



MINUTES OF THE MRFA EXECUTIVE
Tuesday, September 5, 2006
FACULTY CENTRE @ 10:00 am

FINAL

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

Guest: Rod Corbett, ADC

1. Agenda was approved with the following additions to item 9. Other Business:
a) Records Policy b) Welcome Back c) Disability Services d) Funding Request
e) Committee Designates f) Meeting Updates
2. **Demonstration of Updated Website**
 - Miriam & Rod have been working diligently on the new MRFA website. While giving the demonstration Miriam explained the types of information that will be available to the membership. There was some discussion as to the posting of names but was noted that any document available to the public can be posted without obtaining permission. The executive was well pleased & David Hyttenrauch thanked Miriam and Rod for their good work and Jacqueline McFarland, Interior Design, for the excellent design.
 - Membership survey can be handled as a link through the mrfa site (mrfa.net/survey).
 - Bruce also suggested a less expensive web host be found when renewal comes in January ie. Brave Net or Go Daddy.
3. **Approval of Minutes**
 - Changes to August 15, 16 & 28 were noted. Minutes approved with changes.
4. **President's Update**
 - a) Grievance 2005-003 was resolved monetarily by Administration.
ACTION:
David will check to see if member re-appointed for Fall semester.
 - b) David Wood, Associate Registrar, wants more involvement by faculty in policy discussions. It was pointed out that most policy committees already have faculty sitting as members.
ACTION:
David H. to speak with David Wood in order to clarify. If required will invite to a future exec meeting.

- c) ACIFA update
 - David Purvis of Fairview College is new President.
 - ACIFA was of the understanding that there would be consultation by the government on Bill 55, unfortunately this didn't happen. Letter was sent.
 - David H. is on Dues Consultation Committee. Asked exec for suggestions on how to address dues cap. Larger colleges are over the cap which is financially unfair to the smaller colleges. Jane suggested a 2 part fee system: institutional fee plus member rates. David attending President's Council in Edmonton Sept 29 & 30.
 - ACIFA applying to CAUT very soon. No real benefit for small colleges.
 - Miriam suggested that the executive devote one whole meeting to discussing ACIFA & CAUT.

- d) Student Marks Appeal (Policy 508)
 - H/ R requested 2 faculty members to sit on grievance committee. Doug Rathbun and one member from the MRFA Ethics Committee was suggested.

ACTION:
David to follow-up.

5. Negotiations Update

- a) Status of Negotiating committee
 - David and Doug to discuss. This is the first time that negotiations were finalized before the contract expired. Will have to elect new Negotiating Committee at AGM in 2007. Doug noted that a pilot on phased retirement is still to be worked on.
 - Part-time Representative will only be needed for executive this academic year.

MOTION:
That one honorarium be paid to the Part-time Representative this year for work on the Executive Committee.

Mardy Roberts/Miriam Carey
CARRIED

- b) Contract Administrative briefings
 - David & Doug to visit departments for briefing on new contract administration.

6. Faculty Centre Management Updates

- a) Status of Audit
 - Auditor coming out to meet with Mardy & Ellen on Friday, Sept 8 @ 2:30 with preliminary statements for approval.

- b) Status of Staffing documents
 - Lori sending documents for Executive Assistant and Faculty Centre Coordinator to Mardy.

ACTION:
Mardy to confirm documents coming from Lori in time for next meeting

 - New Faculty Centre Assistant to start on Friday, Sept 8 to cover Friday evenings. Darlene & David interviewing.

- c) Renovations
 - New offices to be rewired but no firm dates. Discussion ensued about a new Faculty Centre vs renovations. MRFA not yet included in college plan.

ACTION:
Richard Roberts, VP Administration, to be invited to Executive meeting.

- d) Emergency Wardens Request
 - Duane Schaeffer, Health & Safety, is looking for designated Emergency Wardens in all areas of the college. Ellen & Darlene were designated for the Faculty Centre.

ACTION:
David to inform Duane Schaeffer.

7. CAUT Strategy

- Lengthy discussion followed by decisions as to the best course of action.

8. Meeting Dates:

- September Regular mtg Tuesday, Sept 26 3:00 pm
- November Regular mtg Monday, Nov 20 3:00 pm
- January Regular mtg Monday, Jan 29 3:00 pm
- March Regular mtg Tuesday, March 13 3:00 pm
- Annual General mtg Friday, May 11 9:00 am

By-election, Part-Time Rep

- September. Email nominations form 10 days before meeting. Check to see what other committee positions need to be filled.

9. Other Business

a) Records Policy

- Miriam has been checking into policy for length of time to store records but finding difficult to get information. Exec considering adopting college policy.

b) Welcome Back

- Miriam to coordinate with David

c) Disability Services

- Request for distribution to faculty re meetings coming up in October.

d) Funding Request

- Darlene requested \$500 to purchase a new Bbq. Approved

e) Committee Designates

- Jane questioned whether Chair of Academic Council can use alternates as designates. Need about 5 more.

ACTION:

David will check constitution, also offered to attend caucus meeting.

F) Meeting Updates

- Childrens Holiday Party Tuesday, Dec 5 5:30 pm Faculty Ctre
- Adult Party Thursday, Dec 7 3:30 pm Faculty Ctre
- Empl Appreciation Bbq Thursday, May 17 11:30 am Faculty Ctre
- ACIFA Conference Mon - Wed May 28-30 Canmore

10. Adjournment 12:30 pm