



**Minutes of the Mount Royal Faculty Association**  
**Meeting date: August 22, 2017**

**Call to order:** An Executive Board meeting of the MRFA was held in Mount Royal University, Calgary, Alberta on August 22, 2017. The meeting convened at 11:00am, President, Marc Schroeder, presiding.

**Members Present:**

Allison Mackenzie  
Brenda Lang  
David Clemis

Guy Obrecht  
Jennifer Solinas  
Lee Easton  
Marc Schroeder

Michael Truscello  
Sabrina Reed  
Shiraz Kurji

**Order of the Day, 1:00-1:45pm**

Guest, Jim Zimmer, Vice-Provost and AVP Teaching and Learning

**Approval of Agenda**

Added: Business Arising, item 4. MRFA Website Update. New Business, item 5. President's Fall Address, 6. Pride Parade, and 2.d. Grievance Committee Appointments

**Approval of Minutes**

Motion was made by Marc Schroeder to approve the minutes of the June 14, 2017 Executive Board meeting. Motion Carried.

**Business Arising**

1. Update on Faculty Annual Report System  
The MRFA submitted recommendations for functionality improvements based on feedback from FEC. This will be the second cycle that the current system will be in use; so, there may still be improvements to be made for the third cycle. Members of FEC will take notes as they complete their reports to inform subsequent changes to the system.  
This is the second year in which faculty have had delayed access to the online system due to system development. While such improvements are valuable and although there is the option to submit a paper report, it is important that faculty have reasonable access to the system. The Association will inquire about the possibility of ensuring there are no punitive measures taken if people are late in their submissions this year.
2. MRFA Response to Resource Planning Task Force Update on MRFA Recommendations  
The Executive will formulate a response which provides context for the initial set of recommendations, the subsequent communications and our goals moving forward.
3. MRFA Staff
  - a. Update on Part-Time Office Assistant Hiring Process  
The hiring committee met on August 16 and finalized the posting which will be up September 5 – 19. There will then be shortlisting and pre-screens before interviews. The committee will recommend a candidate to the Executive Board by October 27 for a November 6 start date. The job will be posted on Indeed, with the Herald, and on internal job banks at MRU, SAIT and Bow Valley.
  - b. Recommended Compensation for the Part-Time Office Assistant  
Motion THAT the Executive Board approve the grid placement for the part time office assistant position on MRSA Salary schedule B step 19-1 with annual increments as per the MRSA agreement. Additional compensation is to include an in lieu of pension amount at LAPP contribution rates and health and dental benefits. A parking pass will not be provided.  
Moved: Marc Schroeder  
Seconded: Shiraz Kurji  
Vote – Carried Unanimously

4. MRFA Website Update  
There was no faculty interest in the project in Mathematics and Computing or in Information Design. So, the Communications Committee will look into hiring a consultant to build the new site which is to be in place by the end of the academic year. This will go over budget.

### **New Business**

1. MRFA Meetings
  - a. Preparation and Notice for the Regular and Special Meetings, September 29, 11:30-2:00  
Motion THAT the Executive Board provide notice to the membership that, at the Special Meeting on September 29, there will be a motion for a dues rate increase and, contingent on that motion passing, a motion to join the CAUT Defense Fund. There will be paper voting at the meeting with paper voting to follow in the faculty centre at times to be determined during the Special meeting.  
Moved: Marc Schroeder  
Seconded: Guy Obrecht  
Vote – Carried Unanimously  
  
Motion THAT the Executive Board approve the recommended dues rate to be 1.5% of gross salary.  
Moved: Lee Easton  
Seconded: Sabrina Reed  
Discussion  
Vote – Carried, 1 opposed
  - b. October Regular Meeting – Marc Unavailable  
Sabrina will Chair this meeting if needed.
2. Appointments  
Deferred
3. First Report of the Joint Diversity and Equity Committee  
The Executive Board will finalize the response drafted by Sabrina and submit it to the Committee.
4. Executive Board Retreat Planning  
Deferred
5. President's Fall Address  
Members of the Executive Board are encouraged to attend.
6. Pride Parade  
Members are encouraged to march: MRFA flags are available for pick up in the office.

### **In Camera Session**

Motion THAT the Executive Board approve forwarding the grievance related to contract hiring to step 2.

Moved: Sabrina Reed  
Seconded: Jennifer Solinas  
Vote - Carried Unanimously

### **Officers' Reports**

President's Report  
Deferred

**Adjournment:** The meeting was adjourned at 2:08pm.

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Communications Officer, MRFA

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Date of approval