

## **Minutes of the Mount Royal Faculty Association**

**Meeting date: January 23, 2013**

**Call to order:** An Executive Board meeting of the MRFA, was held in Mount Royal University, Calgary, Alberta on January 23, 2013. The meeting convened at 9:03am, President Gerry Cross presiding and Kit Dobson, Communications Officer

### **Members Present:**

Elaine Mullen  
Kit Dobson  
Scott Murray  
Brenda Lang

Marc Schroeder  
Gerry Cross  
David Sabiston  
Marnie Kramer-Kile  
Pat Kostouros

**Agenda:** Approved

### **Approval of Minutes**

Motion was made by Gerry Cross, and seconded to approve the minutes of the January 9, 2013 meeting as amended. **Motion carried.**

### **Officer's Report**

President's Report

#### 1. CAUT Forum for Presidents

- Gerry is going to report on three of the Forum's topics at the General Meeting

#### 2. Grievance Report (Closed)

#### 3. Budget Advisory Committee

- Gerry will continue to support and/or follow up on the following budget considerations:
  - affects of reclassifying copier and computer leases on amortization;
  - increases to projected deficits caused by contributions made to reserve funds;
  - the argument that we must stop converting operating funds to capital; and
  - the fact that, at the divisional level, Academic Affairs should not be facing the same cuts as Administration or Services. Instruction is the university's primary function and it should receive more support than other areas.
- Committee Composition and Involvement
  - There are three faculty members, three students and three staff members on this committee comprised of 24 members. All members of the committee should contribute to and be involved in these meetings.
  - Faculty members, in general, do not understand how the budget process works. PSGC could consider hosting a workshop on this topic in the Spring.
- The budget figures are fluctuating right now and departments would be within their rights to defer decisions about savings until the numbers are finalized.

#### 4. Accommodation for Faculty

- Human Resources needs to improve its communications on this matter: they should inform people that a doctor's note, stipulating the member's ability to work and the member's accommodation needs, is needed before accommodations can be made.
  - Scott and Gerry will discuss this with Randy and Manuel.

#### 5. Election of Treasurer

- Kit will use the Department Communicator network and Gerry will talk to Chairs about getting members to attend the Special meeting on January 29.

### **New Business**

#### 1. Appointment to Task Force on Leaves and the Academic Year

Janne Holmgren is on a six month sabbatical, but she is willing to continue serving on this committee. We do not need to appoint a new member.

## 2. Part-time Service Honoraria Form

### a) Discussion with Manuel and Randy regarding Course planning and semester debriefing meetings

A meeting of faculty members teaching a multi section course to plan the semester and ensure commonality is part of a faculty member's teaching responsibilities. That being the case, all Contract faculty should be required to attend such meetings: they would not receive service honoraria for attending. However, a Contract faculty member coordinating such meetings would be eligible to apply for an honorarium as long as they are not already being compensated for the work.

Instructions will likely be distributed to regularize this and ensure that departments are not placing demands on Contract faculty that exceed the expectations of what they are being paid for.

### b) Attending meetings stipulated in the Collective Agreement

Motion THAT attendance at meetings stipulated in the collective Agreement be considered eligible for funding through the Part-time Service Honorarium.

Moved: Scott Murray

Discussion

Vote

Carried, 5 in favour and 3 against

### c) MRFA Standing Committee Meetings

Motion THAT service on MRFA Committees be considered eligible for funding through the Part-time Service Honorarium.

Moved: Kit Dobson

Discussion

Vote

Carried Unanimously

### d) Representing the Department or University Externally

If a Contract faculty member is formally representing Mount Royal then it counts as service to Mount Royal.

Agreed

### e) Revised Draft Form

Form revised

Summary reports will be distributed to the Executive Board.

## 3. March Meeting with MacEwan

### a) Agenda

The Duty to Accommodate session is being presented by their lawyers. Gerry will inform them that we are interested in duty of fair representation, directors' insurance and physical accommodation of members.

### b) Attendance

If anyone wants to attend in person they can go with Gerry.

## 4. Requests for changes to the bylaws and the Policies and Procedures Manual made by the Executive to the Bylaws Committee

Deferred

5. Time Log  
Deferred

6. Class Scheduling

In February there will be an audit of the university's procedures by Infosilem engineers  
Since this is an ongoing concern, faculty members will be invited to submit their  
experiences with the scheduling system and/or examples of timetables from  
before/after Infosilem

**Closed Session**

Performance Evaluation  
Deferred

**Adjournment:** The meeting was adjourned at 10:54am.

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Communications Officer  
Mount Royal Faculty Association

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Date of approval