



NorQuest College Faculty Association
Executive Committee Meeting Minutes
March 19 & 26, 2018

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 March 19 & 26 26, 2018. The meeting **convened at 4:10 pm**. Chairman Leslie Sayer presiding, Kim Chaba-Armstrong, VP Communications, recording.

March 19 Attendees: Leslie Sayer, Lisa Saxby, Kim Chaba-Armstrong, Linda Black, Tracy Topolnitsky, Susan Otto, Alex Caldararu, Sheryl Boisvert, Joan Wall, Brooklin Schneider, Leah Townsend (new as of today)

Regrets: Upinder Sarkar, Charlotte McCartan

March 26 Attendees: Leslie Sayer, Lisa Saxby, Kim Chaba-Armstrong, Linda Black, Tracy Topolnitsky, Susan Otto, Alex Caldararu, Sheryl Boisvert, Joan Wall, Brooklin Schneider, Leah Townsend, Upinder Sarkar

Regrets: Tracy Topolnitsky, Charlotte McCartan

2. **Additions to the Agenda** – Additions added to the agenda.
 3. **Approval of the Agenda: MOTION:** Linda Black moved to approve the agenda as amended. **Seconded. Carried.**
 4. **Corrections to Minutes** of February 26, 2018: Amendments made.
 5. **Approval of the Minutes** of February 26, 2018: **MOTION:** Joan Wall 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: (See report)
 - Presidents' Council meeting – focused on the need for a strike/lockout fund. Paul Hayes joined on a conference call for this issue. We pay .08% dues to ACIFA; other institutions pay more. Strike funds don't mean there would be more strikes, usually the opposite. Strike pay isn't an income replacement and everyone is paid the same because everyone is doing the same on the picket line.
 - ACIFA Defense Fund terms of reference were brought forward to Presidents' Council. ACIFA will give \$100,000 to start it off. AGM will vote on it.
 - Alberta Government needs degree granting institutions in northern Alberta
 - Bow Valley College withdrew from ACIFA but wanted to have access to the defense fund. They were turned down.
 - A subcommittee was formed to look into future ACIFA conference hotel costs
- ACTION: Leslie Sayer and Sheryl Boisvert to look at faculty numbers that ACIFA uses for dues numbers.**
- CAFA Labour Conference attended last weekend with Alex, Lisa and Leslie. Learned what it takes to be properly prepared for a strike/lockout.
 - Grievance Committee is working on 2 issues.
 - Not getting to all new people. Joan said she could do more.

ACTION: Leslie to send more people Joan's way because she goes to the welcome meeting and would meet new people there.

b. VP Negotiations: Lisa Saxby reported the following:

- ACIFA Defense Fund draft will go up on the J: drive. There will be some minor changes to it from the AGM in May. The fund would be externally managed. The AGM will decide numbers for how much each member will pay i.e. \$5 or \$10 or another number decided upon.
- ACIFA LRO has seen a spike in grievances going to the Labour Board.
- Had a discussion at Presidents' council regarding the steps for representation and recommendations for what to include in the bylaws.

c. VP Welfare: Alex Caldararu reported the following:

- See CAFA website for all information presented at CAFA Labour Conference
- Grievance: one has gone to Level 2; lawsuit against college was dropped but not against us, the lawyer will let us know if there is movement; other lawsuit: no movement.
- Alex will talk to WIL about their positions. Talking to Lisa Rochman and it was recommended to talk to Corey Meshishny about RFP wording in WIL department.

d. VP Professional Affairs: Linda Black reported the following:

- Great Teacher's Conference: have 10 spots. Waiting to see who is interested. There is robust interest.
- PD college wide deadline is March 25.

ACTION: Please advertise this deadline in your department. It's the last bit of money for the year.

- Academic Council: lots of discussion around the English language prerequisite for programming i.e. Vet Office Assistant prerequisite will be more rigorous than the Business Administration program.
- WIL presented at the meeting – Orbis System is supposed to keep track of all practicum coordination.

ACITON: Linda will find out from Carolyn who went to the Great Teacher Conference in the last 3 years.

ACTION: Going forward, VP Finance will keep track of those who go to the 2 conferences.

e. VP Finance: Sheryl Boisvert reported the following:

- Chequing - \$156,885.61
- Savings - \$107,060.82
- GIC - \$230,000
- Legal Fees: \$14,656.63 as of March 8

ACTION: Sheryl will find out how much we are over in legal fees.

ACITON: We have a new credit card, so please prepare any items that have annual renewals

7. Other Reports:

a. Representative to the Board of Governors: - Tracy Topolnitsky reported the following:

- Tracy recommends more people go to BOG meetings.

ACITON: Tracy will let us know when something interesting is coming up to increase our attendance at BOG meetings.

- BOG approved an increase in international student fees by 3% next year and 3% for the following year.

- Question came from FA if the BOG was discussing salary reductions for higher executives. Answer: No, but the Alberta government is going to cover this in the budget this year.
- Lights on funding: asked for 2.9 million and were given 1.6 million from the Alberta government
- Board Chair position was up in December. There was no replacement, so he continued for 3 more months. Now they are waiting to see who the Albert government will appoint next.

b. Committee Reports:

- i. **Negotiation Committee** – Not currently active
- ii. **Grievance Committee** – reported above
- iii. **Faculty Orientation Committee** – Nothing to report
- iv. **Faculty Development Committee** – Nothing to report
- v. **Social Committee**
 - They are gathering information for different venues and will likely go over the remaining budget. Committee will be meeting Friday and will make a motion at the next meeting regarding how much more money they will need.

ACTION: Leslie is going to talk to the NCFCA Administration person regarding her workload.

- vi. **Website Committee**
 - March 19 Tabled
 - March 26 Updated terms of reference for newly named “Communications Committee”.
 - Discussion around adding strike and lockout

ACTION: Susan will tweak the terms of reference and send out requests for involvement.

MOTION: Communications Committee be formed with the terms of reference as written. Lisa Saxby moved the motion. Seconded. Carried.

8. Discussion points for Executive Office meeting

a. Topics:

- New Budget
- Recalibrated plan: still not enough space, what are the plans? leases?
- Now that we have the lights on funding and money generating, how will this affect us?
- Money is good now, but what if a part dries up in the future?
- There are many grievances; and increase in Faculty Welfare cases – dealing with an increased need for a community of respect

March 19 – Adjourned here at 6pm and set a continuing date of Monday, March 26 at 4pm

March 26 – Called to order at 4:10pm

9. Unfinished Business:

- a. \$1000 print order issue from Sheryl:

ACTION: Leslie will check with Kelly about this.

- b. ACIFA teaching award follow from Linda: Linda is on the committee choosing the award which will finish up on March 29.

- c. 2019 ACIFA Attendance reduction poll from Lisa: ACIFA has already decided to reduce the number of hotel rooms from 250 to 160.

- d. Policy for how people are chose to go to conferences from Linda and Brooklin:

ACTION: Linda and Brooklin will bring a draft to the May meeting.

- e. Social Committee send out a Save the Date for next social from Social Committee: done
- Just confirmed can get the Dockside Bar again. Budge will go over.

MOTION: Approve the \$2000 increase for the faculty social line to the budget for year-end social; a onetime extension for this year. Sheryl **moved** the motion. **Seconded. Carried.**

- f. Grievance policy from Alex

- Discussed WIL with Laurel and one WIL RFP will be re-worded
- Update on grievances

- g. Bylaw update from Lisa

- Still waiting for SAFA's results

- h. Work from home policy update form Leslie

- 2 different kinds; not known to all departments

- i. List of ideas for internal PD committee from Alex: Alex is doing this as part of his masters.

- j. Faculty Association PD Committee policy regarding AGM grant money distribution from Linda: discussion regarding only covering courses. Linda will take the discussion back to the committee.

10. New Business

- a. Re-visit of motion regarding executive cost coverage for ACIFA conferences.

- Robert's Rules say you can't change a motion via email

ACTION: Let's look at compensation that other institutes get and bring up to the next AGM

- Discussion around why the revote took place. Most felt it was taken under inappropriate duress.

MOTION: That the email votes rescind the motion previously passed on February 26 regarding covering executive costs for ACIFA conferences as per the electronic votes on March 9. Linda Black moved.

Seconded. For 3; Against 0; Abstentions 6. Carried.

- b. Acting on requests that came out of the ACIFA Climate Survey discussion with Norma:
Tabled

- c. Welcome Leah Townsend to the executive: Welcomed; she is representing Student Services

d. Building strike/lockout fund

- Leslie will do pizza and pop meetings with all departments to discuss this item.

11. **Round table – Take this item off the list going forward.**

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

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on April 16, 2018.



VP Communications



President