

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Thursday, November 16, 2006 at 5:30 p.m.
Room 224, McMaster University Student Centre**

PRESENT Dave Moore (chair), Alex Alvarez (by proxy), Carole Armstrong, Denise Ellis (by proxy), Vicki Hartley, Anna Marinelli, Rose O'Connor, David Rennie, Ken Seville (by proxy), Eric Siu, Sean Spratt (by proxy), George Zrinscak

REGRETS Gisela Oliveira

ABSENT Min-Ju Evans, Noor Nizam, Nathan Shaw

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 September 25, 2006
- President's Report, November 10, 2006
- Bursary Enhancement Proposal, October 30, 2006
- Part-Time Student Representation Audit, October 29, 2006
- Executive Director Report, November 16, 2006
- Draft Office Administrator Job Description
- Draft Technology Renewal Plan
- *The Link*, October 2006

1. APPROVAL OF THE AGENDA

Motion: Moved by Armstrong, seconded by Hartley that the draft agenda be approved as circulated. **Carried.**

2. APPROVAL OF THE MINUTES

Motion: Moved by Marinelli, seconded by Hartley that the minutes of the meetings of September 25 be approved as circulated. **Carried.**

3. PRESIDENT'S REPORT

Moore presented his written report (copy annexed to the master copy of the minutes). He congratulated Ellis and Spratt on their graduation from their CCE programs.

Moore offered additional comments in relation to the Student Government-Administration Consultation Committee meeting held earlier in the day. Of particular interest to MAPS:

- When asked if the University would consider implementing proposed non-tuition fee reforms over the objections of the student governments, Dr. Hall responded that the Fee Committee makes only recommendations, not decisions.

- Dr. Hall clarified his student government “choice” proposal for students with disabilities. Only those students whose disability precludes them from registering in 18 or more units would be eligible. He anticipates this would be a small subset of the 700+ students who are currently registered with CSD as having disabilities.
- The MSU noted it has received complaints about the parking capital levy (\$10 per month) recently added to all monthly pass rates. The University noted that capital improvements to parking are paid by users and that the fee would not be reconsidered.
- Minniti asked for confirmation that MAPS’ proposed Electronic Distribution List would be FIPPA compliant. Given that UTS will continue to have custody of the email list and that MAPS will be using it to communicate with its members and not for commercial purposes, the University’s VP-Administration [Karen Belaire] said she anticipates no problem with MAPS/UTS proceeding with the EDL.
- Dr. George confirmed the University’s commitment to constructing a new liberal arts building and renovating the existing arts towers, noting that these projects are overdue. Timing remains to be determined as it depends on the Humanities and Social Sciences faculties progress in achieving graduate enrolment growth [which would trigger capital and operating funding from the provincial government].
- The original arts and technologies vision for the proposed Burlington campus, with an enrolment growing to 5,000 over 20 years, has changed to a business-focused project with a long-term enrolment of 1,000-1,500. Given the new grad/post-grad scope of the proposed School of Advanced Management Studies, the Burlington campus will no longer present a representation and service delivery outpost issue for either MAPS or the MSU.
- The student governments noted that we continue to look forward to being among the stakeholders engaged in the development of a long-term sustainable budget framework for the University.

Bursary Enhancement Proposal

Motion: Moved by Moore, seconded by O’Connor to approve the allocation of \$250,000 to establish the “Mel and Marilyn Hawkrigg Bursaries” as set out in the Bursary Enhancement Proposal recommended by the Executive Committee.

Moore and Minniti advised that they would work with Advancement to finalize the gift agreement and transfer the funds. It was noted that the sooner the funds are transferred, the faster they get “in the cue” for government matching.

Office Administrator Job Description

Members were asked to review the job description information (copy annexed to the master copy of the minutes) and forward comments to Minniti and Moore.

4. TREASURER’S REPORT

The year to date financial statement for third quarter was received for information (copy annexed to the master copy of the minutes).

5. AWARDS COMMITTEE REPORT

The committee met on November 3. Former CCE director Dale Schenk was selected to receive the Martin W. Johns Award and Carole Armstrong was selected to receive the Gwen George Medal. The presentations will be made at the Awards Dinner on November 24.

6. EXECUTIVE DIRECTOR'S REPORT

Minniti presented his written report (copy annexed to the master copy of the minutes). He also referred the board to the Technology Renewal Plan.

A suggestion was made that the computers which are replaced be donated to CCE. Minniti was directed to consult the Tracey Taylor-O'Reilly (CCE Director) and report back to the executive committee. Another option would be to make the machines available to MAPS members on a first-come, first-serve basis.

Motion: Moved by Moore, seconded by Rennie to approve the Technology Renewal Plan as the timetable for replacing office and computer equipment.
Carried.

Motion: Moved by Moore, seconded by Armstrong that up to \$10,000 be allocated for technology capital renewal in 2006-07, and that the board delegate to the executive committee the power to approve specific expenditures once quotes have been received from suppliers.
Carried.

Minniti was directed to seek quotes from suppliers and report back to the executive committee with a recommendation.

Spratt inquired about the future of the MAPS Instructor Award. Minniti advised that he would consult CCE as to whether their award this year was a one-time event or intended to be permanent. The board agreed there was no point in both CCE and MAPS continuing parallel awards programs.

7. BYLAW REVIEW

Siu advised that the committee met on November 6. A final report with recommendations will be considered at the January 18 board meeting in order that notice may be served of amendments recommended for approval at the AGM that will take place on February 27, 2007.

8. OTHER BUSINESS

None.

9. FUTURE MEETINGS / ADJOURNMENT

Future meetings:

Seasonal Social – December (date and time tbd).

Board Meeting – Thursday, January 18, 2007 at 5:30 p.m.

Annual General Meeting – Tuesday, February 27, 2007 at 5:30 p.m.

There being no further business, the meeting adjourned at 6:45 p.m.