutes to the website.

10. Unfinished Business

- a. Policy Authoring – tabled to the next meeting

11. New Business

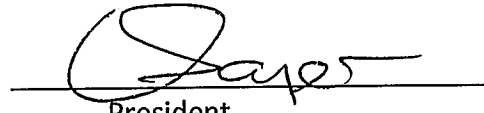
- a. Faculty Representative – Meena Gupta
Discuss ensued regarding Meena Gupta becoming a faculty representative. Concerns were expressed regarding an imbalance of representation from the faculties on the executive. This item is tabled until the By-laws can be reviewed. Review of the By-laws will be added as a standing item to the agenda.

12. Round Table

13. Adjournment: **Meeting adjourned at 6:04 pm.**

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on February 22, 2016.


VP Communications


President