

NorQuest College Faculty Association
Executive Committee Meeting Minutes
Nov. 21 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 November 21, 2016. The meeting **convened at 4:02 pm**. Chairman Leslie Sayer presiding, Lois Henderson, VP Communications, recording.

Attendees: Leslie Sayer, Lois Henderson, Lisa Saxby, Carolyn Cantelo, Sheryl Boisvert, Susan Otto, Sherry Greenbank, Tammy Dunnett, Doug McRae

Regrets: Alex Caldararu

2. **Additions to the Agenda** – no additions
3. **Approval of the Agenda: MOTION:** Carolyn Cantelo moved to approve the agenda as amended. **Seconded. Carried.**
4. **Corrections to Minutes:** - Item 7. ii. moved to 6.d. – the Professional Development Committee report moved to be under the VP Professional Affairs.
5. **Approval of the Minutes of Oct. 17, 2016: MOTION:** Tammy Dunnett 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:
 - He met with the VP Business development to discuss the Boards ability to designate and re-designate faculty.
 - Terry Sway from ACIFA suggested a parliamentarian attend our AGM to ensure rules of order are followed.

ACTION: Leslie will meet with Laurel Evans to discuss the faculty designations.

ACTION: Leslie will contact Alex Caldararu directing him to email faculty as the new VP Welfare to ensure faculty is aware of how to contact him.

- b. **VP Negotiations:** Lisa Saxby reported the following:
 - She met with Les and ACIFA regarding the matter of adopting the Labour Code or making changes to the PSLA. The government has been gathering information from all stakeholders regarding this matter.
 - c. **VP Welfare:** - no report

- d. **VP Professional Affairs:** Carolyn Cantelo reported that Academic Council met on Nov. 8. There was a discussion about the provincial freeze on tuition and mandatory fees. The freeze does not include international fees.
- I. **Professional Development Committee** – Carolyn Cantelo reported that the committee met Nov. 1st and reviewed 6 applications for Professional Development and 1 application for Graduate Studies.
 - II. **The FED Quality Assurance Team** met on October 31st and November 21st and are continuing to review sources of feedback for all faculty and the process for probationary faculty.
- e. **VP Finance:** Sheryl Boisvert reported that we have the following:
- \$160,933.01 in chequing, \$126,448.82 in savings, and \$205,475.58 our GIC
 - We spent under budget at this year's AGM.
 - We received a good report from the auditor. There were no recommendations.
 - Sarah James is still investigating new banking options.
 - Parking for the meetings can be reimbursed.

ACTION: Sheryl will look into Parking Services charging the faculty association directly.

7. Other Reports

- a. **Representative to the Board of Governors:** Sherry Greenbank reported that the Board has had a closed meeting on October 24, 2016, a public meeting, October 24th, and attended the NorQuest annual Road Hockey tournament on Nov. 4th, 2016. The next meeting is December 5th for both a closed and a public meeting.
- NorQuest has committed to expanding programming by one program that meets the Provincial Climate Leadership Plan. Our VP Teaching and Learning has been consulting with BC colleges to investigate Clean Energy programming.
 - NorQuest has exceeded its targeted FLEs.
 - Indigenous Training and education has exceed its targets The center serves 1,425 clients with 68% placement
 - The Maximizing Opportunities Campaign is behind target by 3 million dollars.
- b. **Faculty Representatives:**
- Tammy Dunnet discussed the work assignment appeal process asking when VP Welfare should be notified because timelines in the appeal process are short, so issues can be resolved quickly.

ACTION: Leslie Sayer will meet with Laurel Evans on December 13th, and will discuss the workload concerns.

ACTION: Leslie Sayer will contact Heather Kitteringham to add a line on the appeal form to cc the VP Welfare.

ACTION: Lois Henderson will invite Heather Kitteringham to our meeting in January to speak about workload policy and the appeal procedure.

c. Committee Reports:

- i. **Negotiation Committee** – no report
- ii. **Grievance Committee** – no report
- iii. **Faculty Orientation Committee** – Lisa Saxby reported that due to scheduling conflicts, there will only be one New Faculty Orientation, in either late January or early February. Next year, they will plan meetings in October and in February.
- iv. **Faculty Development Committee** – no report

8. **eNewsletter** – Due to low reader volume, discussion ensued as to whether to continue the eNewsletter.

MOTION: Doug McRae moved to abolish the eNewsletter and cancel the subscription we have with Industry Mailout. **Seconded. Carried.**

ACTION: Sheryl Boisvert will notify Industry Mailout to cancel our subscription effective immediately.

9. **Website** - discussion ensued as to the format of the website.

MOTION: Doug McRae moved to re-vamp the website to include a new host with the possibility of an accessibility website. **Seconded. Carried.**

ACTION: Leslie Sayer will investigate new hosts for the website and re-vamp the website.

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** – no discussion

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


13. **New Business** - no new business

14. **Round table** – The Winter Social will be held on Dec. 8th in Rooms A808 and 809, from 4:00 p.m. to 8:00 p.m.

15. **Adjournment** – Meeting adjourned at 6:03 p.m.

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on January 16, 2017.


VP Communications


President