

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Saturday, May 14, 2005 at 2:45 p.m.**

PRESENT Carole Armstrong (chair), Susan Black, Denis Ellis, Min-Ju Evans, Kori Garrett, Anna Marinelli, Sam Minniti, David Moore, Sean Spratt

REGRETS Jesse Jeffray, Elaine Marion, Rose O'Connor, Erin Robinson

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 22 March 2005 (revised)
- President's Report, 14 May 2005
- Financial Statements to 31 March 2005
- Executive Director's Report & Presentation, 14 May 2005
- SRA Report, 14 May 2005
- Retreat Evaluation
- Board Self-Evaluation

1. APPROVAL OF THE AGENDA

Motion: Moved by Moore, seconded by Black that the agenda be adopted as circulated.
Carried.

2. APPROVAL OF THE MINUTES

A revised draft of the minutes was circulated. Further amendments were requested as follows:

- Page 1: Renee O'Reilly should be listed under Regrets
- Page 3: Under Registrar's Office Decisions
 - ...and its implications for exclusive administrative support for...
 - ...pre-admission counselling, the Registrar's Office handbook, and...
- Page 4: "Discussion followed indicating that part-time students don't attend and attendees are not necessarily going to end up studying at McMaster."
- Page 4: the date of the second board meeting in 2006 is February 14th.

Motion: Moved by Minniti, seconded by Marinelli that the minutes of the meeting of 22 March 2005 be approved as amended.
Carried.

3. BUSINESS ARISING FROM THE MINUTES

None.

4. PRESIDENT'S REPORT

Armstrong referred the Board to her written report (a copy is annexed to the official copy of the minutes).

5. FINANCIAL STATEMENTS

On behalf of the Treasurer, Osterman presented the financial statements for the period ending 31 March 2005 (a copy is annexed to the official copy of the minutes).

Moore noted that no fee revenue is reported for the first quarter, though an instalment should have been received from the University at the end of February. Osterman reported that this payment was not received until April; however, MAPS continued to "run a tab" with the University for payables such as payroll until it received the fees.

6. EXECUTIVE DIRECTOR'S REPORT

Osterman referred the Board to her written report (a copy is annexed to the official copy of the minutes). She added that the Board of Governors meeting also included discussion about a new \$35 Convocation fee proposed by the Registrar. The proposal was defeated at the Board following opposition led by alumni representatives on the BoG.

The University is ready to move forward with the next phase of SOLAR. Students will be assigned to course sections in June and then the system will be opened to student access so that they may change sections as space permits. There are two difficulties for part-time students, who typically wait until September to register: (1) courses are increasingly enrolment limited so there may not be space if they don't register in early summer; (2) there are significant late fees [as much as \$112] for registering after September 1. MAPS should do what it can to get the word out to part-time students that it is in their interest to register early.

Osterman reported that CCE has been told it will have to pay \$200,000 in 'rent' for its space at the downtown facility. Since all CCE programs are run at cost-recovery, this will have a direct impact on fees.

7. SRA REPORT

Moore presented his written report (a copy is annexed to the official copy of the minutes).

8. OTHER BUSINESS

Supplementary Fees

The University is launching a review of the supplementary [ancillary] fees paid by students. There are two likely outcomes of such a review: (1) greater standardization of what is currently a patchwork of fee assessments to ensure that everyone is "paying their share," and (2) pressure from the University administration to substantially increase fees.

The review will be undertaken by a sub-committee of the University Fees Committee that is chaired by Dr. Fred Hall (assoc. vice-president, academic). There is no student representation on this body, nor is there any current plan to have students on the sub-committee.

It was agreed that Armstrong would contact the leadership of the GSA and MSU and propose sending a joint letter to the University formally requesting a representative of each MAPS, the GSA and the MSU on both the University Fees Committee and the review sub-committee. It was also suggested that a working group of interested MAPS board members discuss related issues and provide advice/comments to a MAPS representative named to these committees.

Student representation in University governance

Student leaders have periodically asked the University to consider increasing the voting student representation on McMaster's senior decision-making bodies, the Board of Governors and Senate. Some years ago, the Administration responded somewhat favourably, but noted that 'the time was not ripe' given the views of the then-provincial government. With the change at Queen's Park in 2003, there is now a more education-friendly government in place and it may be timely to renew the call for more students in the senior bodies of University governance. Changes to the composition of either the Board or Senate would require the provincial legislature to approve amendments to the McMaster University Act, 1976.

Moore noted that preliminary research suggests that McMaster has a lower proportion of students on its Board of Governors than the average in Canadian universities. He is continuing to collect data and will begin work on a background paper that would support a formal proposal to the University administration by the senior order student governments (MAPS, GSA, MSU). This issue presents another opportunity for MAPS to provide leadership in a partnership with its sister McMaster student associations.

The consensus of the Board was to continue with development of materials to support such an proposal to the University. This item will be placed on the next MAPS Board meeting agenda.

Executive Director Presentation

Osterman made a presentation on the significant aspects of the Board's role in MAPS' governance and the various deliverables she has, as executive director, to support the Board. She noted that the board's role has evolved over the last 5-10 years from an "advisory" capacity to a policy-governance model. A copy of the slides used to support Osterman's presentation is annexed to the official minutes.

Osterman added that she was pleased that Armstrong and Moore have indicated they will be looking at the Personnel Policy. She noted that the document should be updated to reflect the contemporary reporting relationships in the governance model now used by the board.

Armstrong commented that the executive director is accountable to the Board through the MAPS president, added that the president conveys the board's expectations but is not "Jackie's boss" alone.

Retreat and Board evaluations

Members of the Board were asked to complete two evaluation forms: one on the retreat held today and the other an overview of the key roles and deliverables of the MAPS board in general.

9. TIME OF NEXT MEETING / ADJOURNMENT

Social: Summer – date tbd
Next Meeting: September 20, 2005

Motion: Moved by Moore, seconded by Spratt to adjourn.
Carried.

3:30 p.m.