



**President's Annual Report**  
**MRFA Annual General Meeting**  
**9 May 2014**

It has been an honour to serve as your President for the past four years and as First Vice-President and a member of the Negotiating Committee for the preceding three years. It has been a rewarding experience because I have had the opportunity to help many members individually and to advance the interests of the Association in ways that I would not have been able to in any other capacity.

I would like to thank everyone I have worked with over the past seven years, but especially the members of the Negotiating Committee and the Executive Board. Each one has been dedicated and has contributed to the Association's work in many ways, much of which is unseen by the membership:

- Negotiating Committee members: Cliff Werier, Lee Easton, Nallai Nallainayagam, Heather Faas, Gerard Lucyshyn and Melanie Peacock;
- President and Past-President David Hyttenrauch;
- First Vice-President/Vice-President, Negotiations: David Sabiston and Karen Manarin;
- Second Vice-Presidents: Jane Drover and Qasim Syed;
- Vice-President, Policy and Grievance Office Scott Murray, who has shared some of the President's work of dealing with Association and member issues in weekly meetings with me and in our bi-weekly meetings with the Provost and Vice-President, Academic and the Associate Vice-President, Academic;
- Secretary/Communications Officers: Rod Corbett, Kit Dobson and Janice Paskey;
- Treasurers: Mardy Roberts, Rafik Kurji, Val Kinnear and Shiraz Kurji;
- Academic Liaison Officers: Carlton Osakwe, Cari Merkley, Pat Kostouros and Andreas Tomaszewski;
- Part-time/Contract Member Representatives: Heather Faas, Anne Maree Ludeke, Gerard Lucyshyn and Brenda Lang;
- Members at Large: David Clemis, Elaine Mullen, Cliff Werier, Marc Schroeder, Marnie Kramer-Kile and Tracy Powell; and
- Board of Governors Representatives: Kelly Hewson and Elaine Mullen.

And, finally, thank you to the Association's staff. Our Executive Assistant, Chantelle Anderson, does an enormous amount of background work, and the Association could not have accomplished nearly as much as it has during the past four years without her. Our Faculty Centre is one of the best in Canada, and Darlene Windrem makes it a very enjoyable place in which to work and socialize.

### **Engagement in the Association**

The power of a faculty association derives solely from the commitment of its members and their willingness to work towards achieving collective goals. In the traditional service model of an association, members request services when they require help with an issue, but feel little obligation to contribute. We will be more effective if our members become better engaged in the work of the Association.

The proposed bylaw amendments in the agenda package contain provisions intended to more fully engage department communicators. They will be formally structured as a subcommittee of



the Communications Committee. Appointments will be recommended annually by the Communications Committee and made by the Executive Board. Duties include attending as many Association meetings as possible and liaising with a member of the Communications Committee in order to promote a two-way flow of information between the Association and its members.

### **Advocacy for Post-secondary Education**

The External Memberships document in the agenda package criticizes ACIFA for not advocating for post-secondary education as effectively as it could. Let us ensure that similar criticism of the MRFA is not warranted. We must make the role and value of post-secondary education public issues.

Political ideology and underfunding are undermining post-secondary education as a public good. Although we are all increasingly busy, faculty associations and their members must devote time to defending the values of universities. Do not be discouraged by what sometimes seems to be the overwhelming nature of the challenges; instead, get involved in the solutions. The MRFA, especially our Advocacy Committee, is trying to make a difference, but can only succeed through the participation of its members.

The Mount Royal University Coalition, consisting of the Mount Royal Faculty Association, the Students' Association of Mount Royal University, and the Mount Royal Staff Association, has been established and all parties have committed to continue and expand its work. Establishing a program of meeting with MLAs will be particularly important next year. Based on our experience this year, the most effective way is for a group consisting of faculty members, students and staff to meet with MLAs in their constituency office or on campus for a conversation about post-secondary education.

Politicians are generally well-meaning, but often poorly informed. By better informing politicians of all parties, we can influence the positions that political parties take on post-secondary education.

Respectfully submitted,  
Gerry Cross  
President



**Vice-President Negotiations and Negotiating Committee Annual Report**  
**MRFA Annual General Meeting**  
**9 May 2014**

As you know, the MRFA and Board of Governors have been engaged in a full-round of negotiating this year. Preparations began in the fall, as members from the MRFA negotiating committee visited all but one department. Thank you for sharing your concerns with us; it is an important part of our preparation. We also surveyed full-time and contract members in January and February. We presented [highlights from the survey](#) at the March general meeting. Faculty concerns include salary, workload and security. Also at the March meeting, we gave a brief presentation on [the process of negotiations](#). Both PowerPoint presentations are available on the [MRFA site](#).

The MRFA Negotiating committee and Board of Governors' team attended two days of training on interest-focused bargaining, led by Gary Furlong. The MRFA Negotiating committee also had a two-day workshop on collective bargaining, offered by CAUT on campus. I attended the Negotiation Advisory committee of ACIFA in November and March. I also attended the CAUT Forum for Chief Negotiators in March. The CAUT Forum was particularly useful as one of the themes was program prioritization.

In Fall 2013, we negotiated a new article on Intellectual Property as required by a Memorandum of Understanding from the last round. Both sides came to agreement in January 2014; [the draft article](#) was presented to the MRFA membership at the January general meeting, and was later ratified. Over 99% of ballots cast were in favour of the new article. The Board of Governors also ratified the new article.

The MRFA Negotiating committee and Board of Governors' team exchanged statements of interests on February 14. Since the beginning of March, we have been meeting regularly and have made progress on a number of issues, including academic freedom. There are still some significant challenges ahead. So far both sides have met together 57 hours, not counting subcommittees. We will continue to meet throughout May, hoping to come to an agreement by May 31. I would like to thank Brady Killough, Rafik Kurij, Brenda Lang and Jennifer Pettit for their very hard work.

Respectfully submitted,  
Karen Manarin



**Vice-President Policy and Grievance Officer Annual Report**  
**MRFA Annual General Meeting**  
**9 May 2014**

Revisions to the position of Vice-President Policy – a new executive position created in 2012 – were approved at last year’s AGM. These proposals arose from the recommendations of a re-organization subcommittee considering changes to the Executive and Standing Committees in order to make the Association more effective. Replacing the position of Second Vice-President, the Vice-President Policy position was further revised in 2013 to become the Vice-President Policy and Grievance Officer. According to these changes, the Vice-President Policy and Grievance Officer, in addition to assisting the President in “monitoring proposed changes to University policy which affect the terms and conditions of Regular Members’ employment,” now advises and supports regular members at Step 1 of the grievance process, and states grievances in writing to the Provost and Vice-President Academic and the President of the Association at Step 2 of the grievance process (9.4.4). The Vice-President Policy and Grievance Officer also chairs the Grievance Committee, and sits on the Professional Standards and Governance Committee.

Consistent with last year’s practice, I have continued to meet weekly with the President in order to discuss and provide advice on faculty-related concerns and issues that either have a bearing on matters of university policy, resulted in or had the potential to result in grievances, or both. These weekly meetings were further supplemented by bi-weekly meetings that the President and I held with the Provost & Vice-President Academic and the Associate Vice-President Academic – meetings in which Gerry and I presented the senior administration with a wide range of faculty concerns, and discussed possible ways of addressing these concerns. These meetings provide excellent opportunities for the MRFA to work cooperatively with the senior administration in the interests of Association members on a range of important subjects, such as tenure and promotion, contract faculty appointment and reappointment, workload, and budget. These meetings were particularly important this past year because the Provost was new to MRU, which provided us with an excellent opportunity to share with her the Association’s perspective on many aspects of university governance.

In my capacity as Vice-President Policy, I monitored and provided advice to the President and/or the Executive, as appropriate, with regards to a number of policies and policy-related matters, including:

- POL 507 Grades and Examinations Policy
- POL 517 Academic Accommodations for Students Experiencing Disabilities
- POL 580 Academic Freedom Policy
- POL 587 Intellectual Property Policy
- POL 1305 Facilities Maintenance Policy
- POL 1704 Personal Harassment Policy
- Research and Scholarship Evaluation Framework, Faculty of Science and Technology
- eSEI initiative
- Market Supplements Policy (under development)

In addition to advising on these policy matters, I also contributed to the review of tenure and promotion policies and procedures in my capacity as the MRFA representative on the University Tenure and



Promotion Committee. I am also serving on the UTPC's Subcommittee on Teaching Evaluation, which is has just completed an extensive review of the many ways teaching is evaluated at MRU, the policies and procedures that support that evaluation, and the implications for the Collective Agreement. A draft report of the committee's work is to be released in May. I am also the MRFA representative on the Strategic Plan Steering Committee, where I have endeavoured to ensure that the Association's voice is heard in the long-term planning processes taking place around that table.

I assumed my responsibilities as the Grievance Officer immediately following last year's AGM – and my Grievance Report for 2013-2014 is attached below. In order to better fulfill my responsibilities as the Grievance Officer, I attended a CAUT workshop for senior grievance officers in December; and utilized what I learned at that workshop to better manage both the grievances that have occurred and grievance-related matters, and to help in developing clearer grievance procedures for the Association. I also joined the President in organizing and holding a Workshop on the Grievance Process at the 2013 PD Days.

Finally, in addition to my participation in Association business through regular attendance at bi-weekly Executive meetings, general meetings, and Association-sponsored events, I also endeavoured to attend as many of the contract faculty meet-and-greet events as possible in order to provide contract faculty with relevant information regarding the grievance process and other related matters.

I have been privileged once again to serve with an outstanding group of Executive members. The Association has been very well served by the contributions of these honest, devoted colleagues – and I sincerely thank them all for their support this year. And let me close by encouraging all members to consider the ways in which they can help serve their Association.

Respectfully submitted,

Scott Murray, Vice-President Policy and Grievance Officer



## Grievance Report

I assumed the responsibility of Grievance Officer for the Association effective 10 May 2013.

According to the Collective Agreement (20.1), a grievance is a difference arising with respect to “the interpretation, application or operation” of the Collective Agreement, or with respect to “a contravention or alleged contravention” of the Collective Agreement.

What follows is a summary of the grievances that occurred since 10 May 2013. There were considerably more grievances this year than last. In addition to these formal grievances, many member issues were also resolved without resorting to the grievance procedure. This report is intended to provide members with an overview of the types of grievances that occurred, how they were resolved, and the lessons learned in the course of resolving them.

Type of grievance	Outcome	Lessons/Action Required
<p>Incorrect calculation of workload allocation for a contract faculty member on a renewed fixed-term appointment who, according to a previous grievance settlement, is guaranteed lecture rates for teaching a specific lab. Because the member’s workload was subsequently identified as entailing an overload (which it did not), the member was at risk of being denied lab sections for which they were the best qualified.</p>	<p>Resolved at Step 1 following a meeting between the grieving member, the Chair, the Dean, and the Grievance Officer, in which the terms of the fixed-term workload allocation were clarified. The Dean subsequently offered a revised fixed-term contract that correctly allocated the fixed-term workload, and included the lab sections paid at lecture rates, although with the proviso that these labs were to be eliminated from the course by 2014-2015.</p>	<ul style="list-style-type: none"> <li>• The fixed-term appointments were originally designed for faculty teaching lecture sections, and there are difficulties involved in applying them to laboratory instruction. This should be considered when new fixed-term appointments are made.</li> <li>• The member in this case continues to encounter problems produced by Human Resources’ inability to adapt their systems to accommodate the workload requirements of the member in question.</li> </ul>
<p>Failure to properly follow the contract faculty reappointment process. A member who regularly receives a minimum of two courses per semester was offered no workload for the Fall 2013 semester, despite no changes being made to the reappointment criteria. An undocumented teaching incident was also a factor in the recommendation of the standing committee.</p>	<p>Resolved at Step 1 following a meeting between the grieving member, the Chair, the Dean, and the Grievance Officer, in which the department’s and Dean’s failure to adhere to the processes for revising, recommending and approving the reappointment criteria, as per the Collective Agreement (4.8.2-4.8.4), was identified. The member was assigned one course for Fall 2013, and was provided with an opportunity to go on record regarding the undocumented teaching incident.</p>	<ul style="list-style-type: none"> <li>• This grievance revealed how inattentive some departments have been in meeting their requirements regarding the development, modification, and approval of the appointment and reappointment criteria for contract faculty. In this instance, it became clear that no criteria had ever been developed by the department; and that this grievance became the stimulus to the development of such criteria.</li> <li>• A related concern was the failure of the Dean to ensure that the department had met the terms of 4.8.2-4.8.4, for ultimately it is the Dean who approves both the criteria and all contract faculty appointments made on the basis of those criteria.</li> </ul>
<p>Misapplication of the reappointment criteria</p>	<p>Resolved at Step 2 following a meeting</p>	<ul style="list-style-type: none"> <li>• One noteworthy outcome of this grievance was the</li> </ul>

<p>in the workload allocation for a contract faculty member. In allocating sessional workload, the standing committee failed to properly apply this department's reappointment criteria, which stipulate that prior experience teaching courses with similar content will be used in the assessment of "accumulated experience that is satisfactory and relevant." Consequently, a member was denied workload in a course that was very similar to another in which they have extensive teaching experience.</p>	<p>between the MRFA President and the Provost, in which it was agreed that the member should be compensated with an amount equal to one section of the course for which they had been denied workload despite their experience teaching a similar course. The Step 1 meeting between the grieving member, the Chair, the Dean, and the Grievance Officer revealed that the department's criteria had not been properly applied; but that it was too late by this time to reallocate the Fall workload.</p>	<p>department's subsequent decision to remove from their reappointment criteria the provision that prior experience teaching courses with similar content be used in the assessment of "accumulated experience that is satisfactory and relevant." The MRFA hopes that this revision to the criteria was made in the interests of improving the reappointment process overall, rather than as a means of managing the workload of individual sessional faculty.</p> <ul style="list-style-type: none"> <li>• Because each department determines what constitutes "accumulated experience that is satisfactory and relevant," (just as each department develops and recommends the rest of appointment and reappointment criteria), there exists considerable variation between departments on how this is assessed. Because this increases the likelihood of inequitable treatment of faculty, the MRFA supports the development of some level of university-wide appointment and reappointment criteria for contract faculty.</li> </ul>
<p>The letter stipulating that a contract faculty member was deemed eligible for reappointment with conditions (4.8.8-9) contained inaccurate statements regarding the member in question. This member had initially met with the standing committee to express their concerns about the conditions described in their reappointment letter, after which a second letter was issued containing further inaccurate statements regarding the member's teaching practice.</p>	<p>Resolved at Step 1 following a meeting between the grieving member, the Chair, the Dean, and the Grievance Officer, in which the Chair agreed to recommend that the second reappointment letter be revised again to remove inaccurate statements regarding the member's teaching practice.</p>	<ul style="list-style-type: none"> <li>• Article 4.8.9 of the Collective Agreement states "Current contract employees who are ... eligible for reappointment with conditions shall be advised in writing of the conditions for reappointment, or where applicable, of the reasons for ineligibility." This article does not require that standing committees provide any rationale for the conditions for reappointment that they impose (in contrast to a member being deemed ineligible for reappointment, for which reasons must be provided). In order to ensure that contract faculty are aware of why they are being reappointed with conditions, and to ensure that they can respond where appropriate, it may be necessary to add this as a requirement to 4.8.9.</li> </ul>
<p>Following an extraordinary use of SEI data from the current semester, an unconditional</p>	<p>Dismissed at Step 2. The Step 1 meeting between the grieving member, the Chair,</p>	<ul style="list-style-type: none"> <li>• The decision by the standing committee to access and use SEI data from the current semester in order to</li> </ul>



<p>offer of workload to a contract faculty member was revoked, the member was subsequently deemed “eligible for reappointment with conditions,” and was offered a significantly reduced workload.</p>	<p>the Dean, and the Grievance Officer revealed that the standing committee, acting on serious performance concerns raised by students and faculty, accessed the member’s SEI data for the current semester, and thereby revised the member’s status from “eligible for reappointment” to “eligible for reappointment with conditions.” Although the Dean conceded that the process whereby the original offer of a workload was revised, was extraordinary, they refused to reconsider the revised offer. At Step 2 the Association agreed to dismiss the grievance on the grounds that the significant performance concerns that had been raised justified the standing committee’s decision to seek new evidence, and that this did not violate the reappointment process described in articles 4.8.8, 4.8.9 and 4.9.</p>	<p>revisit workload allocations made for the following semester was a matter of concern to the MRFA, particularly since it produced the possibility of inequitable treatment of contract faculty in the allocation of workload. On the one hand, standing committees need to be able to respond to clear evidence that a faculty member is failing to fulfill their duties responsibly and professionally, and, particularly in the case of brand new faculty about whom little is known, SEI data are one (but certainly not the only) means of determining if this is the case. On the other hand, the faculty in question <u>must</u> have the opportunity to (1) see that SEI data for themselves, and (2) respond to it in writing. The MRFA recommends that clear procedures be developed to regulate access to and the use of SEI data from the current semester.</p>
<p>Redundancy letter contained inaccuracies regarding a member’s academic qualifications, which had a bearing on the possibility of redeployment and the effective date of the redundancy.</p>	<p>Resolved at Step 1 after a meeting between the grieving member, the Chair, the Dean, and the MRFA President revealed that the redundancy letter misrepresented the member’s qualifications to teach courses in related disciplines, and that this may have advanced the effective date of their redundancy since it was assumed they had no workload for the Winter semester. A corrected redundancy letter was issued, and the redundancy was delayed until the end of the Winter semester.</p>	<ul style="list-style-type: none"> <li>As Gerry indicated in last year’s grievance report, “There is new language about redundancies in the Collective Agreement, and it is only through grievances that we will determine precisely what it means” – and he specifically identified Article 4.14.3, which states that, “Before commencing termination of an employee declared redundant, the Board shall make reasonable efforts to redeploy the employee to a faculty position elsewhere in the University for which he/she is qualified.” This specific case confirms Gerry’s remarks. The University effectively controls the process of investigating redeployment set out in 4.14.3, therefore the MRFA needs to attend carefully to each redundancy in order to ensure that the University is meeting its obligations.</li> </ul>
<p>Process for revising, recommending and</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> <li>Once again, Gerry’s remarks from last year’s grievance</li> </ul>



<p>approving the reappointment criteria for contract faculty (4.8.2-4.8.4) was not properly followed.</p>		<p>report are germane to this case: “Different workload allocation practices, such as distributing workload equitably amongst all eligible applicants, or filling the workload requests of senior applicants first, are possible. Nevertheless, the method used must be included in the reappointment criteria so that it can be properly considered in the recommendation and approval process outlined in the Collective Agreement.”</p> <ul style="list-style-type: none"><li>• The complications arising from the requirement that the criteria be reapproved annually, and the considerable variation in criteria across the University, particularly on the matter of “accumulated experience that is satisfactory and relevant,” further suggests that the MRFA should support the development of some level of university-wide appointment and reappointment criteria for contract faculty.</li></ul>
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**Communications Officer Annual Report**  
**MRFA Annual General Meeting**  
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The Communications Committee has met on a monthly basis throughout the year in order to continue to improve the communications of the MRFA.

- We have organized and hosted two brunches for all Departmental Communicators in order to ensure communication between the Association and the membership at the departmental level. We have sought to deliver key messages about MRFA business through our communicators throughout the year and to augment meeting attendance through this channel.
- In the fall semester, a chart of the organizational structure of MRU was approved. It is available [online](#). This chart was created with a view to creating more transparency about how the institution functions.
- Members of the committee helped the MRFA to develop its media strategies, including the creation of a media section on the [website](#) and in the [Weekly Newsletters](#).
- The Committee designed new hard copy communications strategies: the [MRFA Headlines](#) and the [News to Use](#).
- The Committee raised a variety of issues of concern to faculty, and circulated information about them via the network of department communicators. These issues included hiring processes for contract faculty, necessary support (in the form of parking passes) for contract faculty attending the AGM, the profile of research at MRU, LAPP pension plan changes, e-SEIs, and UniGlobe.
- The Committee also recommended more communications about research and research grant applications resulting in a PD seminar on the issue.
- The Committee did a thorough review of the MRFA's various communications strategies and committed to ongoing improvements.

The Committee's budget has been spent on three new communications initiatives:

- complimentary lunches, in the Faculty centre, for department communicators and their department members. These were intended to promote awareness of and engagement in the Association, and where they happened they were well received. The committee will revisit how these should be managed next year, but we recommend continuing with them.
- door prizes to encourage attendance at MRFA meetings,
- and professional photos for the Media section of the website.

Respectfully submitted by the MRFA Communications Committee





<b>Professional Development TOTAL</b>	86,500	79,488	85,000	76,499	85,000	82,386
MRFA Awards				0	3,500	0
Scholarships	4,500	5,500	6,000	5,500	6,000	6,000
Retirement Contributions	1,000	1,084	2,000	1,200	2,000	1,271
Gifts for MRFA Service	1,500	600	1,500	1,252	1,500	300
Memorial Contributions and Gifts	2,000	1,390	2,000	5,896	5,000	276
Compassionate fund	20,000	13,218	20,000	2,457	10,000	5,750
<b>Scholarships and gifts TOTAL</b>	29,000	21,793	31,500	16,305	28,000	13,597
MRFA Administration/Executive	3,300	3,373	3,300	3,462	3,500	3,215
Political Action and Advocacy	2,000	1,000	5,000	2,318	5,000	2,657
CAUT Academic Freedom Fund	1,000	1,000	1,000	1,000	1,000	1,000
Travel & Conference	10,000	5,810	14,000	11,749	12,000	10,614
<b>General Expenses TOTAL</b>	16,300	11,183	23,300	18,529	21,500	17,487
PD Committee	50,000	40,781	50,000	44,213	40,000	41,540
PSGC	6,600	8,271	6,600	1,443	5,000	2,169
Negotiating Committee	6,600	5,796	6,600	2,283	6,600	5,925
Communications Committee	3,000	2,653	3,000	3,221	2,000	1,914
Social Events Committee	15,000	11,040	15,000	12,839	10,000	9,915
Other MRFA Committees	1,000	359	1,000	15	1,000	165
Other events (Dec. party, AGM..)	9,000	8,795	9,000	9,381	7,000	7,059
<b>Committee Expenses TOTAL</b>	91,200	77,695	91,200	73,394	71,600	68,688
Copier/printing	4,500	4,245	4,500	3,699	4,500	2,604
Phone/postage/courier/supplies	4,500	4,540	4,500	4,594	4,500	4,380
Web page / surveys	1,000	1,401	1,500	1,248	1,500	1,184
Bank charges	1,200	814	1,200	1,082	1,200	1,521
<b>Office Expense TOTAL</b>	11,200	10,999	11,700	10,623	11,700	9,689
Supplies/maintenance	8,600	5,242	8,600	8,831	6,600	6,069
Food	15,000	12,454	15,000	15,822	15,000	14,425
Liquor	7,500	5,655	7,500	5,559	6,000	6,398
Friday socials/bar snacks	1,000	710	1,000	802	1,000	561
Cleaning	2,000	2,211	2,500	3,289	3,300	2,381
Mileage	2,000	2,197	2,000	1,482	2,000	2,467
Insurance	2,000	1,791	2,000	1,791	2,000	1,732



<b>Faculty Centre TOTAL</b>	38,100	30,260	38,600	37,575	35,900	34,033
Contingency Fund	22,800	31,646	25,000	12,535	13,000	13,617
Professional Fees (legal / audit)	18,000	14,981	18,000	19,387	18,000	15,109
ACIFA Dues	65,400	62,471	65,400	66,795	65,400	66,825
CAUT Dues	8,000	7,444	9,000	8,738	9,000	8,533
Amortization	7,000	7,000	7,000	7,000	7,000	0
<b>Operational Expenses TOTAL</b>	121,200	135,542	124,400	114,454	112,400	104,085
<b>Total Expenditures</b>	640,500	602,797	652,700	603,029	630,100	591,402
<b>Difference</b>	\$14,000	\$4,497	\$1,300	59,083	\$800	76,657

\*\*Total expenditures do not include unbudgeted spending

Patio Furniture	1493.3
Fridge	3916.45
Contract Honoraria surplus	8170
	13579.75

<b>MRFA Annual Budget 2014-2015</b>							
	<b>2011-2012</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>31-Mar</b>	<b>2014-2015</b>
	<b><u>Budget</u></b>	<b><u>ACTUAL</u></b>	<b><u>Budget</u></b>	<b><u>ACTUAL</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>
<b><u>Revenue</u></b>		Mar-12					
Membership dues - operating	527,000	492,474	540,000	543,073	518,400	543,191	520,000
Membership dues - renovations	10,000	9,094	0	-	0	0	0
Food and beverage sales	25,000	21,039	20,000	24,073	18,000	31,477	20,000
Professional development	10,000	April/May	10,000	10,000	10,000	10,000	10,000
Cleaning allowance	4,500	6,181	6,000	6,358	6,000	4,613	4,600
Interest	500	306	500	529	500	608	600
Education grants	64,000	64,000	64,000	64,000	64,000	64,000	64,000
Part-time Service Honorarium	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Social Membership Dues	3,000	3,900	3,000	3,750	3,500	3,900	3,500
Associate Member Dues	500	300	500	330	500	270	500
<b>Total Revenue</b>	<b>654,500</b>	<b>607,293</b>	<b>654,000</b>	<b>662,112</b>	<b>630,900</b>	<b>668,059</b>	<b>633,200</b>
<b><u>Expenditures</u></b>							
Salaries	135,000	123,544	135,000	137,652	140,000	141,926	140,000
Release/stipends	112,000	112,292	112,000	117,997	124,000	119,510	120,000
<b>Compensation Total</b>	<b>247,000</b>	<b>235,836</b>	<b>247,000</b>	<b>255,649</b>	<b>264,000</b>	<b>261,436</b>	<b>260,000</b>
ACIFA Conference attendance	7,000	3,715	7,000	1,341	7,000	7,000	7,000
Books, subscript, courses	2,000	1,773	2,000	1,158	2,000	1,386	2,000
Ethics Committee Training	3,500	0	2,000	-	2,000	0	2,000
Education grants	64,000	64,000	64,000	64,000	64,000	64,000	64,000
Part-time Serice Honoraria	10,000	10,000	10,000	10,000	10,000	10,000	10,000
<b>Professional Development TOTAL</b>	<b>86,500</b>	<b>79,488</b>	<b>85,000</b>	<b>76,499</b>	<b>85,000</b>	<b>82,386</b>	<b>85,000</b>
MRFA Awards					3,500	0	3,500
Scholarships	4,500	5,500	6,000	5,500	6,000	6,000	6,000
Retirement Contributions	1,000	1,084	2,000	1,200	2,000	1,271	2,000
Gifts for MRFA Service	1,500	600	1,500	1,252	1,500	300	700
Memorial Contributions and Gifts	2,000	1,390	2,000	5,896	5,000	276	3,500
Compassionate fund	20,000	13,218	20,000	2,457	10,000	5,750	10,000
<b>Scholarships and gifts TOTAL</b>	<b>29,000</b>	<b>21,793</b>	<b>31,500</b>	<b>16,305</b>	<b>28,000</b>	<b>13,597</b>	<b>25,700</b>
MRFA Administration/Executive	3,300	3,373	3,300	3,462	3,500	3,215	4,500
Political Action and Advocacy	2,000	1,000	5,000	2,318	5,000	2,657	5,000
CAUT Academic Freedom Fund	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Travel & Conference	10,000	5,810	14,000	11,749	12,000	10,614	12,000

<b>General Expenses TOTAL</b>	16,300	11,183	23,300	18,529	21,500	17,487	22,500
Advocacy Committee							1,000
PD Committee	50,000	40,781	50,000	44,213	40,000	41,540	45,000
PSGC	6,600	8,271	6,600	1,443	5,000	2,169	5,000
Negotiating Committee	6,600	5,796	6,600	2,283	6,600	5,925	6,600
Communications Committee	3,000	2,653	3,000	3,221	2,000	1,914	2,500
Social Events Committee	15,000	11,040	15,000	12,839	10,000	9,915	12,000
Other MRFA Committees	1,000	359	1,000	15	1,000	165	1,000
Other events (Dec. party, AGM..)	9,000	8,795	9,000	9,381	7,000	7,059	8,000
<b>Committee Expenses TOTAL</b>	91,200	77,695	91,200	73,394	71,600	68,688	81,100
Copier/printing	4,500	4,245	4,500	3,699	4,500	2,604	3,000
Phone/postage/courier/supplies	4,500	4,540	4,500	4,594	4,500	4,380	4,500
Web page / surveys	1,000	1,401	1,500	1,248	1,500	1,184	1,500
Bank charges	1,200	814	1,200	1,082	1,200	1,521	1,500
Supplies	3,000	2,987	1,200		1,200		1,200
<b>Office Expense TOTAL</b>	11,200	10,999	11,700	10,623	11,700	9,689	10,500
Supplies/maintenance	8,600	5,242	8,600	8,831	6,600	6,069	6,600
Food	15,000	12,454	15,000	15,822	15,000	14,425	15,000
Liquor	7,500	5,655	7,500	5,559	6,000	6,398	6,000
Friday socials/bar snacks	1,000	710	1,000	802	1,000	561	1,000
Cleaning	2,000	2,211	2,500	3,289	3,300	2,381	2,300
Mileage	2,000	2,197	2,000	1,482	2,000	2,467	2,500
Insurance	2,000	1,791	2,000	1,791	2,000	1,732	2,000
<b>Faculty Centre TOTAL</b>	38,100	30,260	38,600	37,575	35,900	34,033	35,400
Contingency Fund	22,800	31,646	25,000	12,535	13,000	13,617	13,000
Professional Fees (legal / audit)	18,000	14,981	18,000	19,387	18,000	15,109	18,000
ACIFA Dues	65,400	62,471	65,400	66,795	65,400	66,825	65,400
CAUT Dues	8,000	7,444	9,000	8,738	9,000	8,533	9,000
Amortization	7,000	7,000	7,000	7,000	7,000	0	7,000
<b>Operational Expenses TOTAL</b>	121,200	135,542	124,400	114,454	112,400	104,085	112,400
<b>Total Expenditures</b>	640,500	602,797	652,700	603,029	630,100	591,402	632,600
<b>Difference</b>	\$14,000	\$4,497	\$1,300	59,083	\$800	76,657	\$600





## **Contingency and Building Fund Updates**

In Accordance with the MRFA Bylaws, we have built our Contingency fund up to \$200,000. The majority of the 2013-2014 surplus was allocated to this fund in April 2014 to meet this goal.

Remaining money from the 2013-2014 surplus was transferred to the Building Fund. It is to be increased to \$100,000 according to the MRFA Bylaws.

Once we reach the Building Fund target, the MRFA will need to consider what to do with further years' surpluses. These surpluses arise from careful management of the Association's resources. We thank our committees, the Executive Board, the Faculty Centre Management Coordinator and the Executive Assistant for their work in this regard.

The Association is in a good financial position.



**Academic Liaison Officer's Annual Report  
MRFA Annual General Meeting  
9 May 2014**

**Membership 2013-14**

<b>Name</b>	<b>Representative of ... (Academic Unit)</b>
Andreas Tomaszewski, Chair	MRFA, Academic Liaison Officer (Justice Studies)
Terry Field (Sept to Dec '13)	Faculty of Communication Studies (Journalism)
Janet Hamnett (starting Jan '14)	Faculty of Communication Studies (Public Relations)
Martin Haworth	Bissett School of Business (Business)
Jessie Loyer	Library
Alexis Morris	Faculty of Science & Technology (Mathematics, Physics, & Engineering)
Melanie Rathburn	Faculty of Teaching & Learning (General Education & Biology)
Sharon Smulders	Faculty of Arts (English)
Stephanie Zettel	Faculty of Health & Community Studies (Nursing & Midwifery)

**Acknowledgments**

We would like to acknowledge and thank Terry Field and Patricia Kostouros for their many contributions to the committee during their tenure. Although Pat Kostouros, who chaired this committee previously, was no longer a member, we are grateful for the advice and support she provided me with before and during my first year as Chair. Terry Field left the committee at the end of the fall semester and gratefully continued supporting the committee's work thereafter, whenever we asked for his advice.

**Activities**

**Caucus**

We continued the encouraging of an active Caucus in each Faculty on campus, a process started by ALC under Pat Kostouros' leadership in early 2012. Thanks to the engagement of committee members, we now have an active Caucus in each Faculty. ALC members facilitate their respective Faculty's Caucus to meet prior to GFC meetings and, generally, after the GFC agenda is distributed, to discuss agenda items and other and issues of importance to members of their Faculty. Although ALC members intensified their efforts throughout the academic year, attendance at Caucus meetings varies from meeting to meeting and Faculty to Faculty. This is something we will continue to work on next academic year. The rationale behind Faculty caucusing lies in their potential to improve faculty members' informed participation at GFC meetings and increased impact of faculty members on discussions at GFC, as well as the GFC agenda. A caucus also allows for faculty members who are not on GFC to provide opportunities for involvement and input.

**Open House**

To encourage faculty members to get involved in university-wide academic governance and provide information on what it can entail, as well as emphasize its importance, we organized



the first-ever ALC Open House. It was held on January 10, 2014, from 2 to 3 at the Faculty Centre. To encourage attendance, we scheduled it prior to the start of the first Social Event of the calendar year. It was advertised via email and flyers and led to the attendance of almost two dozen faculty members who discussed important and timely academic matters, including GFC topics like program prioritization. We are planning to hold one open house per semester in the future.

### **Pre-GFC Drop-In**

ALC held drop-in sessions for GFC councilors and other interested faculty members at the Faculty Centre from 2:30 to 3:30 on the Thursdays GFC met. Although ALC members applied various strategies to encourage attendance, the turnout was consistently disappointing. In last year's Annual Report, ALC expressed the hope that offering two different opportunities for faculty members to get involved – Faculty Caucus meetings and drop-ins – would increase participation rates. We similarly subscribe to this and will continue to offer both. We further hope that ALC Open Houses will elicit some interest that will turn in higher attendance at Caucus meetings and Pre-GFC Drop-Ins.

### **Meetings**

ALC met monthly throughout the year, prior to GFC meetings and after the GFC Agenda was distributed. At the meetings, ALC members identified and shared information on issues of wider concern on upcoming GFC, GFC-subcommittee, and Faculty Council agendas. We also discussed experiences regarding Faculty Caucuses and strategies surrounding increasing faculty participation.

ALC members plan to attend the Committee Transition event on August 22, 2014, and the Chair will attend the Department Communicators meeting on August 28, 2014, to share information regarding opportunities for faculty members to get involved in academic governance.

Respectfully submitted by  
Andreas Tomaszewski  
Academic Liaison Officer



**Member at Large: Arts and Science Faculties  
Arts, Teaching and Learning, Science and Technology and Counselling**

**Annual Report  
MRFA Annual General Meeting  
9 May 2014**

It has been my pleasure to serve my second year on the MRFA Executive Board, as Member-at-Large elected from the Faculties of Science and Technology, Arts, Teaching and Learning and Student Counselling. In this capacity, I have endeavoured to assist the Executive with the various goals identified in our annual Executive Board Goals statement. Highlights have included:

- conducting a “new faculty outreach”, in which the other Member-at-Large (Tracy Powell), and I met individually with new members to the Association;
- representing the MRFA Executive Board on the Tenure and Promotion Review Steering Committee;
- representing the MRFA at the OCUFA conference (“Future U: Creating the universities we want”) this past February in Toronto.

Another duty I performed as Member-at-Large has been to serve as Chair of the Bylaws Committee. The committee has been active again this year in the review of the Association Bylaws (see the proposed changes in the AGM package).

Respectfully submitted,  
Marc Schroeder  
Member-at-Large



**Member at Large: Professional Faculties  
Health and Community Studies, Bissett and the Library**

**Annual Report  
MRFA Annual General Meeting  
9 May 2014**

During the 2013-2014 academic year, I was in a one-year term as MAL for the professional faculties and had the pleasure of working with an Executive Board who were committed to the members and were focused on the goals identified in the MRFA annual Executive Board goals statement. During this past year, I have been able to continue with the 'New Faculty Outreach' that was initiated in 2012/2013 and had the pleasure of connecting with both new and continuing faculty at MRU. Through this initiative, I was able to answer questions from our members both related to the Association as well as in relation to aspects pertaining to the collective agreement. Based on the feedback from those meetings and my experience, I believe that this initiative is worthy of being continued by the next Member-at-Large for the Professional Faculties.

Another responsibility that I performed as Member-at-Large was in relation to the duties described in the bylaws. I had the opportunity to serve as the MRFA Executive representative on the Faculty Centre Management Committee. This committee was able to accomplish many objectives for 2013/2014 under the leadership of the MRFA President, Gerry Cross. I believe the items and work that this committee accomplished will provide an excellent foundation for the Faculty Centre and our members for 2014/2015.

Respectfully submitted,  
Tracy L. Powell  
Member-at-Large



**Contract Faculty Representative's Annual Report**  
**MRFA Annual General Meeting**  
**9 May 2014**

As Contract Member Representative, my role and responsibilities, as outlined in the MRFA bylaws (Article 9.8), are as follows:

- Facilitate communication and contact between the Association and contract members and correspond with Human Resources to ensure that the Contract Faculty Handbook is kept current and readily available;
- Serve on the Negotiating Committee; and
- Perform other duties as assigned by the Executive Board.

This second year of my term has been busy, and many issues have been addressed during this time. Following are some of my activities over these past several months:

- Met with several contract members to discuss specific issues related to contracts and the Collective Agreement
- Updated contract members regarding MRFA issues and issues specific to contract members via email
- Regularly attended and participated in Executive meetings
- Regularly attended and participated in MRFA General and Special meetings
- Attended and participated in the MRFA Fall Retreat (held in the Faculty Centre)
- Met with Human Resources representatives regarding the Contract Faculty Handbook, which is being updated by the Marketing and Communications department; discussions to continue during the spring semester
- Led the 'Food for Thought' sessions for contract members in September and January
- Visited various department meetings during the fall semester to solicit faculty concerns for the current round of negotiations
- Attended and participated in joint MRFA and MRSB interviews of candidates for Dean, Bissett School of Business
- Attended and participated in negotiating sessions between the MRFA and BoG teams during the fall semester, resulting in an Intellectual Property article for the Collective Agreement
- Attended and participated in the two-day CAUT Bargaining Information session in January (held in the Faculty Centre)
- Attended and participated in the two-day Interest-Focused Bargaining training session in January (held in the Faculty Centre)
- Regularly attended and participated in Negotiating Committee meetings
- Attended and participated in meetings of the Job Action Research Committee as the Negotiating Committee representative
- Currently attending and participating in negotiating sessions between the MRFA and BoG teams

The Negotiating Committee will continue to meet regularly in caucus and in negotiating sessions with the BoG team until the end of May.

I thank you for the opportunity to serve as Contract Member Representative.

Respectfully submitted,  
Brenda Lang  
Contract Member Representative







**Faculty Representative to the Board of Governors Annual Report  
MRFA Annual General Meeting  
9 May 2014**

The Faculty Representative to the Board of Governors, Elaine Mullen, reports to the membership regularly throughout the year. These reports are available online at <http://mrfa.net/content/mru-board-governors>