

NorQuest College Faculty Association
Executive Committee Meeting Minutes
March 14, 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 March 14, 2016. The meeting convened at 4:12 pm. Chairman Leslie Sayer presiding, Lois Henderson, VP Communications, recording.

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

Regrets: Susan Otto

2. **Additions to the Agenda:**

The following additions and corrections were made to the agenda:

Under New Business, add the following item:

13. a. add Faculty Social

3. **Approval of the Agenda: MOTION:** Carolyn Cantelo moved to approve the agenda as amended. **Seconded. Carried.**
4. **Corrections** were made to the Minutes of February 22, 2016.
5. **Approval of the Minutes** of February 22, 2016: **MOTION:** Lisa Saxby moved to approve the minutes as corrected. **Seconded. Carried.**

6. **Officer's Reports**

- a. **President**

Leslie Sayer reported that he attended the President's Council meeting in Calgary on March 5th, 2016, and that the new Advanced Education minister will push PSLA changes to the fall session. Report details are posted on the J drive.

- b. **VP Negotiations**

Lisa Saxby - no report

- 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: the Wellness Challenge and short term illness inquiries. Since last report there have been no faculty terminations and no disciplinary meetings that she attended. If a faculty member is unhappy with his/her designated HR representative, the faculty member may request a different representative. Report details are posted on the J drive.

d. VP Professional Affairs

Carolyn Cantelo reported that program planning for a new certificate for Medical Office Assistant is still in the development stage, and the Academic Council members were invited to attend the International Women's Day Celebration at NorQuest on March 8th, 2016. Report details are posted on the J drive.

e. VP Finance

Sheryl Boisvert reported that we have \$171,933.38 in our chequing account and \$123,850.17 in our savings account. The March 10th deposit of the faculty dues was not made on time.

ACTION: Sheryl Boisvert will again 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 met February 24th, 2016. The Board met March 7, 2016. The Board still has 2 vacancies to fill. Report details are posted on the J drive.

b. Faculty Representatives

Brenda Mein – no report
Krista Schwabl – no report

c. Committee Reports

Carolyn Cantelo reported for the following committees (Report details are posted on the J drive in the VP Professional Affairs report):

- a. **Faculty Development Committee** – the deadline to enter the draw for funding for the "Great Teachers Seminar" is March 18th. 39 people have entered to date. The draw will be held on Monday, March 21st.
- b. **Professional Development Committee** – Approximately \$20,000 in additional PD funds for college employees have been made available from the unused portion of Graduate Studies funding.

Leslie Sayer reported for the following committee:

- c. **Faculty Evaluation Steering Committee** – Ideas/philosophies are in place, but the deadline to implement them by July 1st is not allowing for evaluation of effectiveness. Evaluations will be rolled out in stages.

Lisa Saxby reported for the following committee:

- d. **New Faculty Orientation Committee** – Alex Caldararu will be offering a 90 minute information/question & answer session on our Faculty Collective Agreement on April 6th, 2016.

Nicole Orlecki

e. **Grievance Committee** – no report

8. eNewsletter

Send items for the eNewsletter to Lois Henderson by Monday, March 21st.

Items will be sent to Sarah James to compile the eNewsletter by Friday, March 28th, 2016.

Neelu Bajwa will receive a \$25.00 gift card to Tim Horton's for her article contribution to last month's eNewsletter.

Action: Sheryl Boisvert will get a \$25.00 gift card for Neelu Bajwa.

9. Website

The picture gallery on the website is empty.

ACTION: Les Sayer will contact Sarah James to fix the link to the picture gallery so pictures can be posted.

10. Review of By-laws

By-laws 1.0, 2.0 and 3.0 were reviewed. By-law 4.0 – Executive Committee will be reviewed at the next meeting in April.

11. Discussion points for Executive Office Meeting

Action items resulting from the review of the ACIFA climate survey will be presented.

ACTION: email suggestions for Action items to Les Sayer to compile by April 11th.

12. Unfinished Business

The following Action Items from the February 22nd meeting, still need to be completed:

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.

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

ACTION: Sheryl Boisvert will write a policy regarding ACIFA funding

13. New Business

Faculty Social – we will host a Spring Social for faculty in May 2016.

MOTION: Carolyn Cantelo moved to create a standing committee to organize faculty socials.
Seconded. Carried.

ACTION: Nicole Orlecki and Sheryl Boisvert will send an email calling for volunteers to serve on a Faculty Social Committee.


14. Round Table Discussion

Cindy Fowler will organize the committee to finalize the nominations and to choose the recipient of the President's Medal.

15. Adjournment: Meeting adjourned at 5:47 pm.

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on April 18, 2016.


VP Communications


President