

Minutes of the Mount Royal Faculty Association
Meeting date: October 16, 2015

Call to order: An Executive Board meeting of the MRFA, was held in Mount Royal University, Calgary, Alberta on October 16, 2015. The meeting convened at 12:00pm, President, Marc Schroeder, presiding

Members Present:

Jarett Henderson
Brenda Lang
Marc Schroeder

Tracy Powell
Brady Killough
Richard Sutherland
Shiraz Kurji

Sabrina Reed
David Clemis

Members not present:
Allison MacKenzie

Order of the Day, 12:00pm

Guest, Michael Quinn - AVP Research, Scholarship & Community Engagement

The office is currently hiring an Office Manager and reconfiguring workload in the department. Technical matters will be left to IT and the Office will focus more exclusively on supporting research. There are working groups considering improvements to doing, communicating and celebrating research at MRU, and the Office has arranged for faculty members to serve as research development officers to assist faculty with grant proposals. The office is, also, working on streamlining information for faculty and making processes simpler and more transparent.

1. Contract Faculty Access to Funding

While currency is important in maintaining quality teaching, and despite the fact that the majority of classes at MRU are taught by contract faculty, there is currently not enough money available to support Contract faculty members' research. The only way to fund contract faculty research is to increase the amount of funding available and allow contract faculty to apply in the same pool as full time faculty. We cannot reduce the already insufficient money available for full time faculty nor can we allocate funds specifically to contract faculty.

2. Budget for Research

There is increased money available this year which has been allocated from reserves. We need to demonstrate the value of allocating these funds to research so that this can be budgeted for moving forward.

3. Efficiencies for Processes and Forms

The Research and Scholarship Standing Committee (RSSC) is working on this.

4. Status of the Post Doc Policy

This Policy is to go to GFC for information before going to the Board for approval. The MRFA submitted its feedback on this policy previously. If Post docs have any role in teaching they would be considered academic staff and the terms and conditions of their employment would need to be negotiated. Also, post docs would need to apply for initial sessional appointment without any preferential treatment.

5. Tri Council Audit of MRU Processes and Controls on Grant Spending

the Tri-Council Audit report should be made available to GFC for information.

Agenda

Added: New Business item 7 - Interfund Transfer Approval

Approval of Minutes

Motion was made by Marc Schroeder to approve the minutes of the October 2, 2015 meeting.
Motion Carried

Business Arising

1. Senior Grievance Officer's Workshop Expense Approval

All Travel and conference expenditures are to be approved by the Executive Board.
Motion THAT the Executive Board approve sending Sabrina Reed to the CAUT Senior Grievance Officers workshop

Moved: Brenda Lang

Seconded: Jarett Henderson
Vote
Carried Unanimously

New Business

1. October Special and General Meeting Agendas
Agendas revised. Additional changes to be sent to Chantelle or Marc.
2. Topics for Meeting with Kathy
Agenda topics considered. Additional topics to be sent to Chantelle or Marc.
3. Associate Membership Request
Motion THAT the MRFA Executive Board approve Alanda McLean's Associate Membership request.
Moved: Shiraz Kurji
Seconded: Brenda Lang
Vote
Carried Unanimously
4. 2015-2016 Reassigned Time Report
Roughly 20% of the available funds were allocated through the Provost's office and the Office of Research, Scholarship and Community Engagement. This is in violation of the Collective Agreement which requires funds to be distributed proportionately to Faculties and, also, requires Deans to approve allocations. List A funds are being used to subsidize administrative roles, and the MRFA could decide to grieve this.
5. MRFA Staff Evaluations
Deferred
6. Policies and Procedures Manual
Revision of travel policy and the Faculty Centre rental policy.
Motion THAT the MRFA Executive Board approve revisions to the Policies and Procedures Manual
Moved: Brenda Lang
Seconded: Shiraz Kurji
Vote
Carried Unanimously
7. Interfund Transfer Approval
Motion THAT the Executive Board approve the transfer of \$64,000 from the Operating Fund bank account to the Grants Fund account.
Moved: Shiraz Kurji
Seconded: Tracy Powell
Vote
Carried Unanimously

Officer's Report

President's Report

1. Executive Board Retreat
2. Updates
 - a. Tenure and Promotion Review Steering Committee
The committee will finish its work this year.
 - b. GFC Discussion of MRU Policy Development Framework
The process flow chart was improved but some concerns remain. The MRFA will monitor policy development and make recommendations accordingly.
 - c. GFC Vote on Motion Related to the Code of Conduct

The motion to advise the Board to refer the policy back for revision was carried. This goes to the Board on Oct 26. We will inform faculty they can attend this public meeting, and Marc will submit a letter to the Board.

d. Contract Faculty Handbook

HR will produce a general faculty handbook and they are currently developing a quick start guide with input from Brenda and Marc.

Treasurer's Report

Mid-Year Fiscal Update

The Faculty Centre Management Committee reviews the budget monthly and the Executive will review the budget on a quarterly basis moving forward. We expect to go over budget on Travel, Salaries, and PD, but everything else is in line.

Announcements

Adjournment: The meeting was adjourned at 2:15pm.

Communications Officer,
Mount Royal Faculty Association

Date of approval