



**Minutes of the Mount Royal Faculty Association**  
**Meeting date: October 31, 2018**

**Call to order:** An Executive Board meeting of the MRFA was held in Mount Royal University, Calgary, Alberta on October 31, 2018. The meeting convened at 11:30am, President, Melanie Peacock, presiding

**Members Present:**

Allison Mackenzie  
Brady Killough  
Brenda Lang  
David Clemis  
Guy Obrecht (until 12:30)  
Jennifer Solinas

Lee Easton (until 12:30)  
Marc Schroeder  
Melanie Peacock  
Rafik Kurji

**Absent with Regrets**

Michael Truscello

**Approval of Agenda**

Agenda management was discussed and it was determined that the agenda would be reordered as needed with time limits assigned and that consensus to move to subsequent items would be sought. Added to October 31, 2018 agenda: Officer's Reports - BoG Report from David Clemis, and New Business – funding request.

Motion THAT the Executive Board approve the agenda as amended

Moved: Allison Mackenzie

Seconded: Rafik Kurji

Vote – Carried Unanimously

**Approval of Minutes**

Motion THAT the Executive Board approve the minutes of the October 17, 2018 Executive Board meeting.

Moved: Allison Mackenzie

Seconded: Brenda Lang

Vote – Carried Unanimously

**Unfinished Business**

1. Approval of Job Action Related Documents

a. Job Action Communications Committee Charter

Motion THAT the MRFA Executive Board approve the Job Action Communications Committee Charter as presented

Moved: Brenda Lang

Seconded: Jennifer Solinas

Discussion

Vote – Carried Unanimously

b. Job Action Finance Committee Charter

Motion THAT the MRFA Executive Board approve the Job Action Finance Committee Charter as amended

Moved: Rafik Kurji

Seconded: Lee Easton

Discussion

Vote – Carried, 1 abstention

c. Approval of criteria for Appointments to these committees (beyond what is indicated in the Charter)

Motion THAT the Executive Board approve the policy manual amendment to incorporate appointment criteria for the Job Action related committees

Moved: Brenda Lang

Seconded: Rafik Kurji

Discussion

Vote – Carried Unanimously

- d. FAQ Document - as revised to be filed for later use as appropriate  
Motion THAT the Executive Board approve the FAQ document as presented

Moved: Lee Easton

Seconded: Allison Mackenzie

Discussion

Motion to postpone indefinitely the motion relating to the FAQ sheet

Moved: Lee Easton

Seconded: Brenda Lang

Discussion

Vote – Carried Unanimously

Motion THAT the Executive Board accept the Job Action Plan as presented, as a living and iterative document, and further sanctions the Job Action Committee to proceed to other expected activities as outlined in its charter.

Moved: Lee Easton

Seconded: Guy Obrecht

Vote – Carried Unanimously

Motion THAT the Executive Board express its appreciation for all members of the groups involved in the creation of this comprehensive job action plan.

Moved: Guy Obrecht

Seconded: Lee Easton

Vote – Carried Unanimously

2. Approval of Amended Social Media Guide

Motion THAT the Executive Board approve as the Social Media Guide as presented with the addition of a disclaimer.

Moved: Jennifer Solinas

Seconded: Rafik Kurji

Discussion

Vote – Carried, with 2 opposed.

### **Business Arising**

Media Strategy Following Mediation

Deferred to November 16

### **In Camera Session**

Grievance Report (Vice-President, Policy and Senior Grievance Officer)

Negotiations Report (Vice-President, Negotiations)

President's Report

### **Officers' Reports**

President's Report

1. Staff Benefits and Compensation – MRFA staff recused

The MRFA Faculty Centre Management Committee, with the responsibility in its charter to review staffing policies and provisions, provided recommended amendments to the Policy and Procedures Manual as follows: aligning overtime practices with the Employment Standards Code, providing a cell phone for the LRO, clarifying and expanding provisions for professional development by adding access to tuition refunds, adding scholarships for dependents for full time staff, and clarifying staff access to travel reimbursements.

- o In compliance with the Employment Standards Code, and the newly revised Policy Manual, the MRFA Executive Board approved paying out the banked overtime for the MRFA Faculty Centre Coordinator, \$1,511.73, and the Senior Administrative and Faculty Relations Officer, \$18,665.79, and that remaining overtime, if not used by December 31, 2018 (33.75 and 85 hours as of Oct 31, 2018 respectively), would be paid out in January 2019.

- Going forward the only overtime which will be paid by the Association will have prior documented written approval from the President.
- All staff, other than the LRO, will continue to track overtime.
- The MRFA treasurer will inform the membership at the November Regular Meeting of the extraordinary circumstances and the related legislative changes which have resulted in the increased expenditure on staff salaries in the current fiscal year.
- It was determined that there would not be a raise at this time for the SAFRO in order to keep costs down for her replacement during maternity leave. Salary considerations for the SAFRO will be deferred until after her maternity leave.
- Similarly, with respect to maintaining expenditures, MRFA staff, other than the LRO, will remain on the MRSA grids. If the Executive Board determines that COLA should be provided to MRFA staff, the Executive Board may determine that a staff member be moved up two steps on the MRSA grid rather than one in years that the MRSA receives no COLA adjustment to their grids.
  - It was further noted that the Executive Board will begin planning for replacement of the SAFRO during the maternity leave

Motion made at 1:30pm THAT the Executive Board extend the meeting for up to 30 minutes.

Moved: Allison Mackenzie

Seconded: Jenn Solinas

Vote – Carried Unanimously

2. Use of List A Funding: Letter to Provost – Update  
Melanie will be discussing this matter with Lesley on November 1 and will update the Executive Board at its November 16 meeting.
3. Bill 19  
Executive Board members will review the analysis provided by Marc and the related attachments. This will be an ongoing agenda item for the Executive Board and will be added to the November Regular Meeting agenda.
4. Conflict of Interest Policy  
Since the government has the right to put this in place and because the University needs to follow up as mandated, we need to ensure that the Association is involved as the process moves forward. The MRFA will not agree with the changes but will acknowledge that the changes will be made as required. This will be discussed further at subsequent Executive Board meetings and will be added to the November Regular Meeting agenda. Primary considerations:
  - It is important to restrict changes made to the Code to what is actually required in the legislation: the scope of the Code is not expanded to deal with behavioral or performance considerations.
  - It would be reasonable, and likely in line with legislation, for the employer to put in a caveat that contract faculty teaching less than a certain amount of SICH would be exempt from the policy.
  - This is an opportunity to respond publicly by highlighting the precarious employment of contract faculty who must cobble together employment from different locations and universities to make a living wage.
5. Question to GFC Regarding Indigenization  
Since GFC approved the Academic Plan on May 18, 2017, which explicitly supported indigenizing curriculum in accordance with the Indigenous Strategic Plan, the question to GFC has been withdrawn. The Directors of the Office of Indigenization have provided verbal assurances that any specific curriculum changes would still need to go through the usual processes required for curriculum approval, and the Dean of Arts has indicated that nobody will be forced to change their courses. Assurances like this should be recorded in Faculty Council Meeting Minutes where possible.

#### VP Policy and Senior Grievance Officer's Report

1. Policy Consultation: External Grants (Non-Research) Consultation Draft
2. Space Management and 2 Related Processes: Consultation Draft  
Brady will draft a response and provide it in advance of the Executive Board meeting on November 16. Members can send their comments to Brady.

#### Board of Governors Report Deferred

#### **New Business**

1. MRFA Regular Meetings
  - a. Debrief from October Regular Meeting  
The Regular Meeting went well and members were engaged in the reports provided.
  - b. October Regular Meeting Minutes  
The draft minutes were reviewed and approved to be posted.
  - c. November Regular Meeting Agenda  
The agenda was reviewed and revised, and additional items are to be sent to Melanie by November 7.
2. Conference Reports
  - d. CAUT Defence Fund Report – Marc Schroeder  
Once all rounds of mediation are completed, the Association will apply for funding to cover the costs of mediation. Marc's report on the Defence Fund will be opened for discussion at the November 16 Executive Board meeting.
  - e. Lancaster Arbitration and Policy Conference – Lee Easton  
Taken as read.
  - f. Western Regional Conference – Michael Truscello  
Taken as read.
2. Plans regarding potential new government. Repealed strike, increased work to rule, etc.  
Deferred
3. MRFA Appointee to the ContEd Dean Selection Committee  
Motion THAT the Executive Board appoint Melanie Peacock to serve on the Continuing Education Dean Selection Committee.  
Moved: Brenda Lang  
Seconded: Jenn Solinas  
Vote – Carried Unanimously
4. Joint Occupational Health and Safety Committee  
Motion THAT the Executive Board approve the extension of David Bird's appointment to the Occupational Health and Safety Committee.  
Moved: Allison Mackenzie  
Seconded: Brady Killough  
Vote – Carried Unanimously  
Deferred discussion of other appointees to November 16
5. Funding Request for Gender Diversity Celebration  
Given the very limited budget allowed for the MRFA to make donations of this type, this request was not approved. The MRFA can donate to other groups on campus to a maximum total annual amount of \$1000 with the provision that all events or groups being sponsored are related to labour relations and employee welfare.



6. Advocacy Committee CLIFF Film Festival

This event is going ahead on November 30 as it provides an initial step in trying to connect with other labour groups.

**Executive Board Goals Update(s)**

- Meetings with New Faculty Members (Signup Sheets att.)
- 2018-2019 Goals (att.)

**Announcements**

November 14, 2018 – November Regular Meeting Agenda to be sent to the Membership

November 15, 3:00 – 3:45 - Pre-GFC Drop in (hosted by ALC) - Faculty Centre

November 16, 11:30 – 1:30 – next Executive Board Meeting

November 16, 2:00 - 3:30 – The MRFA Code of Ethics and You - Faculty Centre -

November 17, 9:00 – 5:00pm – CAUT Workshop on Membership Engagement – Faculty Centre

November 28, 4:00 – 6:00 - MRFA Regular Meeting - LPR

**For Information**

Committee Minutes

- Diversity and Equity Committee (att.)
- Labour Relations Officer Search Committee (att.)
- PDC – Retreat Subcommittee (att.)
- PDC – PD Day Subcommittee (att.)
- Faculty Centre Management Committee (att.)
- Communications Committee (att.)
- MRU Coalition (att.)

**Adjournment:** The meeting was adjourned at 1:20pm.

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Communications Officer, MRFA

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Date of approval