

NorQuest College Faculty Association
Executive Committee Meeting Minutes
November 20, 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 November 20, 2017. The meeting **convened at 4:06 pm**. Chairman Leslie Sayer presiding, Kim Chaba-Armstrong, VP Communications, recording.

Attendees: Leslie Sayer, Lisa Saxby, Sheryl Boisvert, Joan Wall, Kim Chaba-Armstrong, Lois Henderson, Upinder Singh, Linda Black, Tracy Topolnitsky, Susan Otto, Alex Caldararu

Regrets: Charlotte McCartan

Formal welcoming of: Linda Black as VP Professional Affairs; Tracy Topolnitsky as Board of Governors Representative; Kim Chaba-Armstrong as VP Communications

2. **Additions to the Agenda** – The following items were added to the agenda:

New Business

- ACIFA survey response rate
- 2 new possible sub committees

3. **Approval of the Agenda: MOTION:** Linda Black moved to approve the agenda as amended. **Seconded. Carried.**

4. **Corrections to Minutes of October 23, 2017:** No amendments made.

5. **Approval of the Minutes of October 23, 2017: MOTION:** Upinder Singh moved to approve the minutes. **Seconded. Carried.**

6. **Officer's Reports** – Full reports are posted on the J drive.

a. President: Leslie Sayer reported the following:

- Leslie reported 279 instructors; would like at least a 50% response rate on ACIFA Survey
- Re: Request for \$12,000 donation to Ontario strike fund from ACIFA – ACIFA sent a letter of encouragement and changed the donation amount to \$3000.

b. VP Negotiations: Lisa Saxby reported the following:

- NAC meeting in January in Calgary
- Of 15 institutions, half could open negotiations this year

c. VP Welfare: Alex Caldararu reported the following:

- DFR (Duty of Fair Representation) complaint ruled in our favour by Alberta Relations Board
- Unfair Labour Practice issue: still going through processes and pre-hearing meeting to be set in next 3 months
- Labour Conference was Nov. 1 – we need to develop our Grievance Committee policies and procedures
- Pending lawsuit – no update; still before the courts
- It was recommended to us that we start building our strike fund right away. How big a fund we need depends on the size of our membership.

- d. **VP Professional Affairs:** Linda Black reported the following:
 - Academic Council did not meet
- e. **VP Finance:** Sheryl Boisvert reported the following:
 - \$166,556.13 in chequing, \$106,920.14 in savings, and \$230,000.00 in GIC.
 - NCFAs office will be opening in 2019. We will need a capital budget for that time.

7. Other Reports:

- a. **Representative to the Board of Governors:** - Tracy Topolnitsky reported the following:
 - Attended BOG Retreat in August 2017: main discussion point was updating the Strategic Plan.
 - Major concern is Lights On funding; college is pursuing other avenues of funding
 - Questions for BOG: doing an International Student risk analysis; is the Strategic Plan contingent upon Jodi being CEO until 2025
- b. **Committee Reports:**
 - i. **Negotiation Committee** – Nothing to report
 - ii. **Grievance Committee**
 - Linda and Susan will join Leslie, Alex and Lisa on the committee
 - iii. **Faculty Orientation Committee**
 - About 15 came to the Meet & Greet. Others were night, regional or new again.
 1. Feedback: some attendees didn't see the need to go to the other Faculty tables; food was good; just do one Meet & Greet a year in November, not two.
 - iv. **Faculty Development Committee** – Nothing to report
 - v. **Social committee** –
 - Winter Social is December 15: \$5 members; \$35 non-members

8. Website – Nothing new

ACTION: Susan will put a call out for more people and set up a committee.

ACTION: Susan will talk with Alex re: combining his new committee ideas to this committee.

9. Discussion points for Executive Office meeting

ACTION: Leslie will look into “work from home” policy.

10. Unfinished Business:

- a. **Bylaw update from Lisa:**
 - Lisa is still working on it.
- b. **ACIFA dues question**
 - Leslie reported that NCFAs has lowest dues rate at .8%
- c. **AGM review and action items for next AGM**
 - Feedback: Verbally summarizing reports was good; change the time; maybe add a round table to the end of the agenda.

ACTION: Linda will research the issue of adding items to the AGM agenda.

ACTION: Let's do a poll on time and dates.

d. Christmas dinner

- Reservation booked for Monday, December 4, 2017; 5pm

11. New Business

- a. **Academic Freedom Policy**
 - The next step is to get this into the Collective Agreement
- b. **ACIFA Survey response rate**
 - Les will continue to send out motivating reminders and updates

ACTION: All executive members talk to colleagues re: doing the survey; put sticky notes on people's computers

- c. **2 new possible sub committees**
 - Faculty Engagement Committee: engage with the Faculty Association more. Idea to expand the directives of the Website Committee to include this.
 - Internal PD Committee: creating our own internal education sponsored by the Faculty Association.

ACTION: Alex will make up a list of PD ideas

12. Round table

- a. Sheryl will buy cards and gift cards for Carolyn and Lois; to be given at Xmas dinner
- b. Discussion item for next meeting – starting a legal fund

13. **Adjournment** – Meeting adjourned at 6:07 p.m.

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on December 18, 2017.

 Recoverable Signature

X 



Signed by: 36ae8d01-f8f4-4a21-a4d8-52c179a487e9

VP Communications

President