

**McMaster Association of Part-Time Students  
Board of Directors Meeting - Minutes  
Tuesday, November 16, 2004  
MUSC, Room 311 (GH/Career Services Board Room)**

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

**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 September 28, 2004
- Ombuds pamphlet
- MAPS recognition wording
- Vice-President (Internal) Report, November 16, 2004
- PACCR minutes, October 21, 2004
- Financial Statements, for August 2004
- Executive Director's Report, November 16, 2004
- SRA Update, November 16, 2004
- Response from the student organizations to Rae review, November 2004
- Student Library Advisory Committee minutes, meeting of March 10, 2004
- Space requirements in the University Library: A blueprint for the next decade
- MAPS donation application from Anti-Violence Network

**1. APPROVAL OF THE AGENDA**

**Motion:** Moved by S. Minniti, seconded by S. Black to accept the agenda as circulated.  
**Motion Carried.**

**2. APPROVAL OF THE MINUTES**

**Motion:** Moved by A. Smith, seconded by R. O'Connor that the minutes of the meeting of September 28, 2004 as amended be accepted. **Motion Carried.**

**3. Board Development**

OMBUDS visit: Shelley Lancaster made a presentation to the board. She reports to the university and to the MSU, jointly. She hears from students predominantly, but also has some faculty and staff cases. She basically operates as a coach. She can make recommendations to the MSU and the university. She sees about 8 part-time students a year. She sees in total

about 300 students a year. Most of her cases deal with academic issues. Common cases are grades appeal and petitions. Much of her time is spent on policy reviews.

#### **4. BUSINESS ARISING FROM THE MINUTES**

**MAPS Naming Opportunity** – Armstrong gave the background regarding our naming opportunity. She had recently met with Mohan (MSU president) at a student leaders' dinner and he said that the MSU had no problem with MAPS' naming opportunity. However some issues from the MUSC Board of Management (BoM) were raised. Armstrong and Moore met with representatives of the BoM and Advancement to discuss the naming opportunity. The BoM claimed that the MUSC operations agreement did not state that MAPS was retaining its naming opportunity. They felt that MAPS should not be a donor and a partner. They suggested that we give up seat on BoM for the naming opportunity. Armstrong stated that MAPS had no intention giving up the seat on the BoM and that she expected the university to honour the naming agreement. After much discussion, all present agreed that a plaque commemorating the contribution of part-time students to the MUSC be placed in the food court. Armstrong said that she would bring the matter back to the board for approval. The board discussed the following wording suggested by the BoM:

*“This plaque is in grateful acknowledgement of McMaster’s Part-time students, whose generous support helped make the McMaster University Student Centre a reality”.*

After a lengthy discussion, the board agreed to the following modifications:

*“We gratefully acknowledge the generous support of McMaster’s Part-Time Students, whose leadership in planning, financing and governance helped to make the MUSC a reality.”*

**Motion:** Moved by S. Minniti, seconded by D. Moore to accept the plaque and its modified wording. **Motion Carried.**

#### **5. PRESIDENT’S REPORT**

Armstrong’s report included in the naming opportunity.

#### **6 . VICE-PRESIDENT (INTERNAL) REPORT**

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

#### **7. VICE-PRESIDENT (EXTERNAL) REPORT**

Marion presented a verbal report.

PACCR – presented the minutes of the October 21 meeting. The minutes would be made available for interested board members.

25<sup>th</sup> anniversary celebrations - She stated that there is ongoing planning for the 25<sup>th</sup> anniversary celebrations. The artwork was now installed in the office and there is a guest book for comments.

#### **8. TREASURER’S REPORT**

The financial statements for August were circulated. O’Connor stated she would take questions from the board. None were asked. O’Connor told the board that a 25<sup>th</sup> anniversary budget was approved by the executive. Osterman informed the board that she had circulated the budget to the executive members for approval. The amount approved was \$9720.00.

## **9. EXECUTIVE DIRECTOR'S REPORT**

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

## **10. BOARD MEMBER REPORTS**

### **SRA Report**

Moore presented his report. A copy is annexed to the official minutes.

### **Rae Review**

The final report is attached to the minutes. Minniti and Osterman worked with the MSU, Erin Robinson. All student groups had common concerns and issues especially: accessibility, funding, loan accessibility and quality education.

### **Library Committee**

Minniti presented the minutes of the Library Advisory Committee of March 10. He also submitted the Library committee list, Library hours, Library electronic resources and the Library space requirements.

## **11. OTHER BUSINESS**

**Anniversary events** – anniversary events are proceeding nicely. The board is expected to participate as much as possible.

### **On-line admission application procedures**

Osterman reported that the Registrar's Office has completed the on-line admission application system and students are now required to apply only on-line. The Registrar's Office has been sending prospective students to the MAPS office to apply. When we had our first student, we realized that because of university policy an ID proxy was required to access the application centre's website, therefore, we could not assist the student with the application since they are not yet McMaster students and do not have a university id proxy. Osterman contacted admissions and reported the problem. Admissions did not have any solutions, therefore, Osterman contacted the university computer systems people and received approval for generic proxy ids that the MAPS staff would be able to use for admission application purposes only. Osterman stated that she was concerned that if we did not assist these students, and since the Registrar's Office was not providing this service, that mature students would be frightened away. It was the university's intention that they would develop temporary ids for people to use.

Before Osterman put in place this assistance to prospective students, she wanted clarification from the board that prospective students were part of the MAPS mandate. The board agreed that we should assist prospective students as much as possible. There was some concern that we would not have the resources to manage the potential requests. Osterman suggested that she meet with the Associate Registrar, Admissions and discuss what kind of assistance that they would be able to provide and how we could assist them as a backup.

Armstrong suggested and all agreed that we take this on as a six-month pilot project. Osterman will report back to the board at the completion of the pilot.

**Awards Dinner and 25<sup>th</sup> anniversary celebration**

Osterman reported that the dinner was fast approaching and that we had almost 200 replies.

**Anti-Violence Network**

Osterman presented the request from the Anti-violence network group for a small donation.

**Motion:** Moved by A. Marinelli, seconded by S. Minniti to donate \$100 to the Anti-Violence Network group. **Motion Carried.**

**Christmas Social**

The board members suggested that it was time for another social evening. Armstrong offered her home for the holiday social. Osterman will circulate dates and confirm date and time as soon as possible.

**12. TIME OF NEXT MEETING / ADJOURNMENT**

Next Meeting: Tuesday, January 25th at 5:30 pm.