

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday, September 28, 2004
MUSC, Room 224**

PRESENT Carole Armstrong (chair), Susan Black, Denise Ellis, Jesse Jeffrey, Cassandra Lo Pohl, Elaine Marion, Sam Minniti, Noor Nizam, Reneé O'Reilly,
REGRETS Anna Marinelli, Dave Moore, Rose O'Connor, Sean Spratt, Walter Pohl
ABSENT Aaron Smith
STAFF Jackie Osterman (executive director)

CONSTITUTION OF THE MEETING

A quorum of directors being present, the chair called the meeting to order.

ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

Minutes of May 1, 2004
Final MAPS Donation Application Form
President's Report, May 1, 2004
Vice-President (Internal) Report, September 28, 2004
Financial Statements, for July, 2004
Executive Director's Report, September 28, 2004
SRA Update, September 28, 2004

1. APPROVAL OF THE AGENDA

Motion: Moved by C. Lo-Pohl, seconded by S. Black to accept the agenda as circulated.

Motion Carried.

2. APPROVAL OF THE MINUTES

Motion: Moved by E. Marion, seconded by S. Black that the minutes of the meeting of May 1, 2004 as amended be accepted. **Motion Carried.**

3. BUSINESS ARISING FROM THE MINUTES

Donation Protocol – Osterman circulated the final draft for the donation protocol.

4. PRESIDENT'S REPORT

A written report by Armstrong is annexed to the official minutes. C. Armstrong provided background information for the MAPS naming opportunity with MUSC.

5. VICE-PRESIDENT (INTERNAL) REPORT

J. Osterman presented the attached information regarding bursary applications for May and September 2004.

6. VICE-PRESIDENT (EXTERNAL) REPORT

Marion presented a verbal report.

PACCR – she did not attend the last meeting, but will be attending the next one.

She stated that there is ongoing planning for the 25th anniversary celebrations.

As part of the 25th anniversary, there is going to be an art exhibit in the office. We will be featuring art created by our part-time students. The art exhibit will be open to the public. That means that the public will be able to enter the MAPS office and view the artwork. Suggestions were made regarding a comment book for guests of the art show to sign in; invite artists selected to our awards dinner instead of giving a gift. The artist would be required to sign a waiver.

7. TREASURER'S REPORT

The financial statement for July was circulated. There was some discussion regarding the budget for the 25th anniversary celebrations. Osterman noted that she reflected some of the costs in the awards dinner budget and the public relations budget.

9. EXECUTIVE DIRECTOR'S REPORT

A written report by Osterman is annexed to the official minutes.

10. SRA REPORT

Moore emailed the SRA report. The copy is annexed to the official minutes. Osterman did not get an opportunity to print the report - she will email it to the board.

11. OTHER BUSINESS

Part-time Degree Brochures

The new registrar has stopped producing a printed copy of the evening courses being offered in an academic session. The information is only listed on the web. After Osterman's discussion with Mr. Ariano, he had an evening-only course site created, but it is not updated.

Osterman reported that she will continue to negotiate with the Registrar about producing the brochure, but she was not optimistic that he would do so. Osterman suggested that as a last resort, we could print some copies and mail them to the students who are experiencing hardships.

Undergraduate Calendars

The new registrar has decided to stop printing the undergraduate calendar. Copies will be produced for all faculty and staff. Students will only be able to access it on the web. While there were concerns raised by faculty associate deans about our mature students being disadvantaged, the decision remained. The Senate approves the content of the calendar, but it has no jurisdiction over the medium used to deliver the information.

Osterman will continue to negotiate with the university but as a last resort, she proposes that MAPS purchases 100 copies of the calendar and hand out to our students as they require it. We would keep them for our students that are truly in need of a paper copy. We could also set up a system where they could sign out the calendars for a period of time.

Refining Directions

Dale Schenk has left the university to become the executive dean of the School of Business at Mohawk College. Osterman informed the committee that she will be working with Tina Horton and Fred Hall.

The report will be finalized shortly, but overall the atmosphere at the university is not encouraging regarding part-time degree education. There is little support to increase the number of part-time degree students. There is no incentive for Faculties to dedicate any more resources than they already have. The Ontario government does not encourage universities, through their funding, to recruit adult learners.

The preliminary report will be sent to board members for input. The final report is expected in the next 2 months.

OSOTF match

The provincial government has pulled back its funding of the OSOTF II program. Because of the timing of our donation, we will be receiving the match. University Advancement has asked if the board would consider accepting only 200,000 of the match (not the full 250,000) so that 50,000 could be used to match some of the smaller donors whose match will now not happen. Osterman told Advancement that she would report back to them the board's decision.

Motion: Moved by C. Lo-Pohl, seconded by S. Minniti that all of the matched funding in the OSOTF be reserved for MAPS' part-time student bursaries.

Motion Carried.

Anniversary events:

Osterman has not received any feedback from the board regarding ideas for celebration of our anniversary. The staff has come up with some events to occur in the month of November, one event each week.

- 1) an evening with Geraldine Voros – she is a dynamic professor in the Social Sciences and she is extremely supportive of part-time students. We would have her do a presentation for 2 hours and follow it with a spot of coffee, tea and desserts.
- 2) wine and cheese gathering for faculty staff and our students
- 3) anniversary and awards dinner, Nov. 26

The office will be mailing a letter to all our students informing them of our events. They will also receive a ballot to win 10 tickets to our awards dinner.

Awards Dinner

The guest list for the dinner is growing. We will be inviting the regular dignitaries and the award winners. We will also be inviting all past MAPS presidents and the executives for the last 5 years. If any board member would like to recommend someone to be added to the invitation list, email Osterman.

12. TIME OF NEXT MEETING / ADJOURNMENT

Next Meeting: Tuesday, November 16 at 5:30 pm.