

Minutes of the Mount Royal Faculty Association
Meeting date: June 7, 2017

Call to order: An Executive Board meeting of the MRFA was held in Mount Royal University, Calgary, Alberta on June 7, 2017. The meeting convened at 11:34am, President, Marc Schroeder, presiding.

Members Present

Marc Schroeder
Lee Easton
Guy Obrecht
Sabrina Reed
Brenda Lang (at 12:00pm)

Roberta Lexier
Shiraz Kurji
Allison Mackenzie
David Clemis

Absent with Regrets:

Jenn Solinas

Agenda

Added: New Business items 6. Reporting Back to the Membership When Acting at the Direction of the Membership, 7. Discussion of a LoU re: the Tenure and Promotion Handbook, and 8. Vice-Pres Administrative Services Search Committee Input

Approval of Minutes

Motion was made by Marc Schroeder to approve the minutes of the May 24, 2017 Executive Board meeting. Motion Carried.

Business Arising

1. Input to Government Consultation on ABC Review Phase 3 – PSI Roles and Mandates
A draft will be reviewed at the June 14 Executive Board Meeting, and will be submitted to the government by the June 18 deadline.

Unfinished Business

1. CAUT Contract Academic Staff Conference – October 20-21, Toronto
Motion THAT the MRFA Executive Board approve the expenses for Guy Obrecht to attend the CAUT Contract Academic Staff Conference.
Moved: Allison Mackenzie
Seconded: Sabrina Reed
Vote – Carried Unanimously
2. Collective Agreement Signing Authority
The Executive Board affirmed that the MRFA President and Chair of the Negotiating Committee have authorization to sign the Collective Agreement.
3. Review of Draft AGM Minutes
The draft minutes were reviewed and no changes were made

New Business

1. MRFA Office Staffing Plans for 2017-2018 – for Information and Discussion (Decisions Scheduled for June 14 Meeting)
 - a. Office Staff Position Descriptions
Draft position descriptions were circulated for review in advance of the June 14 Meeting. The proposal is to hire a part time Office Assistant and reconfigure the Executive Assistant position (Senior Administrative and Faculty Relations Officer) to more accurately reflect senior accountabilities of the role. These changes will improve office supports for the Executive, Committees and the membership, and improve office stability through transitional periods. Eventually, the MRFA will need to consider hiring a labour relations officer. There is no budget for this currently, but as things become more complex it is difficult for faculty members to fill labour relations and grievance support roles.
 - b. Ad hoc Hiring Committee Charter

The charter was circulated for information and will be brought to the next meeting for approval.

2. Scholarships for Dependents – Additional Expense

Due to an allocation error for Fall 2016, follow up is required to improve processes, allow for MRFA funding appeals and ideally move to an annual funding structure.

Motion THAT the Executive Board approve the provision of funding to rectify the Fall 2016 Scholarships for dependents processing error. The \$925.23 will be paid out of the operating fund and recorded as a non-budgeted expense.

Moved: Shiraz Kurji

Seconded: Allison Mackenzie

Vote – Carried Unanimously

3. Workload Allocation for Teaching by Academic Leaders

Motion THAT the Executive Board refer a matter to the joint Committee on the Review and Interpretation of the Collective Agreement. With direction provided by the MRFA President, the Committee will consider articles relevant to the following questions. If academic administrators are allowed to teach credit courses, where do they fit in the order of contract workload allocation? If they receive workload, should they be paid and how? And, how will this process be formalized moving forward?

Moved: Roberta Lexier

Seconded: Allison Mackenzie

Discussion

Vote – Carried Unanimously

4. Faculty Annual Report System

a. Feedback

Feedback on the system was reviewed and recommendations for improvements submitted to ITS are currently being integrated into the system. In accordance with the Collective Agreement, the MRFA will need to approve the changes.

b. Status

Faculty members have been asked to wait to fill out their Annual Reports while ITS is makes changes to the system.

c. Information Resources and Training

Further training is required but it needs to be from an academic perspective: faculty need to know more about how best to record various types of information within the system. The training needs to be done right and proper ongoing support is required. The Annual Report is management's responsibility and they need to provide the proper tool and support to get the information they need.

5. University Librarian Search Committee

Motion THAT the MRFA Executive Board appoint Marc Schroeder to the University Librarian Selection Committee.

Moved: Roberta Lexier

Seconded: Brenda Lang

Vote – Carried Unanimously

6. Reporting Back to the Membership When Acting at the Direction of the Membership

The Bylaws indicate that the Executive Board has authority for all governance and business of the association: it would be unreasonable to expect that the membership could micromanage all actions undertaken by the Executive Board. However, if members want the Executive to report back after acting at the direction of the membership, this would need to be made clear up front. In cases relating to confidential personnel matters, an expectation of reporting could impact the way in which the

Executive is able to act on behalf of the membership. This will be mentioned at the September General Meeting.

7. Discussion of a LoU re: the Tenure and Promotion Handbook
There is common understanding in how the new handbook relates to the Agreement; so, a Letter of Understanding may not be necessary. This will be discussed further at the next Executive Board Meeting.
8. Vice-President Administrative Services Search Committee Input
At its first committee meeting, the Search Committee for the VP Academic Services will draft a position description based on input from committee members. Possible requirements for the position are experience in the university environment, good communication skills around transparency of the budget process, awareness of the distinction between academic and administrative matters and understanding that administrative services is ancillary to the core mandate of the institution.

In Camera Session

Officers' Reports

President's Report
Deferred

For Information

COFAS 2017 Report Distributed to the Executive Board.

Adjournment: The meeting was adjourned at 1:00pm.

Communications Officer,
Mount Royal Faculty Association

Date of approval