

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday September 18, 2012 @ 5:30 pm
MUSC 206/207**

PRESENT Jeanette Hunter (Chair), Johanna Finch, Elaine Marion, Kate Pratas, Candace Waterkamp

BY PROXY None

ABSENT None

STAFF Sam Minniti (Executive Director)

GUESTS Jeanette Eby (Coordinator, McMaster Discovery Program), Dr. Daniel Coleman (Instructor, McMaster Discovery Program), Marieange Brouillard (Graduate, McMaster Discovery Program), Siobhan Stewart (MSU President), David Campbell (MSU VP-Administration), Huzaifa Saeed (MSU VP-Education), Jeff Wyngaarden (MSU VP-Finance)

CONSTITUTION OF THE MEETING

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

ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

- None

1. ADOPTION OF THE AGENDA

Motion: Moved by Pratas, seconded by Waterkamp to adopt the agenda.
Carried Unanimously.

2. DELEGATION – THE DISCOVERY PROGRAM

Minniti welcomed the various guests and encouraged both guests and members of the MAPS Board to introduce themselves.

Dr. Coleman provided a brief background of the McMaster University Discovery Program and the various community partners including McMaster University, the Hamilton Public Library, Adult Basic Education, the City of Hamilton Social Services, and Wesley Urban Ministries. Dr. Coleman added that the Discovery Program was piloted in the fall of 2011 with a focus on the City of Hamilton featuring the city's history, graphic novels of Hamilton, an environmental memoir, a creative project involving poetry, videos, a pictographic exhibition on deer hide, all of which involved CBC Hamilton and Volunteer Hamilton. He added that pilot funding came from the Office of the President which covered the costs associated with hiring a coordinator, course instruction. Dr. Coleman added that although the objective of the Discovery Program is not to recruit prospective McMaster University students, nevertheless, graduates of the program may wish to pursue courses for academic credit at McMaster University.

Eby added that they are keeping in touch with alumni of the Discovery Program and have added Volunteer Hamilton as a partner for 2012.

Brouillard, as an alumni of the Discovery Program and current part-time student and MAPS member spoke of the empowerment she experienced via the Discovery Program as well as the willingness of the Discovery Program to facilitate her learning process.

Eby indicated that the Discovery Program currently has an unforeseen and immediate financial need of \$2000.00 associated with the desire to accommodate a deaf student that requires an American Sign Language interpreter.

Dr. Coleman indicated that he would welcome a partnership between MAPS and the Discovery Program.

Minniti provided feedback to Eby, Dr. Coleman, and Brouillard that the MAPS Board was intending on providing a substantial amount of funding for the 2012 offering of the Discovery Program via a MAPS membership fee increase. The intention was for MAPS to fully fund the Discovery Program, which the MAPS Board had estimated would be approximately \$60,000 to \$75,000. However, Minniti explained that the McMaster University Board of Governors did not approve MAPS' membership fee increase at a meeting earlier in the spring of 2012.

Finch inquired about how many students are currently enrolled in the Discovery Program.

Eby answered that their target number is 20.

Finch asked how many from last year's inaugural class enrolled as part-time students at McMaster University this fall.

Brouillard indicated, that including herself, she was aware of two other students. She added that she suspect there are others who are interested in pursuing higher learning at McMaster University, but may be intimidated to take the next step.

Minniti asked about the age of the students enrolled in the Discovery Program.

Eby indicated that there is a wide number of ages, ranging from students in their 20s, to students in their 70s, however, she noted that the majority of them are mature, adult learners.

Marion asked about the primary objective of the Discovery Program.

Eby indicated that it is to nurture life-long learning and to provide an accessible place for those that are not able to access higher learning under traditional means given financial barriers, prerequisite barriers, and temporal barriers.

Marion asked if the Social Planning Research Council was involved.

Eby indicated that the Social Planning Research Council was not involved at the moment.

Dr. Coleman indicated that funding is still seed funding as opposed to predictable, ongoing funding.

Dr. Coleman once again expressed an interest in working with MAPS, especially as the program involves to possibly include input from MAPS given that if graduates of the Discovery Program decide to enroll at McMaster University, they would more than likely be part-time students and members of MAPS.

Waterkamp asked how the Discovery Program is promoted.

Eby indicated that they reach out to a variety of stakeholders including Open Streets Hamilton, CBC Hamilton, public display boards, The Good Shepherd, The Freeway Café located downtown e-mail, posters, community centres, and libraries.

Finch underscored the importance of reaching out and promoting life-long learning to marginalized groups in Hamilton and added that many part-time students have incredibly stories of overcoming adversity in order to pursue higher learning.

Brouillard concurred and spoke highly about the services provided by MAPS and the approachability and advocacy provided by Minniti to MAPS members.

Dr. Coleman concluded by expressing a desire to keep in communication with MAPS, independent of whether MAPS is in the position to provide any funding this year or whether MAPS would prefer to wait until next year.

Minniti thanked Dr. Coleman, Eby, and Brouillard for their attendance prior to their leaving the meeting.

3. DELEGATION – MCMASTER STUDENTS UNION

Minniti welcomed the MSU Board of Directors.

Stewart spoke about her goal of wanting to collaborate with different partners on campus including MAPS and the Graduate Students Association (GSA) so as to learn about the various student union objects and identify potential areas of collaboration. She also asked about the priorities of the MAPS Board for 2012.

Hunter indicated that the MAPS Board continues to focus on expanding access to part-time students via on-line learning evening classes, and in general, representing the interests of mature students. She also added that Minniti would continue his work with the Ontario Undergraduate Student Alliance (OUSA) to raise awareness about the needs of part-time students with other post-secondary institutions as well as the provincial government.

Finch and Waterkamp underscored the need for online learning opportunities at McMaster University.

Stewart asked if each MAPS Board member could provide details about their position.

Hunter indicated that as President, she chairs the Board of Directors and works closely with Minniti and the MAPS staff to carry out the will of the MAPS Board.

Waterkamp noted that she fills in for Hunter whenever she is not available and also provides assistance on some of the internal matters of MAPS such as awards and bursaries.

Finch noted that she is new to the position of VP-External, but that she was working closely with Minniti on learning more about OUSA.

Pratas indicated that she oversees the finances and budgeting process of MAPS in conjunction with Minniti.

Waterkamp referenced the busy lives of part-time students and MAPS Board members, and because of this, Minniti, as Executive Director is given a great deal of latitude to advance the objectives set by the MAPS Board. Waterkamp added that, to this end, Minniti attends many meetings during the day the Board members would attend if they were not busy with work, family, or school commitments.

Hunter thanked the MSU Board for attending and conveyed her interest in working with the MSU Board on possible shared files prior to their leaving the meeting.

4. CLOSED SESSION UPDATE

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

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

5. UNFINISHED / OTHER BUSINESS

There was no unfinished or other business.

6. TIME OF NEXT MEETING / ADJOURNMENT

Minniti indicated that he would e-mail the MAPS Board of Directors in order to determine the date and time of the next meeting. There being no other business, the Board adjourned at 9:00 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.