

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

**Meeting date: November 9, 2011**

**Call to order:** An Executive Board meeting of the MRFA, was held in Mount Royal University, Calgary, Alberta on November 9, 2011. The meeting convened at 11:00am, President Gerry Cross presiding and Kit Dobson, Secretary.

### **Members in attendance:**

Gerry Cross  
Cliff Werier  
Gerard Lucyshyn  
Pat Kostouros

Qasim Syed  
Rafik Kurji  
Kit Dobson  
Ellaine Mullen  
David Sabiston

### **Agenda**

Students GFC councilors are meeting with Robin prior to meetings

- The MRFA President should also attend these meetings.

**Approval of minutes:** Motion was made by Gerry Cross, and seconded to approve the minutes of the November 2, 2011 meeting as amended. **Motion carried.**

### **Unfinished Business**

1. Auditor's Evaluation of Internal Controls
  - No matter what there will always be recommendations and notes to an audit. The notes we have now are very common notes seen in most audit reports
  - Bookkeeping errors:
    - These are minor, but we are having Chantelle take an accounting course
  - Reviewing the minutes.
    - We have started have the Secretary sign the minutes in response to these notes
  - Interfund Transfers
    - These transfers were discussed at FCM and we will ensure to bring these to the executive in the future
    - The Faculty Centre Management Committee has decided to create a separate bank account for the MRFA Professional Fees/Contingency Fund. Chantelle will create this bank account and transfer \$10,000 from the Operating fund to the newly established Contingency Fund
2. Process for Developing Faculty and Academic Unit/Discipline Evidence and Standards for Tenure and Promotion
  - Gerry will be invited to the next APTC meeting which is on December 1. Pat will arrange this with Scott
3. Post Tenure Review
  - Are the annual reports a form of post tenure review? If they are it is unfortunate that they are largely summative and mechanical
    - The perspective of the Negotiating Committee at the time was that performance review should be formative.
  - This was added to the agenda in response to the Arts Faculty Council motion to form an ad hoc committee to see if the criteria for tenure and promotion are aligned with the criteria for post tenure review and whether it should be.
    - It is good that the Faculty of Arts Council has struck this committee to explore the matter. This Committee will be giving the dean guidance on evaluation
  - Gerry is going to bring the matter of "in consultation with the chair" to Robin. Some chairs have submitted extra evidence in an inappropriate way.
  - If a faculty member comes to Gerry and lodges a formal complaint that the dean has not complied with the Collective Agreement, then Gerry would offer to take it to Robin.

4. Professional Affairs Committee Budget
  - Treasurer Recommendations Regarding PAC Expenditures
    - If there is a meal or beverages PAC is to use the faculty centre
      - If we are at a location far from the Centre then there should only be coffee at the event and a meal at the end of event in the Faculty Centre
    - Limit the Committee meeting lunches
      - The committee has already stopped having these lunches
    - Could Academic Affairs pay more for the December event?
      - PAC will try to have Academic Affairs pay more for the event

Motion THAT the Professional affairs Committee be permitted to spend 1,700 over its allocated budget in the current fiscal year

Discussion

Restated motion: Motion THAT the Professional affairs Committee be permitted to cover the costs of the Roberts Rules Workshop

Moved: Qasim Syed

Seconded: Gerard Lucyshyn

Called the Question, Gerard Lucyshyn

Vote

Carried

#### **New Business**

1. CAUT Workshop
  - This is a good idea and would be supported
  - We could have this before classes start and we will look for another time as soon as everyone gets their schedules in to Chantelle.
  - Members of the Executive are to get their schedules, including a speculative schedule for the Part-time Member Representative, to Chantelle by the end of the week.
2. FEC Motions
  - We cannot decide what to do with the motions till we get the report.
    - Deferred
3. General Meeting Agenda
  - Pat will report on the child centre task team
  - Announcements: add Children's Holiday Party
  - A new version will be brought back to the Executive next week

**Adjournment:** The meeting was adjourned at 9:58am.

---

Secretary  
Mount Royal Faculty Association

---

Date of approval