

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Thursday, January 31, 2008 at 5:30 p.m.
Room 122, Togo Salmon Hall, McMaster University**

PRESENT Anna Marinelli (chair), Carole Armstrong, Lynn Beyer, Simon DeAbreu, Darlene Hayward, Joseph McGuire, David Moore, Sean Spratt, Michael Westcott, Allan Wong

BY PROXY Alex Alvarez and Eric Siu (to Anna Marinelli); Min-Ju Evans and Kyra Machen (to Carole Armstrong); Vicki Hartley (to Dave Moore)

ABSENT Rabia Khan, Rose O'Connor

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 28, 2007
- MUSC and SRA Update, January 28, 2008
- Executive Director's Report, January 2008
- Registrar's Office email to students re graduation fee, December 20, 2007
- *The Link*, January 2008

1. APPROVAL OF THE AGENDA

Amendments:

- Add "MUSC/SRA Update" after President's Report
- Move "Executive Director's Goals – 2008" to Closed Session after "Performance Review"

Motion: Moved by Moore, seconded by Wong that the agenda be adopted as amended.
Carried.

2. APPROVAL OF THE MINUTES

Motion: Moved by Westcott, seconded by Beyer that that the minutes of November 28, 2007 be adopted. **Carried.**

3. PRESIDENT'S REPORT

No report.

4. MUSC & SRA UPDATE

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

5. EXECUTIVE DIRECTOR'S REPORT

Minniti presented his written report (copy annexed to the master copy of the minutes). He offered additional comments:

- A new mainframe computer has arrived at the University, but it has yet to be set up.
- McGuire suggested getting a copy of the class schedule from the Registrar's Office and making the list available to MAPS staff to respond to walk-in and phone-in inquiries. Moore added that posting a copy in the MAPS bulletin board would also be useful.
- Hayward asked who acts as "administrator" for the MAPS electronic distribution list. Minniti replied that he and Josie Taylor had received training to do this.
- Hayward noted that an EDL administrator can "remove" people from the list and she noted that the addresses should always be put in the BCC field so prevent "reply all" messages.
- *The Link* was mailed in late January and has already been received by some members. A copy is annexed to the master copy of the minutes.
- A formal policy remains to be drafted, but steps will be taken to disallow after-the-fact registrations; a "shall normally" clause will allow for exceptional circumstances.
- Hayward noted that if a student does not pay for their course(s) by a specified deadline, the Registrar "wipes out" their registration. A \$100 fee is charged to have it restored.
- At Moore's suggestion, clarification about the registration process will be included in both *The Link* and future editions of the *MAPS Handbook*.
- Regarding the Awards Committee component of the report, at DeAbreu's request, it will be reworded to indicate that bursaries were awarded to six deserving students, but also note that there were more deserving students but insufficient funds.

Meeting with Dean of Humanities

Minniti advised that Dr. Suzanne Crosta, the dean of Humanities, initiated a meeting with him to discuss how the Faculty and MAPS might collaborate to help advance MAPS' advocacy agenda. Jackie Osterman, a former MAPS executive director who is now an undergraduate advisor with the Faculty, also attended. Topics included:

- Religious accommodation in relation to examinations.
- The information and support needs of prospective students. This was formerly addressed by the Registrar's Office.
- The dean had many questions about MAPS vs MSU. She made a point of complimenting MAPS on its leadership in bringing a transferability agreement to fruition.
- On-line courses. This is something Dr. Hall told MAPS the University is not interested in because they can't make money doing it. He also feels it would be costly to establish and would lead to weakened retention rates.
- Skills development videos from CSD, a link to which is to be added to the MAPS web site.

Graduation Fee

The graduation fee is an issue again as students are complaining about the way it is being implemented. Moore circulated a copy of an email from the Registrar's Office to potential grads that indicates the graduation fee is being implemented as a compulsory ancillary fee. Minniti noted that this would be in violation of government policy and he has written to Dr. Hall.

Westcott asked when MAPS should anticipate a response from Dr. Hall. Minniti advised that if he hasn't received a satisfactory response by Monday, he will pursue the matter with the provost, Dr. Ilene Busch-Vishniac. If necessary, he will call the University president at home.

Other

In response to inquiries, Minniti advised:

- MAPS has signed-off on bursary description revisions for the upcoming *Undergraduate Calendar* that note which are available to part-time degree or CCE students. Refinements have also been made to the description of MAPS in the *Calendar*.
- The problems being experienced with the valedictorian selection process include an often last minute and erratic organization of the process by the MSU. He has followed up with MSU vice-president (education) Arati Sharma. Moore commented that it ran smoothly in years when he and Armstrong served on selection committees.
- MAPS had received the bursary endowment reports from Advancement for the 2006-2007.
- Human Resources department has completed its salary band evaluation of the MAPS Office Administrator job description and recommended that the position be graded as "Band G" in TMG, rather than its current placement in the CAW agreement salary grid. Minniti said he would conduct a performance appraisal process with Taylor, determine an appropriate a placement within Band G, and report on the outcome of the process to the board.

McGuire asked about the dentist that is to operate in the ground level of the MUSC. Moore explained that the TravelCUTS space is being sub-divided, with a portion at the back being renovated to house a dentist. The new operation is to go into service in early 2008.

6. OTHER BUSINESS

McGuire recalled discussion at the November 28 board meeting about developing special projects to strengthen services to members. Members suggested this was a discussion that merited its own planned agenda item and possibly a separate board meeting.

7. CLOSED SESSION

The Board moved into Closed session to discuss the executive director's 2006-2007 performance review and proposed goals for 2007-2008.

RETURN TO REGULAR SESSION

8. TIME OF NEXT MEETING / ADJOURNMENT

Annual General Meeting – Wednesday, March 12, 2008 at 5:30 p.m.

Board of Directors Meeting – Wednesday, March 12, 2008 following the AGM.

There being no further business, the board adjourned.

9:30 p.m.

IMPORTANT NOTICE

During the years 2008 through 2012, the taking of minutes, recording of decisions of the Board, and other normal meeting procedures do not appear to have been followed or in accordance with best practices. However, various documents that appear to be unapproved minutes were found.

In August 2013, the Board of Directors (which was elected in February 2013 as part of a complete Board changeover) instructed that these unapproved minutes be made publicly available in order to advance the current Board's commitment to transparency and improved governance. However, these minutes may not be fully representative of the deliberations or subsequent actions of prior Boards, and the current Board is unable to determine their accuracy as none of the current members were present during these past meetings.

These minutes should thus be read with the following caveats:

1. Unless otherwise indicated, no record exists of these minutes being appropriately reviewed or approved. The minutes' contents are thus provided "as is" for information purposes only.
2. These minutes may accordingly not provide a full or accurate record of prior board decisions. These minutes should thus not be relied upon as authoritative or conclusive.
3. As none of the 2013 members were present, these minutes have not and will not be approved by the 2013 Board. The 2013 Board does not automatically agree with or accept any decisions or discussions that may be in these minutes.
4. For reference, as of 2013, minutes are now reviewed and approved by the Board at a subsequent meeting, and signed by the presiding officer and corporate secretary.