

**NorQuest College Faculty Association**  
**Executive Committee Meeting Minutes**  
**Oct. 17, 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 October 17, 2016. The meeting convened at 3:57 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, Tammy Dunnett

Regrets: Doug McRae

2. **Additions to the Agenda** – add the following items to item 13. New Business on the agenda:
  - b. AGM preparation
  - c. Climate Survey
  - d. Winter Social
  - e. Christmas Dinner
  - f. Role of the VP Welfare
3. **Approval of the Agenda: MOTION:** Susan Otto moved to approve the agenda as amended. **Seconded. Carried.**
4. **Corrections to Minutes:** - Item 7.c.iii. – Removed Nicole Orlecki's name as she did not report the meeting request at Westmount campus.
5. **Approval of the Minutes of Sept. 19, 2016: MOTION:** Susan Otto moved to approve the minutes. **Seconded. Carried.**
6. **Officer's Reports**
  - a. **President:** Leslie Sayer reported the following:
    - He met with Terry Sway from ACIFA to discuss the Board's power to designate faculty and the inclusion of strike/lockout provisions to the PSLA.
    - We have received 3 nominees for VP Welfare.
    - President's Council meeting is the upcoming weekend.
    - He has continued to email new faculty to attend meetings, but has little success with attendance from LINC.
    - He presented the results of the ACIFA Climate Survey to the College's Senior Leadership Team.

The president's full report is posted on the J drive.

- b. VP Negotiations:** Lisa Saxby reported the following:
  - i. Alex Caldararu will offer a session on the Collective Agreement on Nov. 2<sup>nd</sup>
  - ii. She will attend the President's Council Meeting with Les Sayer on the upcoming weekend.
- c. VP Welfare:** Nicole Orlecki reported that 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: filling in goals for Halogen and Personal Development Plans, questions surrounding maternity leave, the possibility of voting by proxy at the AGM, and information on the role of the Faculty Welfare position. Since her last report, there has been one faculty termination meeting and no disciplinary meetings. There has been 1 faculty commencement.
- d. VP Professional Affairs:** Carolyn Cantelo reported that Academic Council met on Oct. 11<sup>th</sup>. There is an orientation for new faculty and student members. The vacant faculty position was filled by a LINC instructor and there are 2 new faculty members as alternates.
  - i. **Professional Development Committee** – Carolyn Cantelo reported that the committee met October 3<sup>rd</sup> and reviewed 22 applications for Professional Development and 5 applications for Graduate Studies. The full report is available on the J drive.
- e. VP Finance:** Sheryl Boisvert reported that we have the following:
  - i. \$157,371.12 in chequing, \$126,405.88 in savings, and \$205,475.58 our GIC
  - ii. Sheryl presented the budget for the next year. Revisions were made.

## 7. Other Reports

- a. Representative to the Board of Governors:** Sherry Greenbank reported that the Governance Committee met on Oct. 14<sup>th</sup>, 2016, and the Board of Governors will meet on Oct. 26<sup>th</sup>, 2016.
- b. Faculty Representatives:**
  - Susan Otto reported faculty is having difficulty with technology in the classroom. Les Sayer directed her to speak with management.
  - Tammy Dunnet reported concerns with workload in FCHS. Discussion ensued about the Collective Agreement being set until 2019.
- c. Committee Reports:**
  - i. **Faculty Development** – no report

- 8. eNewsletter** – Submissions for the eNewsletter need to be emailed to Lois Henderson by October 21<sup>st</sup> to be edited and sent to Sarah James for publication.

9. **Website** – email Sarah James with updates to the biographies
10. **Review of By-laws** – Review of By-laws 6.0 and 7.0 was tabled until the next meeting.
11. **Discussion point for Executive Office meeting** – Les Sayer will be away during the next meeting with the Executive Office
12. **Unfinished Business** – there was no unfinished business
13. **New Business**

- a. **NCFA MasterCard and banking** – One of the NCFA MasterCards has been sent to collections as it has not been paid since December 2015. Discussion ensued.

**MOTION:** Tammy Dunnet moved that Sheryl write a report itemizing the dates, amounts of transactions, and contents of email communications with Servus Credit Union the MasterCard since December 2015. **Seconded. Carried.**

**ACTION:** Sheryl Boisvert will email to ask the administration assistant to investigate interest rates and service charges on chequing and savings accounts with other banking institutions, as well as business credit cards and procurement of credits cards to members.

**ACTION:** Sheryl Boisvert will find out if the administrative assistant's personal credit rating will be affected by the NCFA MasterCard.

- b. **AGM preparation:**

- Sarah James will prepare envelopes for \$300.00 door prizes in the following allotments: 1 – \$100.00, 2 – \$50.00, 5- \$20.00
- Sarah James will prepare candy center pieces for each table.

- c. **Climate Survey:** Leslie Sayer presented the Climate Survey report to the Executive Office.

**MOTION:** Lisa Saxby moved that we not amend the ACIFA Climate Survey questions. **Seconded. Carried.**

- d. **Winter Social** – Will be held Dec. 8<sup>th</sup>

**ACTION:** Nicole Orlecki will book Rooms A808 and A809 for the social on Dec. 8<sup>th</sup> 1<sup>st</sup>, 2016 with an alternate date of Dec. 1<sup>st</sup>, if the rooms are unavailable.

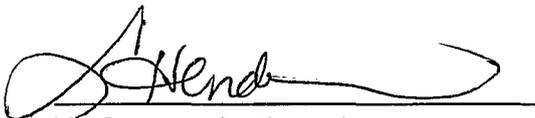
- e. **Christmas Dinner** – the NCFA executive dinner will be held Dec. 1<sup>st</sup>. Email Lois Henderson suggestions for restaurants.

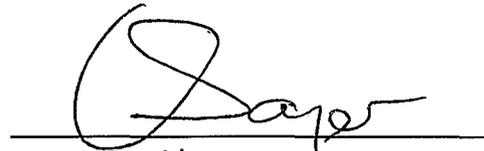
- f. Role of VP Welfare – the current role of the VP Welfare also includes the social committee. Discussion ensued as to whether the VP Welfare will be required to be on the committee.

**14. Round table – no discussion**

**15. Adjournment – Meeting adjourned at 6:02 p.m.**

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on November 21, 2016.

  
VP Communications

  
President