

NorQuest College Faculty Association
Executive Committee Meeting Minutes
September 17, 2019



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 September 17, 2019. The meeting **convened at 4:15 pm**. Alex Caldararu presiding, Kim Chaba-Armstrong, VP Communications, recording.

Attendees: Alex Caldararu, Kim Chaba-Armstrong, Susan Otto, Bryan Gamble, , Lisa Saxby, Joan Wall, Leah Townsend, Meena Gupta, Tracy Topolnitsky

Regrets: Brooklin Schneider, Leslie Sayer

2. **Additions to the Agenda** – Added

3. **Corrections to Minutes** of June 17, 2019: 2 names changed

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

- a. President – Alex reported that ACIFA is mobilizing in response to the Blue Ribbon campaign, and had a meeting with the Minister of Advanced Education in May to discuss the process for grievances. Presidents' Council will meet October 25-26.

ACTION: Meet with Lorne Rubis during one of the president meetings.

- b. VP Negotiations – Lisa reported that 500 copies of the Collective Agreement were printed. HR said no to our use of the NQ email system to send out the ACIFA letter writing campaign. Norma wants to continue to do the new faculty Meet and Greets.

- c. VP Faculty Welfare – Meena summarized report and we requested: please ask our lawyer how prepared he is to help us feel more confident in the proceedings coming up; we would like more clarity on the approach

- d. VP Professional Affairs – Lisa reported that the ACIFA VP of Professional Affairs needed to resign so a call went out for nominations. Keith Smythe volunteered to take over for the interim.

- e. VP Finance – Bryan reported on the proposed budget.

5. **Other Reports:**

- a. **Representative to the Board of Governors** – Tracy reported that the board had a retreat. The board chair has resigned and the president of the college tendered her resignation. Provincial cuts are likely coming.

- b. **Committee Reports:**

- i. **Negotiation Committee** – Lisa: see above.
- ii. **Grievance Committee** – Alex: see Meena's report.
- iii. **Faculty Orientation Committee** – Lisa: Meet and Greet is being planned for November
- iv. **Social Committee** – Alex: 30 people came to the fall social.
- v. **Communications Committee** – Susan: will work on getting a committee together

6. Discussion points for Executive Office meeting

- a. Added more points to the meeting that is happening in 2 days.
 - OSJA giving tests & answers; OSJA access to everything on Moodle – FOIP issue?
 - Code of Conduct overreach

7. Unfinished Business:

- a. Strike/Lockout/Union items: collection of names has started.
- b. Union computer: going to buy it this week.
- c. Admin position job profile: Lisa – ACIFA hired a full time person. They would consider an additional .5 position to cover the other .5 that we would like. ACIFA could do payroll and the person could be a part of the ACIFA benefits package. Lisa will send a draft of the posting this week which needs to include an NDR. Then Alex will have a discussion with Anna from ACIFA.
- d. Bylaw Committee
 - Come to next meeting with bylaw proposals – send to Kim a week before with officer's reports
 - Proposed items: 6 year maximum, proxy voting method, website content
 - Make bylaws a standing item on the agenda
- e. AGM Preparations
 - Ask Sarah to order food, get liquor license, order tickets
 - Send Kim report items to put in the AGM booklet

ACTION – Put out a call for executive position nominations: VP Negotiations, VP Professional Affairs, VP Communications.

ACTION – Send out a Save the Date.

8. New Business

- a. Open House for ACIFA office
 - Tracy will ask faculty for art.
 - Buy furniture.
- b. Capital budget
 - Bryan has a list of ideas such as a multifunctional printer, phone, fridge, coffee machine which can also do hot water to make tea, microwave
 - Bryan will coordinate with the facilities manager and college, and coordinate with Tracy on design.
- c. OSJA giving tests & answers; OSJA access to everything on Moodle – FOIP issue?
 - Put on next month's meeting with management
- d. Code of Conduct overreach
- e. Program Founder role: Tabled

9. Adjournment – Meeting adjourned at 6:30 p.m.

The foregoing minutes were approved by the NorQuest College Faculty Association Executive on November 19, 2019.



VP Communications



President