

NorQuest College Faculty Association
Executive Committee Meeting Minutes
September 25, 2017

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 August 30, 2017. The meeting **convened at 4:10 pm**. Chairman Leslie Sayer presiding, Lisa Saxby, VP Negotiations, recording.

Attendees: Leslie Sayer, Lisa Saxby, Carolyn Cantelo, Sheryl Boisvert, Alex Caldararu, Joan Wall, Kim Chaba-Armstrong, Susan Otto.

Regrets: Upinder Singh, Linda Black, Tracy Topolnitsky

2. **Additions to the Agenda** – The following items were added to the agenda:
 - New Business
 - b. Release time for VP Welfare
 - c. Sherry Greenbank
 - d. Policies for grievance committee
3. **Approval of the Agenda: MOTION:** Alex Caldararu moved to approve the agenda as amended. **Seconded. Carried.**
4. **Corrections to Minutes of June 12, 2017:** No corrections were noted.
5. **Approval of the Minutes of June 12, 2017: MOTION:** Joan Wall moved to approve the minutes. **Seconded. Carried.**
6. **Officer's Reports** – Full reports are posted on the J drive.
 - a. **President:** Highlights from Leslie's report:
 - Les attended a meeting with Stats Canada. NorQuest researchers are asking for all faculty to be included in the statistics.
 - Les received a faculty list for WDHR. There are 279 faculty, excluding casual. This is fewer than last year.
 - Les is working with Alex, meeting with WDHR.
 - b. **VP Negotiations:** no report
 - c. **VP Welfare:** Alex Caldararu reported the following:
 - See full report on J: drive.
 - d. **VP Professional Affairs:** Carolyn Cantelo reported the following:
 - Academic Council was cancelled due to the lack of a student rep. The next meeting is Oct. 25, 2017.
 - e. **VP Finance:** Sheryl Boisvert reported the following:
 - \$192,243.45 in chequing, \$106,848.70 in savings, and \$230,00.00 in GIC.
 - Sheryl Boisvert presented the proposed budget for 2017-2018.

ACTION: Lisa Saxby will discuss at the Oct NAC meeting whether it is necessary to purchase Director's and Officer's Insurance if the bylaws are written well enough.

7. Other Reports:

a. Representative to the Board of Governors: - No report

b. Faculty Representatives: - no report

c. Committee Reports:

i. Negotiation Committee – No report

ii. Grievance Committee – No report

iii. Faculty Orientation Committee – The New Faculty Orientation will be in November. Discussion ensued regarding the need for the committee to meet.

iv. Faculty Development Committee – There have been 10 applications received for the post-secondary grant.

v. Social committee – no report

8. Website – Leslie Sayer suggested a sub-committee be formed to choose appropriate content for the website.

MOTION: Susan Otto moved that a sub-committee be formed to decide on website content and to be responsible for posting. The subcommittee will report to the VP Communications.

Seconded. Approved.

ACTION: Susan Otto will email faculty asking for volunteers to serve on the committee.

9. Review of By-laws – Remove this item from the agenda as the review has been completed.

10. Discussion point for Executive Office meeting – Update of the Strategic Plan

11. Unfinished Business:

a. AGM Planning: Discussion ensued. The AGM will be held on Thursday, Oct. 26, 2017. Volunteers are needed to set-up and take down the chairs and tables.

ACTION: Alex Caldararu will email the faculty survey that will be given at the AGM to executive for approval.

12. New Business

- a. **Christian Prayer Meeting:** Discussion ensued. It is not the role of the faculty association to sanction interest groups.
- b. **Release time for VP Welfare:** Discussion ensued, but was tabled to the next meeting.
- c. **Sherry Greenbank:** Discussion ensued regarding what to do in appreciation.

MOTION: Kim Chaba-Armstrong motioned that we get a thank you card and \$50 gift card to thank Sherry Greenbank for her services. **Seconded. Approved.**

ACTION: Sheryl Boisvert will get the thank you card and the gift card, and will check to see if Nicole Orlecki received a similar thank you when she left the position of VP Welfare.


d. Policies for Grievance Committee:


ACTION: Alex will email the executive with policy wording.

13. Round table – Nothing was discussed.

14. Adjournment – Meeting adjourned at 6:00 p.m.

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on October 23, 2017.


VP Communications


President

