

NorQuest College Faculty Association
Executive Committee Meeting Minutes
February 22, 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 February 22, 2016. The meeting **convened at 4:04 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, Brenda Mein.

Regrets: Krista Schwabl

2. Additions to the Agenda:

The following additions and corrections were made to the agenda:

Under New Business, add the two following items:

13. a. add Removing Chairs from Faculty
- 13.b. add Disbursement of ACIFA Climate Results

3. Approval of the Agenda: **MOTION:** Carolyn Cantelo moved to approve the agenda as amended. **Seconded. Carried.**
4. No Correction were made to the Minutes of January 18, 2016.
5. Approval of the Minutes of January 18, 2016: **MOTION:** Lisa Saxby moved to approve the minutes as corrected. **Seconded. Carried.**
6. Officer's Reports
 - a. President
Leslie Sayer reported that he formalized the agreement to award \$1000 to the President's Medal award recipient until 2020.

ACTION: Les will add a profile of the recipient of the President's Medal to the website

Les will attend the upcoming President's Council meeting in Calgary, and will be meeting with the Faculty Evaluation and Development steering committee to review the framework and to discuss Change Management needs. Also, Les will meet the Alberta Minister of Advanced Education, Marlin Schmidt, who is visiting the College on Thursday, February 25th.

b. VP Negotiations

Lisa Saxby reported that Alex Caldararu will be offering a 90 minute information/question & answer session on our Faculty Collective Agreement on March 1, 2016. The New Faculty Orientation Committee met with new faculty, and a small group orientation will be held in March. Also, the committee is planning a year-end social for new faculty in June.

ACTION: Nicole Orlecki and Leslie Sayer will check with HR to confirm that a link to the NCFCA Collective Agreement is sent to all new faculty.

c. VP Welfare

Nicole Orlecki reported the following:

There have been no new personal or policy grievances. No other outstanding grievances are open. Faculty members have contacted her on a number of issues including: salary concerns, the Health Assessment Clinic and the Wellness Challenge. Since last report there have been no faculty terminations and no disciplinary meetings that she has attended. Report details are posted on the J drive.

d. VP Professional Affairs

Carolyn Cantelo reported that the Faculty Development Committee met on February 9th. They developed a draft policy for Professional Development and a draft policy and application form for Education Grants. They approved the delegation of the \$20,000 funds to faculty who wish to attend the "Great Teachers Seminar" in Banff, Alberta on June 12 – 16, 2016.

The Professional Development Committee evaluated 3 graduate studies requests for January and 2 graduate studies requests for February.

Academic Council met on February 9, 2016. International Student tuition fees will increase from 2.4 to 2.9 x regular tuition. The application fee will increase from \$75 to \$95.

There have been no applicants for the Innovation & Teaching Award, nor the Distinguished Instructor Award.

Report details are posted on the J drive.

e. VP Finance

Sheryl Boisvert requested that faculty registering for the ACIFA conference forward their registration to her. She also reported that we have not yet received the deposit for the Faculty dues for February.

ACTION: Sheryl Boisvert will contact Jeannine Mallon regarding the late deposit of faculty dues.

7. Other Reports

- a. Representative to the Board of Governors
Sherry Greenbank reported the Governance Committee meets next week and the next general Board Meeting is March 7, 2016
- b. Faculty Representative
Susan Otto – no report.
- c. Committee Reports
 - a. Faculty Development Committee – see report by VP Professional Affairs in item 6.d.

MOTION: Carolyn Cantelo moved that the Professional Development policy be accepted as amended. **Seconded. Carried.**

MOTION: Carolyn Cantelo moved that the Education Grant policy and application be accepted as amended. **Seconded. Carried.**

- b. Faculty Orientation Committee – see report by VP Negotiations in item 6.b.

8. eNewsletter

Send items for editing to Lois Henderson by Thursday, February 25th.

Items will be sent to Sarah James to compile the Newsletter on Friday, February 26, 2016.

9. Website

Leslie Sayer replaced the forum with FAQ on the website and requests that FAQ ideas be emailed to him.

ACTION: Leslie Sayer will post the minutes to the website, create a link to the NCFAs Policies, and will print any existing policies for the executive to review.

ACTION: Sheryl Boisvert will write a policy regarding ACIFA funding

10. Review of By-laws

Discussion ensued about by-laws 8.2.2.1 and 4.1.1.9

MOTION: Nicole Orlecki moved to appoint Meena Gupta, under by-law 4.1.1.9, to serve as a voting member on the NCFAs Grievance Committee until June 30, 2017. **Seconded. Carried.**

Bylaw 1.0 Terminology will be reviewed at the next meeting.

11. Discussion points for Executive Office Meeting

ACIFA survey results will be discussed.

ACTION: Les Sayer will email a request for other discussion points 1 week before each meeting.

12. Unfinished Business

- a. See 10. Review of Bylaws for information.

13. New Business

- a. Removal of Chairs from Faculty

Discussion ensued regarding the drawbacks and benefits of removing Chairs from faculty.

It was decided not to pursue this idea at this time.

- b. Disbursement of ACIFA Climate Results

Discussion ensued about faculty names being included in the comment section of the ACIFA Climate Survey Results.

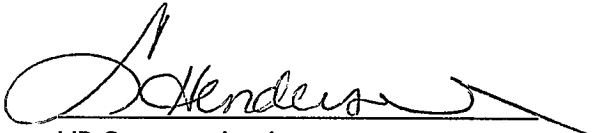
MOTION: Lisa Saxby moved to release to faculty, the ACIFA Climate Survey Results with comments that reveal individual faculty identity redacted. **Seconded. Carried.**


ACTION: Leslie Sayer and Carolyn Cantelo will redact the comments on the ACIFA Climate Survey Results before disbursing them to faculty.

14. Round Table – no discussion

15. Adjournment: Meeting adjourned at 6:31 pm.

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on March 14, 2016.


VP Communications


President