



**MINUTES OF THE MRFA EXECUTIVE**  
**Tuesday, September 12, 2006**  
**FACULTY CENTRE @ 10:00 am**

**FINAL**

In attendance: David Hyttenrauch, Jane Drover, Mardy Roberts,  
Miriam Carey and Bruce Ravelli

Regrets: Doug Rathbun

1. Agenda was approved with the following additions to Item 5. Other Business  
P/Time funding, Printing by depts, Researcher
2. September 5, 2006 Minutes approved
3. **President's Update**
  - a) Volume of Issues
    - Busy week of problems that could have progressed to formal grievances. One is being resolved by Provost & VP Academic but seems to be an on-going problem with a particular administrator. David suggested an informal meeting with department members. The second is a problem with tenure. The final one has to do with part-time appointment issues. It was agreed that a meeting with the person, as an executive, might be in order.
  - b) Dinner Invitation - Susan Gottheil, Exec Dir Enrollment Services
    - David suggested a welcome dinner for Susan Gottheil with invitations to Robin Fisher and Dave Marshall. Executive agreed. Decision will be made in the near future re date and place.
  - c) Credit Accounting Implementation Working Group - designate.
    - Miriam offered to be the designate. Requested clarification of her role with this working group. It was agreed that she will be acting on behalf of the executive, reporting regularly and consulting with the executive if direction is needed.
    - Jane noted that this has workload implications for English and workload is to be dealt with through the collective agreement.

#### **4. Faculty Centre Management Updates**

a) Status of Audit - Mardy Roberts

- Met with Tammy Lemon from Buchanan Barry last Friday. Discussed 2004 & 2005 preliminary audits to see if any reporting changes need to be made. Mardy will review and let Tammy know. Member asked if Mardy satisfied with auditors? Mardy feels it is in the best interest of the association to remain with one auditor. It takes time for them to become familiar with association business and it takes time for us to know what their requirements are.

b) Staffing Documents

- Copies of the Faculty Centre Coordinator and Executive Assistant's position descriptions were distributed to the executive.
- Copies of the employment contract were distributed for discussion. Some changes were made. David will send to lawyer.

c) Renovations

- Miriam met with Richard Roberts, VP Admin, to discuss points raised at the last meeting. Confirmed that it is not possible for new Faculty Centre.
- Miriam & David meeting with MRC renovation architect & designer in the Faculty Centre next Monday.
- Miriam & Jacqueline will be presenting models at the General Meeting Sept 26.
- It was agreed that it would be put to a vote at the November meeting.

d) Executive approved Joan Kingsmith's appointment as Faculty Centre Assistant.

#### **5. Other Business**

- Executive that are not at the Faculty Centre can send their printing to Document Services and Association will cover the cost.
- There is still money left in the fund for the researcher. David needs Krista to carry on with research that she was doing on other Faculty Associations.
- Darlene needs another \$250.00 to purchase a good Bbq. Total expense will be \$750.00 Approved
- Per Miriam, Shiraz Kurji has a lot of pictures of the faculty from when he was on the Social Committee. Miriam will email faculty to see if anyone does not want their picture on the web site.
- P/Time Funding of \$10000.00 TABLE TO NEXT MEETING

#### **6. Adjourned**