

**NorQuest College Faculty Association**  
**Executive Committee Meeting Minutes**  
**Jan. 16 2017**

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 16, 2017. The meeting convened at 3:05 pm. Chairman Leslie Sayer presiding, Lois Henderson, VP Communications, recording.

Attendees: Leslie Sayer, Lois Henderson, Lisa Saxby, Carolyn Cantelo, Sheryl Boisvert, Susan Otto, Sherry Greenbank, Tammy Dunnett, Doug McRae, Alex Caldararu. Joan Wall

2. **Additions to the Agenda** – Item #8 on the agenda was removed.
3. **Approval of the Agenda: MOTION:** Doug McRae moved to approve the agenda as amended. **Seconded. Carried.**
4. **Corrections to Minutes:** - Nicole Orlecki was removed from Attendees as she was not in attendance. Item 7. b. The word “workload” was added to the 2<sup>nd</sup> Action item.
5. **Approval of the Minutes** of November 21, 2016: **MOTION:** Tammy Dunnett moved to approve the minutes as amended. **Seconded. Carried.**
6. **Officer’s Reports** – Full reports are posted on the J drive.
  - a. **President:** Leslie Sayer reported the following:
    - The WDHR meetings have been set to discuss timesheets and commencement letters. Les will invite the VP Welfare to attend the meetings as well.
    - 1/3 of classes in LINC are held on Saturdays. This should be information given to new hires at the time of offers of employment.
    - ACIFA has asked for contributions to ACIFA’s portion on the Funding Model Review by Wednesday. Jan. 18, 2017.
    - Les will have Alex Calderara meet with WDHR regarding PN faculty concerns.
    - Les’s current term as president is ending. The position needs to be posted. Les will apply to run for office again.
  - b. **VP Negotiations:** Lisa Saxby reported that she has two upcoming meetings:
    - Jan. 27, 2017 – ACIFA executive meeting
    - Jan. 28, 2017 – NAC meeting
  - c. **VP Welfare:** Alex Caldararu reported the following:
    - He met with WDHR in December regarding PN concerns about class changes and not receiving time-in-lieu for clinical.
    - He attended a meeting with Occupational Health and Welfare regarding asbestos and noise concerns during the retro-fitting of the old building. He was told that the asbestos is already encased, so it is not a concern.

- He met with a faculty who in on long term disability and is concerned about her future with NorQuest because she cannot continue her required education at this time.

**ACTION:** Les will check that Alex has permission to post his report to the J drive.

**d. VP Professional Affairs:** Carolyn Cantelo reported the following

**i. Academic Council**

- met on Dec 13<sup>th</sup> to discuss information about the new Sexual Violence Policy and the Senior Women Academic Administrators Award of Canada. Also, FAQs will be added to the website.
- met on Jan. 10<sup>th</sup> to discuss information on program and course changes, tuition and fee increases, and the new Credit Program Plan to 2025.

- ii. Professional Development Committee** – Carolyn Cantelo reported that the committee met on December 6<sup>th</sup> and reviewed 19 applications for professional development and 4 applications for graduate studies.

**e. VP Finance:** Sheryl Boisvert reported that we have the following:

- \$172,905.10 in chequing, \$126,533.36 in savings, and \$205,475.58 our GIC. The GIC expires in March 2017.
- The Winter Social was expensive (\$4375.75) but was well attended by 74 faculty.
- Parking reimbursement for meetings: email Sheryl one day prior with the make of vehicle & license plate to have parking paid by the association, or collect all receipts and provide Sheryl with the receipt for reimbursement at one time, not each month.

**7. Other Reports**

**a. Representative to the Board of Governors:** Sherry Greenbank reported the following:

- On January 23<sup>rd</sup>, the Board will meet for a Mid-year Strategy Session. The intent of this session is to review the College's progress toward its goals in terms of the 2016-2017 Strategic Plan. The Board will evaluate progress, review strategy, and commit to actions for the second part of year that will support the goals as a College.
- On Nov. 28, 2016, the office of the Auditor General approved NorQuest's financial statements for inclusion in the annual report.
- On Dec. 1, 2016, The Board accepted the 2015-2016 NorQuest Annual Report for submission to the Minister of Advanced Education. The report must be submitted to Advanced Education six months after the end of the fiscal year (June 30<sup>th</sup>) as per the PSLA.
- Sherry's second term as the Representative to the Board will expire on July 13<sup>th</sup> this year (2017). In order to facilitate a smooth "hand over." She suggests we (the Faculty Association Executive) begin to plan for an election. Since she has served two consecutive terms, she is unable to run for a third term according to the Post-Secondary learning Act. The incoming Representative would have an opportunity to join the Board at their August Planning Retreat. Nicole Blanchette, the Board Coordinator, is available for consultation regarding the process for Board Appointments.

**ACTION:** Leslie Sayer will have Sarah prepare nomination packages for president and the Board Representative to be sent by March.

**b. Faculty Representatives:**

- Tammy Dunnet will have a follow-up meeting with Alex regarding meetings with WDHR.

**c. Committee Reports:**

- Negotiation Committee** – no report
- Grievance Committee** – no report
- Faculty Orientation Committee** – Lisa Saxby reported that she will contact Sarah Apedale to organize a date and invite new faculty to attend the orientation.
- Faculty Development Committee** – no report
- Social committee** – Sheryl Boisvert reported that we will need to go over budget if we hold a year end social in June.

8. **Website** - We will use Go Daddy for the new website. It will be functional by March.

**ACTION:** Sheryl Boisvert will stop the automatic renewal with Bluehost.

9. **Review of By-laws** – Review of By-laws 6.0 and 7.0 was completed. By-law 8 – Committees will be reviewed at the next meeting.

10. **Discussion point for Executive Office meeting** – Two points of discussion are the ACIFA Climate survey results and the Faculty President’s speech at convocation.

11. **Unfinished Business** –no unfinished business

**ACTION:** Lois Henderson will invite Heather Kitteringham to our meeting in February to speak about workload policy and the appeal procedure.

12. **New Business** - no new business

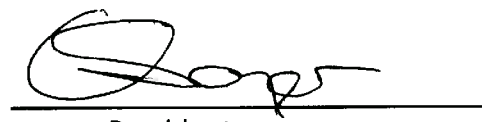
13. **Round table** – Discussion ensued regarding Halogen. Some faculty are being told that they must have a goal that is not part of their required workload. It must match the strategic plan. There was also discussion about the “service” requirement for faculty.

**ACTION:** Alex Caldararu will ask WDHR for clarification of what 20% required service means.

14. **Adjournment** – Meeting adjourned at 4:59 p.m.

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on February 27<sup>th</sup> 2017.

  
VP Communications

  
President