

NorQuest College Faculty Association
Executive Committee Meeting Minutes
April 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 April 18, 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, Sherry Greenbank

Regrets: Susan Otto, Brenda Mein, Krista Schwabl, Sheryl Boisvert

2. **Additions to the Agenda:** No additions
3. **Approval of the Agenda: MOTION:** Nicole Orlecki moved to approve the agenda as amended. **Seconded. Carried.**
4. **Corrections to Minutes:** No corrections
5. **Approval of the Minutes of March 14, 2016: MOTION:** Carolyn Cantelo moved to approve the minutes as corrected. **Seconded. Carried.**

6. **Officer's Reports**

- a. **President**

Les Sayer reported that Norma Schneider informed us of Alberta Works' decision to remove \$300 000 of funding for the administration of SIP funding application forms. Nothing is in place to deal with this funding shortfall, but it is expected that the College will fund itself. 2% increase in base funding has been re-established and the \$16 million cut has been rescinded. He suggested we look at co-funding an administrator assistant for this purpose with AUPE. 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 me on a number of issues including: inquiries into obtaining a standing desk, modified work schedule, and position modifications. Since my last report there have been one position abolishment, no faculty terminations and no disciplinary meetings that I have attended. Report details are posted on the J drive.

d. VP Professional Affairs

Carolyn Cantelo reported that Academic Council met on April 12, 2016. The next meeting is May 17, 2016. Report details are posted on the J drive.

e. VP Finance

Lisa Saxby reported for Sheryl Boisvert in her absence. We have \$181,930.93 in our chequing account and \$126,152.67 in our savings account. The deposit of the faculty dues was not made on time.

ACTION: Lisa Saxby will email the draft policy for the ACIFA Conference Expense Claim.

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** – 10 people have been selected and have registered for the Great Teachers Seminar from June 12 to 16.
- b. **Professional Development Committee** – Additional PD funds for college employees are being made available from this year's unused portion of Graduate Studies funding. Depending on any outstanding graduate studies requests, the amount available will be about \$20,000. At the end of April, the PD Committee will review funding requests that will be completed by mid-June 2016.
- c. **Faculty Evaluation and Development Committee** – Halogen has been selected as the tool for faculty evaluation. Year 1 implementation will be 90 faculty including all chairs and associate chairs. Key messages are yet to be determined for faculty roll out

Lisa Saxby reported for the following committee:

- d. **New Faculty Orientation Committee** – 9 people attended Alex Calderaru's information/question & answer session on our Faculty Collective Agreement on April 6th, 2016. 50% of the new faculty attended the New Faculty Orientation session.

Nicole Orlecki reported for the following committee:

e. **Grievance Committee** – no report

f. **Faculty Association Social Committee** – We will host a “New Hires Social” on June 16th from 3:30 p.m. to 8:00 p.m.

ACTION: Lois Henderson will send a meeting request to executive to attend the New Hires Social.

8. eNewsletter

Send items for the eNewsletter to Lois Henderson by 12:00 p.m. on Friday, April 22nd
Items will be sent to Sarah James to compile the eNewsletter before the end of April

9. Website

The website is now fully functional. Pictures have been added to the gallery.

10. Review of By-laws

By-laws 4.0 – were reviewed. By-laws 5.0 will be reviewed at the next meeting in May.

11. Discussion points for Executive Office Meeting

Les will create a presentation of the ACIFA Climate Survey to be presented at the Senior Leadership meeting in May.

12. Unfinished Business – no unfinished business

13. New Business

Les has requested the Faculty Association get office space in the new building.

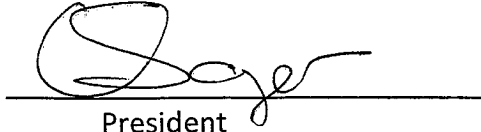
14. Round Table Discussion

Sheryl Boisvert will be asked to buy lottery tickets in the same amount as last year to make a “Ticket Basket” for the ACIFA silent auction donation.

15. Adjournment: Meeting adjourned at 5:30 pm.

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on May 30, 2016.


VP Communications


President

