

NorQuest College Faculty Association
Executive Committee Meeting Minutes
May 30, 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 May 30, 2016. The meeting **convened at 4:06 pm.** Chairman Leslie Sayer presiding, Lois Henderson, VP Communications, recording.

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

Regrets: Susan Otto

2. **Additions to the Agenda:** The following items were added to the agenda:
 - 13. d. NCFA Faculty Year-end dinner
 - 13.e. Faculty Work Assignment Policy
3. **Approval of the Agenda: MOTION:** Carolyn Cantelo moved to approve the agenda as amended. **Seconded. Carried.**
4. **Corrections to Minutes:** No corrections
5. **Approval of the Minutes of April 18, 2016: MOTION:** Brenda Mein moved to approve the minutes as corrected. **Seconded. Carried.**

6. **Officer's Reports**

- a. **President**

Les Sayer reported that he attended the president's council meeting during the ACIFA conference in Jasper in May. He summarized reports from CAFA, CAUT, and a presentation by David Williams, the executive director from Campus Alberta. He reported that Sun Life Financial is the provider for NorQuest for Life and Disability benefits, effective July 1, 2016. Also, Les reported that the speech he presented at convocation was criticized for being off-brand and inconsistent with the overall theme. Report details are posted on the J drive.

- b. **VP Negotiations**

Lisa Saxby reported that she has been elected as the VP Negotiations for ACIFA and will serve for 2 years.

- c. **VP Welfare**

Nicole Orlecki reported there have been 14 new commencements and 1 termination. 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: vacation pay, the faculty year end social, work allocation with assignment lines, and the salary grid. Report details are posted on the J drive.

d. VP Professional Affairs

Carolyn Cantelo reported that Professional Affairs Committee met at the ACIFA conference on May 15, 2016. Academic Council deferred discussion of tuition and fees to the next meeting on June 21, 2016. Report details are posted on the J drive.

e. VP Finance

Sheryl Boisvert reported we have \$177,552.87 in our chequing account and \$126,194.15 in our savings account.

7. Other Reports

a. Representative to the Board of Governors

Sherry Greenbank reported that Premier Notley announced that funding has been restored in support of our new building. The Governance Committee met May 4th, 2016. The Board met May 9th, 2016 where Ken Steele made a special presentation and met with the Board to review innovation and potential capital growth projects. The Board still has 2 vacancies to fill. Sherry attended the Honourary Diploma Recipient dinner on May 25th. Report details are posted on the J drive.

b. Faculty Representatives

Krista Schwabl reported the LINC program has changed from 16 to 14 weeks to match the vacation terms in the Collective Agreement.

Brenda Mein – 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** – Final PD and Graduate Studies funds for this year's budget are being reviewed this week.
- c. **Faculty Evaluation and Development Committee** – The new process for faculty evaluation and development will be effective July 1, 2016. The framework will be rolled out in stages over two years. Information sessions will be held on June 2nd, 3rd and 6th

Lisa Saxby reported for the following committee:

- d. **New Faculty Orientation Committee** – There are 14 new faculty this term. There is a New Faculty Year-end Social on June 16, 2016.

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.

8. **eNewsletter** -Send items for the eNewsletter to Lois Henderson by 12:00 p.m. on Friday, June 3rd. Items will be sent to Sarah James to compile the eNewsletter.

ACTION: Les will send an email to the lottery winners and presenters asking them to write about their experience at ACIFA and submit it for the eNewsletter.

ACTION: Nicole will write a review of the NCFAs Year-end social to submit for the eNewsletter.

9. **Website** - Send pictures to Sarah James to be added to the photo gallery.

10. **Review of By-laws** - Review of By-laws 5.0 was tabled to the next meeting.

11. **Discussion points for Executive Office Meeting**

- Send Les suggestions for areas of improvement resulting from the ACIFA Climate Survey results.
- What were the results from the New Program Idea Event
- Convocation – Why are all faculty, specifically specialized faculty, not allowed to attend?

12. **Unfinished Business**

The review of the policy of ACIFA Conference expense claims was tabled to the next meeting

13. **New Business**

a. NCFAs would like to acknowledge Sarah James' medical leave. **MOTION:** Nicole Orlecki moved to purchase flowers up to the amount of \$60.00. **Seconded. Carried.**

ACTION: Brenda Mein will purchase flowers and have them delivered to Sarah James.

- b. Discussion ensued about who has access to non-evaluative and evaluative information once it is posted to HR.
- c. ACIFA has donated money to Keyano College on behalf of the Colleges.
- d. Discussion ensued as to when to have the NCFAs Faculty Executive Year-end dinner.

MOTION: Sheryl Boivert moved to have the NCFAs Executive Year-end dinner at Sabor Restaurant on Monday, June 20th at 4:30 p.m. **Seconded. Carried.**

ACTION: Lois will email Sarah James to make reservations.

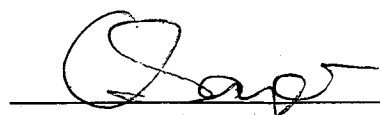
- e. The Faculty Work Assignment Policy will be accepted as presented.

14. **Round Table Discussion** – no discussion

15. **Adjournment: Meeting adjourned at 6:17 pm.**

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on June 20, 2016.


VP Communications


President

