

NorQuest College Faculty Association
Executive Committee Meeting Minutes
December 17, 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 December 17, 2018. The meeting **convened at 4:10 pm**. Chairman Leslie Sayer presiding, Kim Chaba-Armstrong, VP Communications, recording.

Attendees: Leslie Sayer, Kim Chaba-Armstrong, Alex Caldararu, Susan Otto, Sheryl Boisvert, Brooklin Schneider, Joan Wall, Tracy Topolnitsky, Lisa Saxby, Bryan Gamble

Regrets: Upinder Sarkar, Leah Townsend

2. **Additions to the Agenda** – None
3. **Corrections to Minutes** of November 19, 2018: No amendments made.

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

- a. **President:** Leslie Sayer reported the following:

- Helping members
- ACIFA is looking to boost its presence with all groups; video; info brochure
- Swag has been ordered
- Bow Valley ratified a 3 year contract with 0% increase for first 2 years and an option to open on 3rd year but have many concessions in other areas including gym membership

ACTION: Les and Alex to talk to HR about when FA Exec are notified regarding complaints that bypass OSJA processes and go right to HR; should these be taken to HR right away; when do Chairs get notified so that they can respond to things that might come up; faculty member needs to know right away as does FA.

- b. **VP Negotiations:** Lisa Saxby reported the following:

- NAC meeting – CAUT is coming to do training on negotiations; negotiations team might attend
- Negotiations team met 2 weeks ago; they put out a survey to the membership; 176 out of 418 responded and 75 wrote comments
- Will open negotiations the beginning of April

- c. **VP Welfare:** Alex Caldararu reported the following:

- Working with members and departments on various issues
- The case before the Labour Board January 16-18; in communication with lawyer regarding this case

- d. **VP Professional Affairs:** Brooklin Schneider reported the following:

- Academic Council was cancelled for December.
- ACIFA awards- encourage people to apply; deadline Jan 4.
- Going to PAC in January.

- e. **VP Finance:** Bryan Gamble reported the following:
 - The college is getting caught up with what they owe us.
 - Would like to look into other investing strategies for building the strike fund

5. Other Reports:

- a. **Representative to the Board of Governors:**
 - BOG's focus is: build on strengths as a governing body
 - They did communication training
 - Passed the document: Imagine: NorQuest College Strategic Plan 2025 Strategic Framework
- b. **Committee Reports:**
 - i. **Negotiation Committee** – see report above
 - ii. **Grievance Committee** – Meeting as needed
 - iii. **Faculty Orientation Committee** – No
 - iv. **Social Committee** Joan reported
 - Santa Maria Garetti booked for January 19; tickets coming out soon \$10 for members \$40 for guests
 - Maybe talk to AUPE about a combined September social
 - v. **Communications Committee** – Susan reported
 - 6 members; met
 - Goals are
 1. Produce an e-newsletter/paper version too for February 1, 2019; they will send out a request for specific content
 2. Looking into how to collect personal information from the membership in case of job action

6. Discussion points for Executive Office meeting

- a. Meeting canceled for January
 - Ask them to collect their ACIFA Climate Survey comments/concerns for the February meeting
- b. February meeting topic 2 – PD: what do we want to see at the next College Wide Learning Day in May?

7. Unfinished Business:

- a. Strike/Lockout items:
 - Nothing to report
- b. Acting on Requests that came out of the ACIFA Climate survey discussion with Norma – not done
- c. NCFCA logo swag update
 - See president's report

8. New Business

- a. Climate Survey discussion and action points
 - Prepare for the February meeting in January
- b. Shorten meetings

ACTION: Everyone submit their reports to the J: drive in the Officer's Reports folder the Friday before the next meeting. Replace agenda item with: "Discussion arising from officer's reports."

ACTION: Ask Sarah to change our meeting room to one in CELT.

c. **Union computers**

ACTION: Alex will draft a policy on how union computers are used including FOIP and other best practices.

9. **Adjournment** – Meeting adjourned at 5:40 p.m.

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on January 21, 2018.



VP Communications



President