

MINUTES of the Mount Royal Faculty Association

Meeting date: September 24, 2010

Call to order: An Executive Board meeting of the MRFA, was held in Mount Royal University, Calgary, Alberta on September 24, 2010. The meeting convened at 11:00am, President Gerry Cross presiding, and Rod Corbett secretary.

Members in attendance:

Gerry Cross	Kelly Hewson
David Hyttenrauch	Qasim Syed
David Sabiston	Cari Merkley
Rafik Kurji (till 11:20)	Rod Corbett
Gerard Lucyshyn	

Approval of minutes: Motion was made by Rafik Kurji, and seconded to approve the minutes of the September 3, 2010 meeting. Carried with revisions.

Officers' reports:

Treasurer, Rafik Kurji

Audit Update

- Rafik discussed internal controls and Reconciliations with the auditor

President, Gerry Cross

Meetings with Dave and Robin

- Research and ISP
 - Robin is talking to Trevor about what new faculty members have been informed about research. Gerry is setting a time up with Elaine to invite members of the last two years of ISP and inform them of the actual criteria development process for research and to correct their misconceptions.
- Dave Marshall's Priorities for 2010-2011
 - He is not going to start any new initiatives
- MRFA Ethics Committee relationship with the Personal Harassment Policy
 - Dave offered to speak to our ethics committee about the possibility of having our ethics relate to the Personal Harassment Policy sequentially. It is a little early for this right now but is something we could work on developing
- Meeting with Robin
 - Discussed maternity leave increment: after return you can apply for the increment based on scholarship or service. There are at least two faculty members who will apply.

Counting Part Time Semesters Prior to Fall 1999

- Background:
 - We have it in the CA that if a Part-time member taught for 25 semesters then they should be on step 6. It is in an MOU for Part-time Faculty to identify themselves as having 25 semesters of teaching and that we, the MRFA and HR, are to work on a process to deal with them (i.e. find acceptable proofs that they could possibly obtain). We have to be ready for this by next year when it will start to effect long serving Part-time faculty.
 - We need to communicate this to Part Time faculty (before we do that Gerry will check on other options of proof)

Step one Grievance Resolution and Reporting

- Background
- Resolution
- Reporting
 - This grievance was resolved at step one
- Discussion
 - Gerry does not want to leave this to the AGM report. He will draft a letter and have the chair involved approve it. Gerry will then send it out through his next president's report and also report on it at the next general meeting
- Other Concerns
 - How to handle FT experience when they become PT?
 - Gerry will write a letter of clarification to chairs

Second Vice president

Committee members' Performance

- Members join MRFA committees and they take responsibilities but do not do anything to contribute. They even take on jobs and leave it to the last minute to inform the committee that they do not have time to complete what they volunteered to do.
- Process in dealing with these issues:
 - First, talk to these members. Then, if they do not improve then you ask them to resign. If they will not resign from the committee then you bring it to the executive with a motion to remove from Committee.

New business:

Social Membership Approval: Jim Zimmer

Moved: Gerry Cross

Seconded: David Hyttenrauch

Vote

Carried Unanimously

Inviting Social Members

- Jim was very appreciative of the personal invitation
 - Now that we have extended this to some of them we have to extend it to them all
 - Cari will invite Carol
 - Chantelle and Gerry will divide up all administrators eligible among exec members to invite

Memorial for Fazal

- October 2, 1-4pm in the faculty centre
- The family is bringing food and we are covering the rest of the costs out of the executive budget
- It was suggested that we have a moment of silence at the General meeting
 - This may be considered religious
 - Alternately: we will "take a few moments to reflect"
- There will be an individual e-mail announcement to come from Chantelle about the memorial

Meeting with Grant MacEwan Faculty Association

- The purpose is to connect with them and discuss how we are dealing with the similar issues that we are dealing with
- We will try to set this meeting at noon for 1.5 hours
 - We will meet for the full session in a media conference room

Use of title Doctor:

This has been resolved

Special rules of order motions for the general meeting

- We have a motion regarding order of business and appointment of chair
 - Gerry has drafted something for the first motion and Qasim has drafted something for the second motion
- Discussion

Grievance Subcommittee

- Motion that we establish a grievance subcommittee by position
 - Members: President, 1st Vice President, and Past President and part-time representative (when it is a grievance involving a PT member)
 - Rationale: this will allow the President to discuss grievances and get feedback
- Gerry moves that the Executive Board establish a grievance subcommittee composed of the President, 1st Vice President, and Past President and part-time representative (when it is a grievance involving a PT member)
 - Seconded: Qasim Syed
- Amendment to the motion: strike parenthesis of the PT rep only sitting when it is a PT issue. The part time rep could be part of the grievance no matter what faculty
 - Rod Corbett: Seconded
 - Discussion
 - Vote on amendment: Carried
 - Vote on Motion: Carried

Appointment to Planned Leave Committee

- Moved to appoint Gerry to the planned leave committee
 - Seconded Gerard
 - Vote
 - Carried 1 Abstention

Student evaluation of instruction forms and processes

- Gerry discussed this with Robin yesterday
 - In context of what UTPC is to do in developing the process and forms for tenure and promotion, Gerry stated that the establishment of a new tenure system is a great opportunity to re-evaluate our SEI forms and the use of them.
- Discussion

Review of the new CA

Summary of changes (att.)

- Gerry can answer any questions you have and go through the highlights with you
- One thing that will likely come up on Monday are the anomalies
 - This will be presented on at the general meeting

Adjournment: The meeting was adjourned at 1:10pm.

Secretary
Mount Royal Faculty Association

Date of approval