

**NAIT ACADEMIC STAFF ASSOCIATION
MINUTES
OF THE EXECUTIVE MEETING**

Wednesday, December 9, 2020
2:30 PM – REMOTE LOCATIONS

Members Present	Members Absent	Guests
Cory Aasgard J. Michael Carrick Mitchell Christophersen Randy Dreger John Foley Gary Gora Paula Hawrysz Irene Kirby-Frith	Peter Kamstra Shauna MacDonald Carmen Puchyr Jarret Serediak Terry Sulyma Julie Watton Garry Wilson Pan Zhang (nvm)	Gordon Cutting Annemarieke Hoekstra
Recorder: Adèle Weichel (nvm)		

A. OPENING

1) Call to Order G. Wilson called the meeting to order at 2:35 pm.

2) Approval of Agenda

MOTION: 2020.12.041: Moved by G. Gora, seconded by M. Christophersen:
That the agenda be approved as circulated. **Motion Carried**

3) Approval of Meeting Minutes

MOTION: 2020.12.042: Moved by J. Watton, seconded by I. Kirby-Frith:
That the minutes of the November 25, 2020 Executive Meeting be approved
as circulated. **Motion Carried**

4) Business Arising from the Minutes –

Action Items	Owner(s)	Deadline	Status
Copy of the contract RE: three (3) institutions – CCP’s and SCP’s	G. Wilson	12/9/2020	In Progress
NAITSA and the Director of Student Learning & Development Administration	G. Wilson	Winter 2021	In Progress
Workload Review Process	C. Aasgard/G. Wilson	Winter 2021	In Progress
Procedure on Communications of Collective Agreement Violations	Legislative Committee	Winter 2021	In Progress
Information on Organizing A Work Action – B. McCulloch, ACIFA	G. Wilson/A. Weichel	Winter 2021	In Progress
Schedule Meeting with School Representatives from Skilled Trades	G. Wilson/J. Serediak	Winter 2021	In Progress

5) Announcements – None

B. DISCUSSION/DECISION ITEMS

1) Update RE: Code of Ethics and Conduct – G. Wilson/J. Serediak

NASA has filed a policy grievance and requested for an abeyance until January 15, 2021. We hope that it will give NAIT's General Counsel the opportunity to provide an answer on why the intellectual property language was inserted in this code.

NAIT's deadline for all staff to sign the policy is at the end of December 2020. NASA cannot advise members to not sign the document as refusal may be considered a symbol of insubordination and/or a form of job action.

2) Update – Intellectual Property/Copyright Legal Counsel – G. Wilson

G. Wilson contacted are Dr. Suzanne Sjovold of North & Company LLP.

The lawyers responsible for this engagement will be Dr. Suzanne Sjovold and Ian C. Andrews. They will be providing an opinion regarding ownership of intellectual property authored or created by NAIT academic staff (and contract employees).

They are reviewing our documents and hope to have an opinion on or before Friday, December 11, 2020 and it will be circulated once we receive the document.

3) NAIT Children's Christmas Party vs Share the Warmth – G. Cutting

On December 7th, A. Weichel emailed S. Hansen requesting that NASA's annual donation (\$4,500) to the NAIT Children's Christmas Party be allocated to the various NASA charities instead of NAIT's event.

A. Weichel communicated to S. Hansen that with the COVID-19 pandemic raging in Alberta and around the world, NASA is unable to collect physical items for this year "Share the Warmth" campaign. This year's contribution would support the financial shortfalls that the Boyle McCauley Health Centre (Foot Clinic), Elizabeth Fry Society, Hope Mission and Bissell Centre are experiencing.

S. Hansen immediately responded that our annual donation would not be required and commended the idea of making these contributions.

A. Weichel contacted S. MacDonald, Vice President of Membership Services and at their committee meeting (December 8, 2020) the following motion was passed:

That the MSC donate their NAIT Children's Christmas party 2020-2021 budget allotment of \$4,500.00 equally to NASA's four (4) Share the Warmth Charities: The Elizabeth Fry Society, Hope Mission, Bissell Centre, and the Boyle McCauley Foot Clinic.

A. Weichel will prepare donation cheques for each of the "Share the Warmth" charities.

G. Wilson indicated he has contacted the Executive Assistant to NAIT's President and CEO regarding their NAIT's annual contribution and is waiting for a respond.

4) Changes to January 2021 Executive Meetings Schedule (SD-2020-011) – G. Wilson

At the December 3rd Table Officers meeting, it was recommended that the January 6 and 27, 2021 Executive Meetings would be cancelled and schedule an alternative date of January 20, 2021.

The purpose of the change will enable executive members to take the time needed to prepare for the winter 2021 term.

MOTION: 2020.12.043: Moved by G. Wilson, seconded by J. Foley:
That the Executive support the recommendation to cancel both the January 6 and 27, 2021 meetings, and agreed to schedule an alternative date of January 20, 2021. **Motion Carried.**

5) Labour Relations Code – Union Financial Disclosure and Union Dues Election Regulation (SD-2020-012)

G. Wilson indicated that NASA has been invited to provide a written submission on the Labour Relations Code dealing with Union Financial Disclosure and Union Dues Election Regulation. This information was circulated to the Finance Committee for review and to provide comments.

Union Financial Disclosure

The *Restoring Balance in Alberta's Workplaces Act*, which received Royal Assent on July 29, 2020, included **a change to require unions to provide financial statements to their members.** This change will not take effect until after the development of regulations providing the specific requirements to be included in the financial statements.

Union Dues Election Regulation Consultation

The *Restoring Balance in Alberta's Workplaces Act*, which received Royal Assent on July 29, 2020, included **changes that protect employee choice by allowing employees to opt-in to pay the portion of union dues that go towards funding political activities and causes.** This change will not take effect until after the development of regulations providing the specific requirements for how unionized employers and unions can implement this change and make them part of their operational practices.

To help ensure that the regulations developed meet the needs of our organization and can be implemented consistently, the government is seeking our input.

The deadline for written submissions is **December 18, 2020.**

6) Bargaining & Grievance Update – J. Serediak (In-Camera)

MOTION: 2020.12.044: Moved by J. Watton, seconded by P. Kamstra:
That the meeting move in-camera. **Motion Carried**

While in camera, J. Serediak provided an update on grievances.

Moved to go in camera at 3:03 pm and resumed open session at 3:28 pm.

C. STATUS REPORTS

MOTION: 2020.12.045: Moved by G. Gora, seconded by P. Kamstra:
That the Status Reports be accepted as information. **Motion Carried**

JR Shaw School of Business – G. Gora, I. Kirby-Frith **Submitted by I. Kirby-Frith**

- Staff are trying to finish their marking while still working on the Curriculum Review and Renewal development. There is frustration on the lack of recognition on increased workloads for online teaching while simultaneously working on the CCR process.

School of Applied Sciences and Technology – J. Foley, P. Hawrysz, J. Watton **Submitted by J. Foley:**

- NAIT's is changing the budget fiscal year from April 1st to March 31st resulting in any workload completed in May and June is now tacked onto the next academic year.

Submitted by P. Hawrysz:

- NAIT's released a new document "**Shining a light on the road we're on**" and its more of a strategic plan rather than an academic plan. It references that some post-secondary institutions are focused on developing themes, objectives, and visions in their strategic planning process.
It states in the document "as COVID-19 forced NAIT to rapidly adopt more virtual approaches to teaching, services and supports, they requested students for feedback. They learned many prefer a combination of virtual and in-person learning and supports and learned many appreciate the opportunity for both independent and instructor-led experiences. This information will help them create the right blend of virtual and physical opportunities in the future."
- NASA should question how this data retrieved and what is NAIT going to do with it?

Submitted by J. Watton:

- Due to COVID, the Registrar's Office has given students until December 19 to withdraw from a course or program.
- Extra stress and work on staff especially when colleagues become ill resulting in other members picking up their workloads.

School of Health and Life Sciences – R. Dreger, C. Puchyr

Submitted by R. Dreger:

- Our area has been doing the 12 Days of Giving through Microsoft Teams. It's added some positivity for the members.

School of Skilled Trades – C. Aasgard, J. M. Carrick, M. Christophersen, P. Kamstra

Submitted by C. Aasgard:

- Same issues as before, lots of questions with no answers given.

Submitted by J. M. Carrick:

- Proposed scheduled for the January intake will see the majority of instructors being assigned 22 hours.
- Blended learning is a concern. We are seeing an increase of instructors being assigned more distanced students. Normally in this scenario, instructors would receive a reduction in face to face workload.
- A couple of instructors expressed concerns over being filmed while conducting both classroom and lab instructions.

Submitted by M. Christophersen

- There continues to be zero recognition for development and preparation of online courses. The department head doesn't see any issues here.

Membership Services Committee – S. MacDonald

- **Christmas Event:** members have been offered to access the Citadel's "A Christmas Carol". This is a virtual streaming event available from December 15 to 31, 2020.
- **Spring Drive-In Movie:** A contract has been signed and a deposit made to hold a drive-in movie. Membership Services will be looking at soliciting members to volunteers at this event

Board of Governors – A. Hoekstra, P. Zhang

Submitted by P. Zhang:

- Board meeting was held on December 8th. Topics covered were the number or reported cases of COVID to the Campus Development Plan.

Presidents' Report – G. Wilson

- Regarding CCP's for making up lab hours - NASA has requested that those hours needs to be credited to the instructor.

- Delay in January start date: G. Wilson suggested to NAITSA that they use the three (3) days during Reading Week for making up classroom times. NAITSA would not entertain that suggestion. In addition, NAIT has no interest in moving the January start date from January 6th to the 11th. NASA has suggested that no labs to be scheduled for the first week back in January.
- NAIT Parking - Notification to all staff that starting January 4th, parking would be reinstated at 50% for those users who are required to work from campus. Its NAIT's way of recouping the costs for clearing and maintaining all of the campus parking lots.

Executive Officer – A. Weichel

- **NASA 2020 – 2021 Family Member Awards** - A total of twenty-nine (29) applications were received for this award. Each essay was graded by three (3) markers and the grades then averaged. Scores ranged from 16.17/18 down to 7.50/18 with the highest marks being 89.5%.
- The committee maintained that the pass mark would be set at 11.33 (63.0%) to align with NAIT's graduation requirement of 2.0 GPA. A total of 20 applicants either reached or were above this grade and were each awarded \$1000.
- Two candidates tied for top marks; and both of their essays will be published in a future edition of the "Intercom."

D. INFORMATIONAL ITEMS -

MOTION: 2020.12.046: Moved by P. Kamstra, seconded by P. Hawrysz:
That the Information Items be accepted. **Motion Carried.**

1. NASA Communications Committee Well Being Survey Results

Meeting Minutes – None

E. CLOSING

1. Action Items Update

Copy of the contract RE: three (3) institutions – CCP's and SCP's	G. Wilson	12/9/2020	In Progress
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2. Future Meetings:
 - Wednesday, January 20, 2021, 2:30 pm (Remote Locations)
 - Wednesday, February 10, 2021, 2:30 pm (Remote Locations)
 - Wednesday, March 3, 2021, 2:30 pm (Remote Locations)

MOTION: 2020.12.047: Moved by P. Kamstra:
That the meeting be adjourned. **Motion Carried**

Meeting adjourned at 4:20 pm.

G. Cutting
Communications Vice President