



**Mount Royal Faculty Association
Executive Board Meeting – Minutes
April 19, 2022, 11:00am – 12:50pm (Via GoogleMeets)**

Members Present: Kelly Sundberg, Marc Schroeder, Milena Radzikowska, Brenda Lang, Rafik Kurji, Peter Ryan, and Kirk Niergarth. **Meeting Chair:** Lee Easton **Absent with Regrets:** Shelley Rathie

1. Approval of Agenda – approved (Moved by Brenda Lang and Seconded by Rafik Kurji)

2. Approval of Prior Meeting Minutes: April 8, 2022_minutes were taken as read and approved

3. Business Arising

a. Approval of Executive Board Annual Report

Moved by Kelly Sundberg and Seconded by Brenda Lang to approve the Executive Board Annual Report with the understanding that further details will be added to the Executive Board Action Plan. – Carried

b. Exit Protocols for Executive Board

i. Draft Exit Interview Form

This form has been drafted as per the conversations related to outgoing members of the Board. This form will be implemented this year: it will be sent to all members whose terms are coming to an end with a due date to receive the form no later than the AGM.

Moved by Lee Easton and Seconded by Marc Schroeder that the form be approved with the intent that it be reviewed one year from now – Carried

ii. Initial discussion of external HR Consultant / Internal Ombudsperson

The Association will identify individual(s) with expertise in HR and/or conflict resolution to serve as a resource to the Association when needed. An initial plan will be developed for this for the Board to consider at its May 10 meeting.

c. Membership List Review and Voters Lists – Response to Affected Members

There were 8 members who were left off our membership lists in the recent ratification vote. We have spent a significant amount of time and effort in the resulting review and we are continuing to implement process improvements with respect to data management. We hope that moving to Mobilis will help with this moving forward as well as the transition back to working on campus where the appropriate resources are available for staff to conduct this work. The affected members will receive a response from the Association regarding the follow-up which has been done.

d. Communications on LMS Transition (Email from M Quinn on April 8)

The Board discussed the University's plans for implementation and training for the new LMS and considered related impacts on members: there are concerns about contract faculty being required to engage in this training without compensation. It was noted that, similar to the honourarium provided for contract faculty participation in new faculty orientation, an honourarium could be provided for this otherwise uncompensated work.

Moved by Lee Easton and Seconded by Brenda Lang that the Association's position be that contract faculty be provided with an honourarium for all training they are required to engage in to facilitate the implementation of the new LMS – Carried

4. Consent Agenda

Moved by Lee Easton and Seconded by Brenda Lang that the Consent Agenda be approved by the Executive Board - Carried

- I. Committee Meeting Minutes for Information:
 - A. April 6, Faculty Evaluation Committee Meeting Minutes
 - B. April 7, Equity, Diversity, and Inclusion Committee Minutes
 - C. April 7, Advocacy Committee Meeting Minutes

5. New Business

- I. Annual General Meeting Preparations
 - a. Draft Agenda
The Board reviewed the draft agenda and made revisions.
Moved by Lee Easton and Seconded by Brenda Lang that the Executive Board approve the AGM agenda as amended – Carried.
 - b. In Meeting Motions – Hybrid Meeting Considerations
Moved by Lee Easton and Seconded by Brenda Lang that the Association use Mentimeter to facilitate in meeting voting for hybrid meetings moving forward. – Carried
 - c. AGM Package for Review
When the package is prepared it will be circulated to the Board for review before it is sent to the membership.
 - d. Recommendation to the Membership – Appointment of Auditor for 2023 fiscal year end
The current auditor has been effective and timely in their review of our accounts and we are satisfied with the service they have provided. The change in auditors is a significant undertaking which needs to be considered in depth. If this consideration is under review in the future we need to ensure that we select a firm well suited for our organization type. The rates they are charging are comparable to other firms, their rates are reasonable and have not increased in recent years.
Moved by Rafik Kurji and Seconded by Lee Easton to approve the recommendation to the membership for Auditor for the 2023 fiscal year – Carried
 - e. Recommendation to the Membership – 2022-2023 Budget (Recommendation from AFC)
The Executive Board conducted a thorough review and discussion of the proposed budget and made amendments. It was noted that detailed line by line reports would be provided once available. Significant items to note include the provision of an Honourarium to pay for faculty to serve on the systemic racism taskforce, the increase in the reassigned time budgeted for the Equity, Diversity, and Inclusion Officer (EDIO) position, the increase in funds budgeted for training (regarding EDI training for the EDI and Grievance Committees, all committee chairs, and Officers and Staff).
 - A plan for the EDI training will be brought to the Board for consideration/approval this Spring
 - In the fall, the Board will provide detailed updates on the Contingency Fund actual and target balances and will outline where we are at in tracking progress toward our goal.Moved by Lee Easton and Seconded by Kirk Niergarth that the Executive Board approve the proposed budget as amended for recommendation to the membership for approval at the AGM – Carried
 - f. Appointment of Chief Returning Officer for AGM Elections
Moved by Lee Easton and Seconded by Brenda Lang to appoint Marc Schroeder to serve as Chief Returning Officer for the 2022 AGM. – Carried.
- II. MRU President Reappointment Process
The Association has received correspondence on this matter and noted that it is highly unusual for the president to seek reappointment two years out from the reappointment date. The Association needs

to consider how it relates to this process, what our voice is in this process, and if we want to take any position with respect to this process. Milena will attend the meeting with Lee and Tim at which the feedback we have received from the membership will be summarized and presented to him.

III. Professional Standards and Ethics Committee Survey Approval Request (outcome of work directed by the Executive Board)

The Executive discussed the value of getting member feedback on this topic and was supportive of a survey going out in late May. The Committee will be asked to further refine the survey and submit it for approval in May.

IV. PDC Retreat

a. Program for Approval (safe space preface added and 2 additional sessions)

Moved by Lee Easton and Seconded by Kelly Sundberg that the revised program be approved – Carried

b. Service Agreement Approval

Moved by Lee Easton and Seconded by Brenda Lang that the service Agreement be approved. – Carried.

Moved by Lee Easton and Seconded by Brenda Lang that the meeting extend to 1:15pm – Carried.

It was noted that some members would not be able to remain in the meeting due to prior commitments.

6. Officer's Reports

I. President's Report

Work is ongoing with respect to supporting Association committees and recent considerations regarding interpersonal relations have concluded.

Moved by Lee Easton and Seconded by Kelly Sundberg that the meeting move to closed session at 12:57pm

7. Closed Session

I. President's Report

II. Grievance Report

III. Associate Membership Requests - deferred

Moved by and Seconded by that the meeting move out of closed session

Next Meeting: May 3 (Negotiations Debrief)