

NorQuest College Faculty Association
Executive Committee Meeting Minutes
Feb. 27 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 February 27, 2017. The meeting convened at 4:05 pm. Chairman Leslie Sayer presiding, Lois Henderson, VP Communications, recording.

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

Regrets: Susan Otto

2. **Additions to the Agenda** – The following items were added to the agenda:
 12. b. Sending of ACIFA Climate Survey comments to faculty
 12. c. Release of nomination forms to faculty
 12. d. Convocation hood purchase
 - 12 e. renewal of GIC
3. **Approval of the Agenda: MOTION:** Carolyn Cantelo moved to approve the agenda as amended. **Seconded. Carried.**
4. **Corrections to Minutes:** - Joan Wall and Alex Caldararu were added to the attendees.
5. **Approval of the Minutes of January 16, 2017: MOTION:** Alex Caldararu 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:
 - President's council is March 18th. It will follow a Special Assembly called by ACIFA Executive.
 - ACIFA submitted to the Alberta Government, its recommendation for the funding model review on behalf of all member institutions, except for Bow Valley.
 - Leslie met with WDHR. The PN timesheet issue has been resolved. Casual illnesses should be reported on the Q. The College is not in compliance with provincial statute as it pertains to on-site pre-hospital emergency care.
 - The ACIFA Conference is being hosted by Olds College. Currently we have 11 presenters and 8 Executive approved to attend.
 - b. **VP Negotiations:** Lisa Saxby reported that she had no report; however, provided an update on the Special Assembly being called by ACIFA. It will be held on March 18th from 9:00 a.m. – 11:00 a.m.

c. VP Welfare: Alex Caldararu reported the following:

- He received positive feedback from the New Faculty Orientation. Thank you to Sarah Apedale for organizing the orientation.
- He and Leslie have met with WDHR regarding workload. Progress has been made.
- There will be a workshop at the end of March for “Collective Agreement 101” – understanding the collective agreement.

MOTION: Alex moved to form a sub-committee to create a survey to be distributed to all faculty to determine how faculty feel about the association and the level of supports the association provides, which was amended and adopted as follows: a subcommittee will draft survey questions to identify faculty supports to be presented to the executive.

Seconded. Approved.

d. VP Professional Affairs: Carolyn Cantelo reported the following

- I. **ACIFA Professional Affairs Committee**
 - met on January 28th and discussed the ACIFA 2017 Awards, the 2017 Conference and had round table reports from all institutions that were present.
- II. **Academic Council**
 - met on February 14th, but Carolyn did not attend as she was on vacation.
- III. **Professional Development Committee** – Carolyn Cantelo reported that the committee met on February 7th and reviewed 2 applications for Professional Development and 6 applications for Graduate Studies.

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

- \$169,136.11 in chequing, \$126,576.35 in savings, and \$205,475.58 our GIC. The GIC expires in March 2017.

7. Other Reports

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

- The Board met Jan. 23, 2017 for a Mid-Year Strategy and Professional Development Session with KPMG and approved to increase the 2017-2018 tuition and fees.
- The Governance Committee met on February 23, 2017
- On February 27th, Sherry represented the Board at the celebration of the SANQC gift of \$1M to the Maximizing Opportunities Campaign in support of the new Singhmar Centre for Learning.
- The full report is on the J drive

b. Faculty Representatives:

- Tammy Dunnet met with the Associate Dean and the Dean of Health & Community Studies regarding faculty concerns. The meeting with WDHR is postponed until March 20th. Alex Caldararu will attend the meeting.

c. Committee Reports:

- i. **Negotiation Committee** – no report
- ii. **Grievance Committee** – no report
- **Faculty Orientation Committee** – Lisa Saxby reported that she received positive feedback from the New Faculty Orientation. Discussion ensued as to when to hold the orientation next year. It was suggested to hold two meetings: one in November and one in February. Also, there will be a workshop at the end of March for Collective Agreement 101.
- IV. **Faculty Development Committee** – Carolyn Cantelo reported that 10 people will be sent to the Great Teachers Seminar at the Banff Centre from June 4 to June 8, 2017. The names will be randomly drawn. 25 people have submitted their names to the draw.
- iii. **Social committee** – Sheryl Boisvert reported that they will meet on March 2nd.

8. **Website** - Leslie reported that he has chosen to use Website Builder. Com because it allows for re-sizing and formatting for all devices.

MOTION: Joan Wall moves that we buy a 2 year subscription of Premium Service up to a value of \$300.00. **Seconded. Approved.**

9. **Review of By-laws** – Review of By-law 8 was tabled to the next meeting.

10. **Discussion point for Executive Office meeting** – no discussion

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

12. New Business

- a. **Bank Options** - Discussion ensued as to the best banking options for us.

MOTION: Lisa Saxby moved to get a RBC credit card and cancel the current MasterCard.
Seconded. Approved.

- b. **ACIFA Climate Survey comments to faculty** – Discussion ensued as to the role and responsibility of the Executive to share the comments with all faculty.

MOTION: Alex Caldararu moved to distribute the comments with the result as is. **Seconded. Approved.**

- c. **Release of nomination forms to faculty** – Discussion ensued.

ACTION: Lois Henderson will email Sarah James to update the nomination forms and to send them to her for approval by March 10th.

- d. **Convocation hood purchase** – Discussion ensued as to the requirement of the Faculty President to purchase a hood to be worn at convocation, and whether the association should cover the cost.

e. **Renewal of GIC** – The GIC is renewable on March 24, 2017.


MOTION: Sheryl Boisvert moved to invest in a non-redeemable 2 year GIC, which was amended and adopted as follows: Invest up to \$230,000.00. **Seconded. Approved.**

13. **Round table** – Discussion ensued regarding academic freedom and integrity. Erika Goble is taking into consideration faculty concerns and comments and creating a new policy.

14. **Adjournment** – Meeting adjourned at 6:20 p.m.

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on March 20, 2017.


VP Communications


President