

**McMaster Association of Part-Time Students  
Board of Directors Meeting – Minutes  
Tuesday, January 17, 2006 at 5:30 p.m.**

**PRESENT:** Carole Armstrong (chair), Susan Black, Min-Ju Evans, Anna Marinelli, David Moore, Reneé O'Reilly

**ABSENT:** Denise Ellis, Kori Garrett, Jesse Jeffrey, Elaine Marion, Rose O'Connor, Sean Spratt

**STAFF:** Sam Minniti (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 November 16, 2005
- President's Report, January 17, 2006
- Executive Director's Report, January 17, 2006
- Executive Counsellor's Report, January 13, 2006
- Information Note – MAPS/MSU Membership Transferability, January 14, 2006
- Information Note – Non-Tuition Fee Review, January 14, 2006
- Revised draft Board Recruiting Pamphlet, January 2006

**1. APPROVAL OF THE AGENDA**

**Motion:** Moved by O'Reilly, seconded by Black that the agenda be adopted as circulated. **Carried.**

**2. APPROVAL OF THE MINUTES**

**Motion:** Moved by Marinelli, seconded by Moore that the minutes of November 16, 2005, be adopted as circulated. **Carried.**

**3. BUSINESS ARISING**

An updated draft of a tri-fold board recruitment pamphlet was circulated by Black. Members were asked to review the draft and email their comments to Minniti by Friday, January 20.

**4. PRESIDENT'S REPORT**

Armstrong spoke to her written report (annexed to the official copy of the minutes):

- She met with former executive director Jackie Osterman to discuss remaining issues concerning unused vacation and accumulated overtime. A mutually acceptable settlement was agreed to and payment of \$1,980 completed in December.

- Compliments have been received about our new staff in the office (Josie Taylor).
- Minniti will speak to the major issues that are pending with the University

## **5. VP INTERNAL REPORT**

Marinelli delivered a verbal report. She advised that the Awards Committee met on December 20 and approved the allocation of \$5,000 in bursaries.

O'Reilly asked to what degree students are tracked to determine their programme completion. Black advised that to get individual data we would have to have student numbers and releases from the persons concerned.

## **6. TREASURER'S REPORT**

Minniti thanked Black for her support processing payments during the executive director search period and supporting the transition to new staff.

New budget lines will be added for 2006 to provide for greater transparency in funding allocation (eg. staff hiring expenses). Armstrong commented that breaking out the search costs is useful to show the size of the investment made in recruiting staff. An advertisement was placed in *The Globe & Mail* for three days and a posting was on *Workopolis* for a month. While the cost was significant (about \$5,000) the result was a superior field of candidates.

Minniti added that the accounting for 2005 is being finalized for the auditor. The audited financial statements are to be ready for circulation and approval at the AGM.

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

Minniti spoke to his written report (annexed to the official copy of the minutes).

### **Discrimination Complaint**

One of the potential outcomes of the discrimination complaint may be expediting rule changes that would permit part-time students, following a session in which they were reviewed (i.e. at a 30-unit interval), being eligible for full-time awards and financial support.

Armstrong commented:

- She has been clear with the MSU president that MAPS would consider transferring fees of a student with disabilities who wanted to be an MSU member, but only if (1) the student paid the full balance of fees payable by a full MSU member, and (2) if the transfer were made in the context of a two-way MAPS-MSU membership transferability agreement.
- She has directed Minniti to look for a lawyer with contract law expertise to assist MAPS in the forthcoming discussions with the University about the review of non-tuition ancillary fees.

### **Review of Non-Tuition Fees**

The underlying reality in the draft fee review report's recommendations is a direct threat to MAPS' existence since MAPS could end up as an organization without fee revenue.

Black asked about the potential for summer students, who were members of the MSU in the preceding winter academic session, wanting to have their MAPS fees transferred to the MSU.

Moore advised that the existing MAPS-MSU Memorandum of Agreement provides for this if the students submits a request by July 31. In the nearly 20 years this agreement has been in place, there is no record of a request being made.

Moore added that there is little incentive for a summer student to make such a request. They already enjoy full MSU membership (which lasts for 12 months) through the summer period. While transferring fees from MAPS to MSU does not result in any "additional" benefit to the student, the individual would terminate their membership and associated rights in MAPS.

By consensus, the board adopted the "suggested MAPS position" as set out in the MAPS/MSU Membership Transferability information note (annexed to the official copy of the minutes). Any revised agreement developed as a result of discussions with the MSU will be brought to the executive committee and/or full board for approval, depending on the extent to which the terms vary from the negotiating framework approved by the board.

#### Fee Assessment Appeal

The Ombuds is aware of the case and she anticipates the student (and others similarly affected) will get a full refund. Students using computers with a "pop-up blocker" don't get the warning about the fees that are assessed when a student adds courses that take their total above 17 units (in an academic session).

#### Board of Governors meeting

Minniti will follow-up to determine the size and duration of the capital levy that will be added to parking rates to pay for the new parking facility to be built under the Ronald V. Joyce Stadium and Les Prince Field.

#### Distance Education

O'Reilly commented that she had taken an e-learning course and that she will share the material she has on the subject with Minniti.

#### Office Technology

Minniti will bring forward a proposal for a server and other upgrades. He noted that he will also be purchasing a laptop, as previously approved by the board (this allocation will be included in the 2006 budget).

### **8. EXECUTIVE COUNSELLOR'S REPORT**

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

### **9. OTHER BUSINESS**

Armstrong advised that Elaine Marion has resigned, as Treasurer and as a member of the Board of Directors, citing health. She wishes MAPS well.

**Motion:** Moved by Moore, seconded by O'Reilly to accept the resignation of Elaine Marion, with regret and thanks for her service. **Carried.**

## **10. TIME OF NEXT MEETING/ADJOURNMENT**

By consensus, it was agreed to cancel the board meeting scheduled for February 14, 2006. Unless a major issue arises that would require a face-to-face meeting, Armstrong will consult the board by email as required.

Armstrong thanked the members of the board for their support during her two terms as MAPS' president.

Next meeting: Annual General Meeting: Tuesday, February 28, 2006 at 5:30 p.m.

**Motion:** Moved by Moore, seconded by O'Reilly to adjourn.  
**Carried.**

8:00 p.m.