

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday, September 16, 2014 at 7:00 p.m.
Room 234, MUSC, McMaster University**

PRESENT Jackie Arlen, Emily Cerantola, Caroline Hill-Smith, Cassandra Lo, Erick Merlos,
David Moore (corporate secretary)

ABSENT Marijana Govorcin

STAFF Kyle Johansen (executive director), Malanie Dani (info assistant)

CONSTITUTION OF THE MEETING

The corporate secretary had issued notice in accordance with By-law 2, Section 2 (g & h). A quorum being present, the chair called the meeting to order.

ATTACHMENTS TO THE OFFICIAL COPY OF THE OPEN SESSION MINUTES

- Agenda
- Draft Open Session Minutes, 15 July 2014
- Policy Report, 7 September 2014
 - Proposed revisions to Board Policy 1 – Executive Limitation
 - Proposed revisions to Board Policy 2 – Delegation of Authority
 - Proposed Board Policy 10 – Dispute Resolution
 - Proposed Board Policy 11 – Human Resources
 - Proposed Board Policy 12 – Privacy and Anti-Spam
 - Proposed Board Policy 13 – Expense Declaration
 - Director and Officer Personal Reimbursement Disclosure for 2013 and 2014 (Q1-2)
- Executive & Management Report, 7 September 2014
 - Resignation of Jeff Huber, 15 September 2014
 - Q2 Financial Report
 - MOSAIC/PeopleSoft Implementation Meeting Notes, 13 August 2014
 - Joint MAPS-MSU News Release – Part-time students can now opt-in to the MSU Health & Dental Insurance plans, 2 September 2014
- MAPS and university community committees, 7 September 2014
- MSU President's Report to the SRA, 16 September 2014
- Membership Demographic Analysis (Interim), September 2014
- Fall Term Meeting-Event Schedule

1. ADOPTION OF THE AGENDA

Additions:

- Under Executive and Management Report
 - (b) Capital Budget
 - (c) Board of Directors Statement on Cooperation
- Under Other Business – Membership Demographic Analysis

Motion: Moved by Cerantola, seconded by Moore to adopt the agenda as amended.
Carried.

2. ADOPTION OF MINUTES

Motion: Moved by Hill-Smith, seconded by Lo to adopt the open session minutes of the meeting of July 15, 2014, as circulated.
Carried.

3. POLICY REPORT

Johansen presented the Policy Report (copy appended to the master copy of the minutes).

Board Policies – For Approval in Principle

The designation of Board Policies #1 and #2 as “materially important” requires that the membership be informed of proposed revisions and given 30 days to comment. The proposed amendments were presented for approval in principle and will be considered for final approval at the board meeting on November 11, 2014.

The changes provide appropriate accountability checks to support the decision to get corporate credit cards to facilitate business-related purchases. There is a \$1,000 limit on each of the three existing cards (issued to the President, Executive Director, and Bookkeeper), and a further \$2,000 available on the total credit limit.

A typo was noted in Board Policy 1, Section A(2): “which no not deviate” should read “which do not deviate”.

Motion: Moved by Cerantola, seconded by Moore to approve, in principle, the revised Executive Limitation and Delegation of Authority Policies, and direct the executive director to give the appropriate notice to the membership, pursuant to the Association’s by-laws and policies.
Carried.

Board Policies – For Approval

Johansen advised that he consulted MAPS’ auditor and was provided with a copy of the broader public sector expenditure disclosure policy for reference.

Motion: Moved by Arlen, seconded by Moore to approve Board Policies 010 – Dispute Resolution, 011 – Human Resources, 012 – Privacy and Anti-Spam, and 013 – Expense Disclosure.
Carried.

The *Director & Officer Personal Reimbursement Disclosure* for Q2 2013 to Q2 2014, in the form proposed for posting on the Association’s web site, was circulated and is appended to the master copy of the minutes.

Board members were reminded to submit Q3 expense claims (incurred July 1 – September 30) by the end of the month in order to facilitate timely reporting.

4. EXECUTIVE & MANAGEMENT REPORT

Johansen presented the Executive and Management Report.

Resignation from the Board

The Board noted the resignation of Jeff Huber as First Vice-President and as a member of the Board of Directors, effective September 15, 2014.

Q2 Financial Report

A copy of the report is appended to the master copy of the minutes. In accordance with policy, the report will be posted on the Association's web site.

Johansen advised that he will be consulting Scotiabank about options to get a higher yield if some funds are moved into longer term investment vehicles. A proposal will come to the Board early in the winter term.

Capital Budget

A proposed capital budget was circulated. It included proposed allocations for each 2014 and 2015. A more detailed proposal for next year would be provided to the Board with the 2015 operating budget.

The Board approved the proposed 2014 expenditures subject to the following amendments:

- Approval of \$390 for student work station chairs moved from 2015 to 2014. The amount of this expenditure will be classified as an expense, not a capitalized asset purchase for depreciation purposes.
- Approval of \$500 for main door decals to be deferred pending a board decision on replacing the existing doors with all-glass doors. Johansen to report back on costs.
- Johansen to investigate and report back on the cost of placing a large (e.g. 56") interactive touch-screen where the MAPS bulletin board is in the hallway adjacent to the office.

Health and Dental Insurance

MAPS members are now able to opt into the MSU's health and dental insurance plans (a copy of the joint MAPS-MSU news release is appended to the master copy of the minutes). The fall term deadline for opt-in is September 30. The winter term deadline, and a pro-rated cost for the remaining 8-months of the fiscal year, is to be determined. The MSU has provided a supply of benefit booklets and links to the relevant web pages have been installed on the desktop of the three computers in the MAPS lounge.

Robert Half Suit Drive

There was a strong response to the business attire collection for charity sponsored by MAPS.

Skills Development Session

The first skills development session (on Avenue2Learn) was lightly attended, but those in attendance received more personalized support. Johansen will be meeting in advance of the October 15 session with the co-presenters from Financial Aid and Scholarships (Karen Jowett and Mary Coccia).

MAPS-MSU Membership Transfers

There have been 8 transfer requests so far this term.

Meeting with MSU and Financial Services (August 13)

Johansen and Moore met with the MSU and Financial Services, at the request of Financial Services, to discuss the implications of MOSAIC implementation on the collection of ancillary fees and the associated communications with full-time and part-time undergraduate students.

To accommodate the technical limitations of PeopleSoft/MOSAIC, it has been proposed that the payment of MAPS or MSU fees noted on student accounts be changed to "Student Association Fees" that would be charged at a rate of \$7 per academic unit (the current MAPS Membership Fee) to a maximum of \$122.61 (the current MSU flat rate for its Operating Fee) per academic session. The University would then sort out which association got the fees based on the final number of units the student was registered in. Drop and Add would then be easier to administer without having to make thousands of manual fee adjustments to student accounts.

Where a student transfers student association membership under the terms of MAPS-MSU Membership Transferability, those transfers would still be done manually. Johansen noted that it will be important to ensure that these transfers are reflected in final membership lists received from the Office of the Registrar (e.g. for email lists, voting eligibility, etc.).

It was also agreed that Financial Services would run a scenario using 2013-2014 enrolment data to ensure that there were no unintended consequences.

Both MAPS and the MSU will be asked to approve the final approach once the details have been tested and confirmed. The change would go live in September 2015.

Meeting with AVP-Faculty (September 12)

Johansen advised that he had met with the AVP-Faculty, Dr. Susan Searls Giroux, to provide updates on MAPS activities, including: Operational Plan; course accessibility; timetable issues; varying start dates of tutorials which are not provided in student timetables; and MAPS' hosting of lunch meetings of undergrad academic advisors, CCE program managers, chaplaincy, and Ombuds.

The meeting was another opportunity to reassert MAPS as a trusted source of information and advice. Dr. Searls Giroux invited Johansen to share MAPS' findings/concerns at a meeting of the Associate Deans' Group.

Johansen noted that since the elimination by the University of the office of part-time degree studies, MAPS has become the default nexus for information on campus, and that MAPS is now the 'go to' office for part-time students.

When asked about student representation on the CCE Director Search Committee, Dr. Searls Giroux said the committee had already been struck, already had a panel of nine, and felt that adding a student to the panel at this date would be problematic. She did acknowledge that at least a CCE student on the committee would have been reasonable.

The Board discussed the broader issue of student representation on search committees for positions at various levels at the University (e.g. chancellor, president, vice-presidents, AVPs, deans, directors of major departments). It was agreed that Johansen would consult with the MSU and GSA at the Admin-Con prep meeting in October about asking the University for a written policy commitment to require appropriate student representation (undergrad, grad, part-time) on a broad range of search committees so that the student perspective is sure to be included in deliberations.

Board Statement on Cooperation and Representation

Motion: Moved by Cerantola, seconded by Hill-Smith to approve the following “Statement on Cooperation & Part-time Student Representation”:

In August 2014, MAPS and the MSU started a conversation about working more closely together. This has resulted in very positive results – including securing an opt-in for part-time students in the MSU’s health and dental plan. MAPS believes that ongoing collaboration on issues of mutual concern just makes good sense and serves the interests of all students.

MAPS believes that there is – and will continue to be – a distinct role for part-time representation at McMaster; particularly since, as a group, this population is neither well understood nor well served by other organizational structures. This is the reason MAPS came to be.

The Board of Directors is fully committed to providing – and improving how it provides – this representation. We believe the best way to achieve this is by standing as a separate and independent organization among our student government partners, and working with the University.

Carried.

5. GOVERNANCE

Vacancies on the MAPS Board of Directors

There are currently two vacancies on the Board of Directors (one for a term ending in 2015, one for a term ending in 2016). The Board’s options include:

- Leave the seats vacant until the general election in early 2015
- Call for nominations and fill the appointment from the nominees for either the full unexpired terms or for limited terms to the 2015 general election.

By consensus, it was agreed that the executive director will issue a call for nominations for interim appointment of two directors for a term ending with the 2015 elections. The two seats will then be part of the spring general election (one for a 1-year term, one for a 2-year term).

The call for nominations will be issued through:

- a direct email to the membership
- an advertisement in *The Silhouette*
- posting on the MAPS bulletin boards and on posters
- postings on the MAPS web site, MAPS Facebook page, and McMaster Daily News site

MAPS and university community committees

MAPS has representation on, or normally nominates a part-time student to serve on, a number of committees in the McMaster community. The Board reviewed the list and confirmed assignments for 2014-2015 as follows:

Student Government-Administration Consultation Committee (Admin-Con)	Caroline Hill-Smith & Kyle Johansen
Board of Governors (observer)	Erick Merlos
Senate (observer)	TBC
Student Representative Assembly (observer)	Jackie Arlen
Senate Committee on Student Affairs	Malanie Dani
MUSC Board of Management	David Moore
University Student Fees Committee	Kyle to confirm status
Rudy Heinzl Award of Excellence Selection Committee	Deferred to January 2015
Valedictorian Selection Committees (Business, Engineering, Health Sciences, Humanities / Arts & Science, Nursing, Science, Social Sciences)	Deferred to January 2015
Campus Store Advisory Board	Kyle to confirm status
President's Advisory Committee on Transportation & Parking	Kyle to confirm status
University Library Advisory Council	Kyle to confirm status

MAPS Committees

The Board agreed in principle with committee compositions as follows as a basis for recruiting/appointment members:

Executive Committee (composition set in by-law)	President Vice-Presidents Ex-officio: Exec. Dir. & Corp. Sec.
Awards Committee	3 Board Members: Ex-officio: President, Executive Director, Corporate Secretary
Finance Committee (chair set in by-law)	VP-Finance (chair) 1-2 Board members 1-2 MAPS (non-Board) members Ex-officio: President, Executive Director, Corporate Secretary
Monitoring Committee	4 McMaster community members Ex-officio: President, Executive Director, Corporate Secretary
Nominating Committee	Chief Returning Officer 1-2 Board Members 1-2 persons not on the Board Ex-officio: President, Executive Director, Corporate Secretary

Dispute Resolution Tribunal – Candidate Pool	A pool of five or more members of the McMaster community from which a panel of three could be drawn to hear a dispute.
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Appointment of Returning Officers for 2014-2015

The appointment of returning officers was deferred to next meeting when the relevant Board policies will also be discussed.

6. REPORTS ON EXTERNAL COMMITTEES

Senate (September 10)

Senate meets monthly from September through June. The notable item on this month’s agenda was the report of the Committee to Recommend a President.

Student Representative Assembly (June 8, July 20, September 14)

The SRA meets twice in the summer and then approximately every other week while classes are in session during the fall and winter terms. The summer meetings were devoted to internal MSU business. The September 14 meeting included a report by MSU President Teddy Saull (copy attached to the master copy of the minutes) that includes a number of elements of interest to MAPS.

MUSC Board of Management (August 13)

The major outcomes of the last MUSC Board of Management meeting were:

- Corporate officers were elected for 2014-2015: Dave Moore (President), Sean Van Koughnett (Vice-President), Lori Diamond (Secretary, since 2007). This is the first time that the MAPS appointee has been an officer of the student centre corporation.
- The audited financial statements were approved for the fiscal year ended April 30, 2014.
- The Board received a multi-year summary of financial contributions to the MUSC by each MAPS, the MSU, and the University.
- Dave Moore is leading an update of corporate records for the MUSC.

7. CLOSED SESSION

The Board moved into closed session by general consent.

RETURN TO OPEN SESSION

8. OTHER BUSINESS

Membership Demographic Analysis

A preliminary demographic analysis of undergraduate degree students who are members of MAPS was circulated (copy attached to the master copy of the minutes). Similar data is being prepared for MAPS by CCE.

Johansen noted that he would be sharing the analysis with undergraduate advisors and CCE program managers during MAPS-hosted lunch meetings this term. Part-time students are, in

broad terms, younger than they were a generation ago. While over 60% are 24 years old or more, the data also shows that over 60% are under 29 years of age.

Student Government-Administration Consultation Committee (Admin-Con)

Hill-Smith and Johansen will be representing MAPS at Admin-Con for 2014-2015. At Monday's meeting, MAPS will share information about ongoing work including:

- MAPS' Operational Plan
- Course availability/demand and other research initiatives
- Cooperation with Financial Services to address logistical issues associated with PeopleSoft/MOSAIC implementation

MAPS will be meeting with the MSU and GSA members of Admin-Con in October to prepare for the November 4 meeting.

9. FALL TERM MEETING & EVENT SCHEDULE

A copy of the fall term meeting and event schedule is appended to the master copy of the minutes.

10. ADJOURNMENT

Motion: Moved by Cerantola, seconded by Moore to adjourn.
Carried.

8:45 p.m.

These minutes were duly approved by the Board at its meeting on November 11, 2014.



Jacqueline Arlen, President



David Moore, Secretary