

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Thursday December 3, 2009 at 5:30 pm
McMaster University Student Centre, Room 220**

PRESENT Jeanette Button, Elaine Marion (Chair), Rose O'Connor, Kate Pratas, Violet Wakeman-Ajandi, Ian Walker, Candace Waterkamp

BY PROXY Min-Ju Evans

ABSENT None

STAFF Sam Minniti (Executive Director)

GUESTS Dr. Lynton (Red) Wilson, Chancellor, Mary Williams, Associate Vice-President, University Advancement, Dr. Charlotte Yates, Dean, Faculty of Social Sciences, Dr. Suzanne Crosta, Dean, Faculty of Humanities, Andrea Grimm, Principal Giving Officer, University Advancement

CONSTITUTION OF THE MEETING

A quorum of directors being present, Marion called the meeting to order.

ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

- Minutes – April 30, 2009
- Minutes – June 20, 2009
- Minutes – July 30, 2009
- Minutes – August 20, 2009
- Minutes – October 1, 2009
- Minutes – October 29, 2009
- Executive Director's Report
- University Advancement PowerPoint Presentation
- A Report on the Availability of On-Line Learning in Canada

1. ADOPTION OF THE AGENDA

Motion: Moved by Waterkamp, seconded by O'Connor to adopt the agenda.
Carried Unanimously.

2. APPROVAL OF THE MINUTES (April 30, 2009, June 20, 2009, July 30, 2009, August 20, 2009, October 1, 2009, and October 29, 2009)

Motion: Moved by Walker, seconded by Button to approve the minutes from the previous meetings: April 30, 2009, June 20, 2009, July 30, 2009, August 20, 2009, October 1, 2009, and October 29, 2009.
Carried Unanimously.

3. UNIVERSITY ADVANCEMENT PRESENTATION

Marion welcomed the guests associated with the University Advancement presentation.

Minniti provided further context and indicated that the presentation was a result of a process initiated in the spring with the MAPS Executive Committee, namely, the desire to explore the possibility of another gift to *The Campaign for McMaster University*. Minniti added that at that time, the MAPS Executive Committee agreed that Minniti and Marion would meet with University Advancement to investigate a possible gift for the prospective liberal arts building in order to benefit the overwhelming majority of part-time students that are enrolled in the Social Sciences and the Humanities. Minniti thanked Marion and the Executive Committee for their vision and planning thus far.

Williams thanked the Board for their invitation to make a presentation and indicated she was looking forward to having a discussion. She also welcomed questions throughout the presentation.

Marion suggested that the Board reserve their questions until the end of the presentation so as to be efficient.

Williams began by highlighting the history of MAPS' giving to McMaster University, over \$2.3 million towards the capital campaigns of the McMaster University Student Centre and Mills Memorial Library, as well as bursaries for degree and certificate/diploma students (including leveraging funding from the provincial government). She added that MAPS was capping off a very impressive year of celebrating MAPS' 30th anniversary with a splendid office renovation and aptly-themed 25th Annual Awards Dinner which she attended the previous week. Williams added that MAPS should be extremely proud of its dedication to improving the experience of part-time students via impressive philanthropy.

Williams next spoke about *The Campaign for McMaster University* and its full range of opportunities. She noted that this is the largest campaign in the University's history with a target of \$400 million and a deadline of June 2010 which purposefully coincides with the retirement of McMaster University President & Vice Chancellor, Dr. Peter George. Williams added that Dr. George has been very committed to helping to raise the bar at McMaster during his three terms as President (1995 – 2010). She added that Dr. George's commitment to grow the liberal arts has been tremendously complimented by Chancellor Wilson and his \$10 million gift. Together, they have been strong advocates for making sure the liberal arts are a key focal point within the fundraising campaign.

Williams also thanked Minniti and Marion for their vision and for having met with her, Grimm, as well as Dean Yates on several occasions since the summer in order to determine an appropriate gift amount. She added that those discussions helped determine that a gift from MAPS towards the liberal arts building in the proposed amount of \$1,000,000 would be a tremendous fit as would be paying tribute to Dr. George for his support of part-time students at the same time. Williams introduced Dr. Wilson and encouraged him to offer some remarks.

Wilson explained that he is a generally a supporter of the liberal arts, and more specifically, a supporter of the Social Sciences and Humanities at McMaster. He admitted that it is easier to raise money in areas which corporations and business people have a direct interest in, such as health sciences, engineering, and science. Wilson explained that the liberal arts do not have the same level of community support, even though many business leaders and captains of industry have had valuable undergraduate or graduate experiences within the liberal arts. Wilson continued and stated that if one wants to be an engineer, one studies engineering, whereas if

one wants to become a lawyer, once goes to law school. Wilson noted that the liberal arts is about people, it underscores what one as a human being, as a community person who is a citizen, needs to think about when one goes about his or her day to day affairs. He noted that the further up the ladder one goes, the more decisions that one has to make that are not technical in nature, that is, making decisions about people and human capital which inevitably comes from experience and understanding how humans act and operate. Wilson noted that if he were designing the perfect educational opportunity, he would insist on a broadly based liberal arts and science undergraduate experience. He added that before people specialize in something that turns them on or they want to pursue as a way of developing a career, they should understand broadly how we got to be what we are as people, how this country got to be how it is, how we developed as humans, sometimes with failings, sometimes with successes. But how it all happened, what role leaders and individuals play in making that happen, comes from studying history, politics, economics, that's where it all begins. So I would, and did, try to encourage my children to have a liberal arts undergraduate experience, and then go on and do what they wanted to do. Wilson added that when Dr. Peter George and he began talking about liberal arts, they shared the same concern at the lack of support for the liberal arts when compared to other professional schools. As such, Wilson noted that Dr. George committed his own personal donation to the liberal arts under the auspices of the *Campaign for McMaster University* and that he encouraged Wilson to think about how he could develop a gift which became the genesis of Wilson's contribution to the liberal arts. Wilson continued and commented on how the delivery of education is changing enormously and that the digital world is making that happen. He added that he was looking at an article in the Wall Street Journal about electronic books and tech-savvy students, and that anybody who knows anything about that will tell you this is just the beginning. He added that we need to think about the facilities that we're designing and building to make sure that they work in that digital context and cater to digital learning modalities, that is, to meet the accessibility needs of both full and part-time students. Wilson highlighted that part-time students have different challenges, balancing work and family with their pursuit of education but the digital world is changing all of that. He concluded by saying that how we fit that into facilities will make the learning experience even better. Wilson encouraged Dr. Crosta to make some comments.

Crosta started by noting the partnership between the MAPS and McMaster University. She indicated that MAPS has made some wonderful things happen with previous contributions. She noted that the faculty of Humanities endeavours to put students at the core of its mission, whether full time, part-time, graduate, or undergraduate. Crosta indicated that she is grateful to the Provost and various donors who have invested in the Humanities and that these are exciting times given the Cognitive Science of Language program that has been developed at both the undergraduate and graduate levels. Crosta added that the faculty within Humanities are very much interested in people and intercultural understanding, citing the Peace Studies program, projects in Afghanistan, South Africa, the broadening of projects associated with the School of the Arts across the world, and the new graduate program in Gender Studies and Feminist Research Rights. Crosta also highlighted the Wilson Institute for Canadian History that facilitates the broadening of Canadian history in the world by making those connections through teaching and research and inviting the world here and talking about what Canada stands for and the role Canada can play globally. Crosta also mentioned the Institute for Culture, Language, and Business that endeavours to raise awareness as it is in Canada's best interest to expand in the global market. Crosta continued and stated that the Communication Studies and Multimedia departments are looking at social networking, iTunes, and the School of the Arts is moving more and more into the performance aspect as art is changing. Crosta concluded by noting that a donation from MAPS would go a long way. Crosta welcomed comments from Dean Yates.

Yates began by thanking MAPS, one of the earliest associations that she came to know at McMaster University given the large number of part-time students that she taught when she first

became a professor, and as a result of the lovely flowers MAPS sent to her on her first day as Dean of Social Sciences. Yates explained that she began to gravitate toward teaching evening classes because she found this population rather engaging given their real world experience and that many part-time students kept in touch with her over the years. She commented on how part-time students have enriched her own personal experience, beginning with her mother that pursued her studies on the kitchen table. Yates confirmed that the faculty of Social Sciences has a long-standing commitment to part-time students, both in terms of quality in teaching and learning as well as access – access that ensures classes are available to part-time students who work full-time. Yates insisted that the Faculty of Social Sciences prides itself on recognizing these special needs and being committed to meeting these needs, from instructors all the way up to the Dean. Yates noted that a potential gift from MAPS would allow the faculty of Social Sciences to continue this tradition of accommodating part-time students, namely, with innovation in teaching and learning and how they mesh with what the goal of access. She added that engagement with new technologies would facilitate the incorporation of technologies into teaching as a priority and that it would not substitute face to face learning, but rather to enhance that learning experience by blending it with new technologies. Yates explained that new modalities, such as podcasting, “vodcasting”, and videoconferencing should be combined with traditional in-person learning so as to foster a blended learning approach, and that this was her vision of the proposed liberal arts building. Yates added that the faculty of Social Sciences has been at the leading edge of both the researching and implementation of these blended approaches in the classroom. She provided an example in that if part-time students are unable to attend a lecture given a work or family commitment, downloading the podcast of the lecture would allow these students to not fall behind. She also noted that podcasts also serve as a good review and study method for those students who did attend the lecture, thus addressing both performance and access. She expanded that one of the visions she has for this proposed building is to create learning spaces that are hard wired so that lectures can be vodcasted, a modality that not only assists current part-time students, but that can also be a recruitment tool for prospective part-time students looking to ease their way into higher learning. She added that videoconferencing sights in and around the greater Hamilton area would allow for yet another modality to engage part-time students with different forms of interaction, that is, a blended model of face-to-face facilitated by technology. Yates concluded by highlighting that a gift from MAPS would certainly support the creation of flexible, state-of-the-art learning spaces: flexible in that they can facilitate both small group and large group learning with different technologies that promote collaborative learning.

Wilson added that the proposed liberal arts building has been a gleam in the University’s eye, that it is part of a long-term planning agenda for the University, but that it is not yet a reality. Wilson noted that his gift has helped push the project forward and that a gift from MAPS would help push it along even further. Wilson concluded by expressing the group’s desire to hear from the MAPS Board.

Marion thanked each of them for attending the Board meeting and stated that the MAPS Board appreciates their valuable time. Marion admitted that as an Art History student, the discussion surrounding the liberal arts is like food to her. She added that she feels very privileged to study at McMaster with a wonderful, albeit small group in Art History. Marion added that she is excited about the discussion of innovation with respect to learning and that this, coupled with increased access, is a very important issue for MAPS.

Wilson noted that he anticipates growth in Art History and indicated that an anticipated element of access in the proposed liberal arts building would have an unique feel with opportunities to cross boundaries in terms of subject matter and interdisciplinary studies. He added that McMaster’s problem based model of inquiry lends itself nicely to discussion among different disciplines.

Yates noted that the faculties of Social Sciences and Humanities have the closest comparison in terms of their approach to teaching when compared to other faculties. She added that writing is a very important component for these subjects, and as such, there is a natural solidity because of their similar pedagogy. For the students therefore, there is also a joining together.

Marion asked if Board members had any questions.

Waterkamp inquired if a specific amount was already dedicated towards the liberal arts building.

Williams noted that Wilson's gift of approximately \$10.5 million has already been dedicated to the project which is a fairly substantial commitment at this stage. She added that the momentum of another leadership gift like the one MAPS would be considering would be extremely useful for Dean Yates and Dean Crosta and all of us who want to see some momentum around this project. She noted that the liberal arts is a more challenging area to fundraise for and that's why Dr. Wilson's gift is so outstanding, that it is such a huge level of commitment to this project. Williams indicated that a gift from MAPS which pays tribute to Dr. George's commitment to part-time students and announced closer to his retirement would continue to build momentum for the liberal arts building and would also provide MAPS with a tremendous opportunity for increased profile. Williams added that, all this aside, MAPS also has to look at this in terms of MAPS' members and whether this is something that is a good fit for them as well. Williams concluded by stating that she feels as though there is a good alignment and a good time to contemplate this kind of leadership gift and that it would make a huge difference.

Minniti inquired if Dean Yates could expand on some of the technological advances in academic support that a gift from MAPS may help facilitate.

Yates thanked Minniti for reminding her of this aspect which she had forgot to address. Yates shared that the faculty of Social Sciences is doing an interesting experiment involving academic advising. Yates agreed that part-time students that have work or family commitments during regular business hours are unable to visit an academic advisor on campus. Yates indicated that these students would be prime candidates for on-line advising, with the possibility of it being facilitated by a web cam and software that would allow both student and advisor to simultaneously view the student's record, degree audit, and other relevant information.

Minniti, seeing that there were no further questions from the Board, thanked the group for attending the Board meeting. He noted that aside from the Board's possible decision regarding a gift, MAPS wants to build on its relationship with the faculties of Social Sciences and Humanities given that the majority of MAPS members are from these two faculties. Minniti commented that MAPS not only sees itself as a part-time student union but also as a student union for the Social Sciences and Humanities. Minniti concluded by thanking Wilson, Williams, Yates, Crosta, and Grimm.

4. EXECUTIVE DIRECTOR'S REPORT

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

5. CLOSED SESSION UPDATE

Motion: Moved by Pratas, seconded by Button to move into closed session.
Carried Unanimously.

Motion: Moved by Waterkamp, seconded by Pratas to return to open session
Carried Unanimously.

6. ON-LINE LEARNING ROUNDTABLE UPDATE

Minniti reminded the Board that at the Spring Retreat in June he had indicated his interest in having a roundtable for on-line learning. Minniti stated that there was not much interest amongst the senior University administration, and as such, he focused on MAPS pursuing this on its own. Minniti explained that he asked MAPS' Information Assistants, Kim Pastrak and Loretta Cassiani to compile an extensive research document analyzing on-line learning from a pan-Canadian perspective. Minniti indicated that he gave Pastrak and Cassiani specific search parameters in order to compare the various Canadian post-secondary institutions that offer on-line learning.

Marion noted that the document was wonderful and extensive.

7. PRESIDENT'S REPORT

Marion indicated that she had no formal written report given that the Executive Director's Report highlighted all of the same issues and meetings.

8. CAMPAIGN FOR McMASTER UNIVERSITY

Marion thanked Minniti for having facilitated the presentation from University Advancement and opened the floor to comments.

O'Connor stated that she found the presentation encouraging and was glad to hear the Chancellor predict growth in Art History since she had heard rumours that Art History would be in jeopardy.

Marion inquired as to how recent the rumours of the closure of Art History were.

O'Connor responded that this had been something she was hearing for the last couple of years given the University's focus on being a research intensive University.

Minniti indicated that whenever MAPS is made aware of a program closure, especially in the Social Sciences or Humanities, he looks into the matter carefully to determine the reasons behind a proposed closure and most importantly the impact on part-time students. Minniti added that an outright program closure is very different than a program evolving, technically necessitating a closure in one area and a birth in another. Minniti assured the MAPS Board that he would look into the matter further with the McMaster Students Union and the McMaster Humanities Society, but reminded the Board that they should keep discussion focused on the proposed gift to the liberal arts.

Marion asked Minniti to review the timeline of the proposed gift, dating back to the preliminary discussions at the Executive Committee in the summer, specifically for Pratas, O'Connor, and Wakeman-Ajandi who are not on the Executive.

Minniti indicated that he brought forward the idea of MAPS making another gift to the University under the auspices of *The Campaign for McMaster University* in order to benefit MAPS members, this time, focusing on degree members in Social Sciences and Humanities. Minniti added that such a gift to the liberal arts would come at a strategic time in that many donors were making donations to the faculties of Health Sciences, Engineering, Business, and Science.

Minniti noted that the Executive unanimously agreed that a gift to the liberal arts would be a tremendous way to give back to part-time students, and as such, Minniti and Marion were encouraged to explore the possibility of a gift with University Advancement. Minniti added that the Executive did want the gift to be a substantial one and that financing such a gift could be facilitated by a membership fee increase since the last membership fee increase took place nine years ago in 2001. Minniti noted that over the course of the summer and into the fall, he and Marion met with Williams and Grimm, and eventually with Dean Yates about what a gift from MAPS would finance in terms of increasing access for part-time students. Minniti added that the Executive had discussed the possibility of a \$1,000,000 gift to be approximately paid to the University over a ten year period and that a membership fee increase of \$2.00/unit would help facilitate this. Minniti stated that it was MAPS that suggested a \$1,000,000 and not University Advancement.

O'Connor indicated that she got a sense that there were some previous discussions and agreed with the rationale and process to date.

Minniti indicated that capital campaigns such as this had been financed in the past through one-time levies, however, financing such a gift from membership fees would allow MAPS to finance other gifts, projects, bursaries or endeavours that benefit part-time students after the pledge period ends for this proposed gift. Minniti noted that such an increase in membership fees would allow for greater service provision so that MAPS can continue to meet the needs of its members stride for stride. Minniti explained that the parameters of any gift to the University would be governed by a gift agreement and that it would specify the amount pledged and the anticipated time required to fully pay the pledge. Minniti added that the gift agreement would be flexible such that MAPS could accelerate its payments to the University or retard them given circumstances beyond MAPS' control, such as enrolment. Minniti said that the Executive also looked at naming the gift in honour of Dr. Peter George given his support of part-time students, such as his most recent support of not replacing general three-year degrees with general four-year degrees.

Marion indicated that a membership fee increase of \$2.00/unit would be reasonable.

O'Connor agreed and maintained that such a gift would be a tremendous legacy that builds upon what MAPS has already accomplished in a banner year.

Marion added that MAPS should step up and continue being a leader by giving to the Social Sciences and Humanities since very few others are at this time.

Pratas agreed and indicated that time is right.

Wakeman-Ajandi stated that she thought it was a very good opportunity for MAPS at this time. The money would be very well spent.

O'Connor explained it was her sense that such a gift would benefit generations of future part-time students, just as the McMaster University Student Centre has benefited current students.

Pratas agreed and expressed satisfaction in regards to the technology that will be in the proposed building.

Button concurred.

Walker stated he loved the idea of on-line advising given that, in his experience, ample time is lost trying to find time to physically come to campus in order to speak with someone.

Marion indicated that Minniti had done an excellent job on this proposed gift from the very beginning and that University Advancement respects him very much. She added that Minniti has continued to cast MAPS in a positive light whenever meeting with members from the University community.

Button agreed and explained that it was nice to have Williams involved because she has lived in Westdale her whole life, went to university here, her family's still here. Button pointed out that Williams is similar to Minniti – living, berating, and eating McMaster.

Waterkamp inquired what the projected cost of the liberal arts building would be.

Minniti explained that budgeting for the construction of buildings on campus is a difficult process given the numerous variables, however, he thought the cost of the new building, including renovations and retrofitting to the three existing arts buildings (Togo Salmon Hall, Chester New Hall, and Kenneth Taylor Hall) was approximately \$100 million. He also added that this may go down to about \$80 million in order for the University to entice the provincial government to make a sizable contribution to the capital costs.

Waterkamp inquired what would happen if the building never came to fruition.

Minniti indicated that was an excellent question. He explained that the language of the gift agreement would stipulate that the \$1,000,000 would go towards the capital costs of the liberal arts building, and in the unlikely event the building never came to fruition, University Advancement would need to return to the MAPS Board in order to seek their approval for allocating the funds elsewhere, provided that the gift is still in line with the vision of the MAPS Board, namely, increasing the access of part-time students within the liberal arts.

Waterkamp inquired if there were any other foreseeable obstacles.

Minniti indicated that he was aware of one other possible obstacle and that it was related to MAPS raising its membership fee and the role of the University Fees Committee (UFC). Minniti explained that the MAPS Board, as per its bylaw and past precedent can raise its membership fee in a variety of different ways such as a by referendum, a vote of the Board of Directors ultimately ratified by the general membership, or a motion made by the general membership independent of the Board. Minniti indicated that precedents exist for MAPS' membership fee being increased by the Board without a referendum and also via a referendum. Minniti stated that either way, the general membership would need to ratify the decision at an Annual General Meeting (AGM) or Special General Meeting (SGM). Nonetheless, given the autonomy of MAPS, Minniti explained that the UFC, since its inception, has generally been problematic when it comes to ancillary fees and may overstep its boundaries with MAPS' membership fees. Minniti explained that the UFC has no jurisdiction on MAPS fees; rather, they are concerned with university ancillary fees. Minniti explained that the gift agreement would provide for a mechanism to reduce or cancel the gift should obstacles arise in the ability of MAPS to assess and collect its own membership fees, such as the potential aforementioned University interference, as ironic as that would be, or if part-time student enrolment plummets for whatever reason. Minniti stated that he has already planned for a scenario involving interference from the UFC and has flagged this issue for Grimm. Minniti clarified that Grimm would not be in a position to include specific language about interference from the UFC in a gift agreement given that it is a fellow entity of the University, however, such a scenario would be captured in the general language about obstacles beyond the control of MAPS in the gift agreement. Minniti assured the Board that if MAPS does not have the financial means to fulfill its gift obligation, such as decreased enrolment, interference from the UFC, MAPS would not be expected to

honour the gift. Minniti concluded by saying that MAPS should not be on the hook for a gift for which it does not have the means to pay.

Walker asked about the timing of the gift given that there seems to be consensus of naming it in honour of Dr. George.

Minniti explained that he would work with University Advancement in order to determine an appropriate window to make the announcement. Minniti explained that he would endeavour to get the most bang for MAPS' buck in terms of awareness and public relations. Minniti explained that there will be a long line of people, groups, and organizations looking to pay tribute to Dr. George in some way, shape, or form. Minniti indicated that it would be nice to be the first or at least amongst the first to make such a significant gift public so as not to give the incorrect impression of "one-upmanship"

Waterkamp inquired if making such a gift pledge this evening would hinder the organization's ability in the future to advocate for on-line learning.

Minniti indicated that he saw a gift to the liberal arts building as the first steps towards more technology, ultimately ushering in more on-line learning opportunities. Minniti explained that when he and Marion first met with University Advancement and Dean Yates, they explained that MAPS wanted to do as much as possible for on-line learning and distance learning. Admittedly, Dean Yates was honest in that the Provost has indicated that she does not foresee McMaster engaging in full-fledged distance learning at any point soon, rather focusing on pilot projects for on-line learning. Minniti indicated that this was also confirmed by Sue Vajoczki, Director of the Centre for Leadership and Learning. Minniti indicated that a gift from MAPS coupled with other benefits of on-line learning, such as minimizing the impact on students during a labour disruption or an influenza pandemic such as the recent H1N1 pandemic would help advance the University in the direction of on-line learning.

Walker asked what the difference was between distance learning and on-line learning.

Minniti responded and explained that on-line learning is simply offering courses with an on-line component coupled with some in-person component such as testing, whereas distance learning would be entirely on-line, including testing.

Pratas inquired when the University Fees Committee would be meeting to review MAPS' membership fee increase.

Minniti explained that should the MAPS membership fee be increased, as per a Board vote followed by ratification by the general membership, he would communicate this to the UFC as information so that they can update their software and procedures accordingly. Minniti added that each year, Theresa Cooke, Manager of the Student Accounts and Cashiers Office who sits on the UFC contacts him in January or February to inquire if there are any changes to MAPS' membership fee (in and of itself an admission to MAPS having the autonomy to set our own fees). Minniti explained that staff from the Centre for Continuing Education do the same in March or April.

Walker asked about the potential location for the liberal arts building.

Minniti indicated that it was not firm, but he suspects that the footprint of the liberal arts building would go where Wentworth House is currently located. Minniti added that *The Phoenix* would move into the Refectory.

Marion asked if there were any more comments or questions before calling the question.

Minniti concluded by stating that if there were a slogan for the fundraising of the liberal arts building, it should be "It's our turn!". Minniti stated that he thought the time was right for the liberal arts and that Dr. George would want nothing more than the liberal arts to receive some warranted attention in terms of funding.

Marion stated that she would like to review the details before making the motion. She noted that the intention is for MAPS to make a \$1,000,000 gift to McMaster University for the purposes of directing it towards the proposed liberal arts building and that said gift would be financed by a \$2.00/unit membership fee increase and be named in honour of Dr. Peter George.

Marion asked if this was the group's intention.

All were in agreement.

Motion: Moved by Wakeman-Ajandi, seconded by Pratas that the MAPS Board of Directors endorse a \$2.00/unit membership fee increase to the general membership in order to finance a \$1,000,000 gift to the liberal arts building under the auspices of *The Campaign for McMaster University*, and that said gift be named in honour of Dr. Peter George given his support of part-time students on the occasion of his retirement from McMaster University after 45 years of service.
Carried Unanimously.

Marion led the Board of Directors in applause.

Minniti commended the Board for their vision and leadership associated with this record-breaking gift. He added that he would continue to follow-up with University Advancement and MAPS' legal counsel in order to draft a gift agreement.

9. EXECUTIVE DIRECTOR PERFORMANCE REVIEW PROCESS

Marion informed the MAPS Board that she would be undertaking the process of reviewing the Executive Director's performance in early 2010. She explained that there would be changes to this process given past problems at the Board level. She added that she would meet with Minniti one-on-one, followed by a discussion and decision at the Executive Committee which would be communicated to the Board as information. Marion confirmed that she would be soliciting the feedback of Board members at large who are not on the Executive in order to give them full input into the process. Marion welcomed any questions on this issue via telephone or e-mail.

10. UNFINISHED/OTHER BUSINESS – FACULTY OF SOCIAL SCIENCES DONATION REQUEST

Minniti explained that the faculty of Social Sciences donation request was deferred from the last Board meeting given that there was a desire to solicit greater information and context. Minniti recapped that MAPS was approached by the School of Social Work asking for a contribution of \$500 for a disabilities awareness event. Minniti noted that their expenses from last year totalled \$4,000 and that the purpose of the event is to raise awareness about disabilities and to stimulate students to think about disabilities in new ways.

Marion asked if anyone was in a conflict of interest.

No Board member disclosed a conflict of interest.

Marion inquired as to how the \$500 would be spent should MAPS decide to give this amount. She asked if it would be linked to part-time students with disabilities.

Minniti indicated that the request was simply to go towards offsetting the costs of the bottom line for their event.

Marion suggested that Minniti follow-up with the group to see if MAPS could sponsor a speaker or something pertinent to part-time students.

The Board was in agreement.

Marion indicated that she had another item for other business and requested that Minniti leave the meeting and that the Board go into closed session.

Motion: Moved by Waterkamp, seconded by Button to move into closed session.
Carried Unanimously.

Motion: Moved by Walker, seconded by Pratas to return to open session
Carried Unanimously.

Marion and the Board thanked Minniti for his commitment and dedication to part-time students in what has been an outstanding 30th year for MAPS and presented him with a greeting card on behalf of the entire MAPS Board.

11. TIME OF NEXT MEETING/ADJOURNMENT

Minniti indicated that he would canvass the Board of Directors via e-mail in order to determine appropriate meeting dates and times for term two. There being no other business, the Board adjourned at 8:50 pm.

Motion: Moved by Waterkamp, seconded by Pratas to adjourn.
Carried Unanimously.

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.