

**McMaster Association of Part-Time Students  
Board of Directors Meeting – Minutes  
Wednesday, December 10, 2014 at 5:30 p.m.  
Room 234, MUSC, McMaster University**

- PRESENT** Jackie Arlen (chair), Kristin Belovari, Emily Cerantola, Caroline Hill-Smith, Cassandra Lo, David Moore (corporate secretary)
- REGRETS** Marijana Govorcin, Erick Merlos
- GUESTS** Melanie Dugard (Grant Thornton LLP) – agenda item 3 only
- STAFF** Kyle Johansen (executive director)

**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, 11 November 2014
- Report to those charged with governance – initial communication on audit planning, 20 November 2014
- Executive & Management Report, 4 November 2014
  - Proposed revisions to Board Policy 008 – Finances, December 2014
  - Third Quarter Financial Report (revised)
  - 2014 Budget Reallocation – Email Vote, 24-26 November 2014
  - 2015 Budget
- 2013-2014 Report of the President's Advisory Committee on Building an Inclusive Community (reported to Senate, 10 December 2014)
- Undergraduate enrolment as at 1 Nov 2014 (reported to Senate, 10 December 2014)
- Fall Recess proposal to Undergraduate Council, 9 December 2014
- MSU referendum on extended health care benefits (details of proposed coverage enhancements), December 2014

**1. ADOPTION OF THE AGENDA**

With the addition of the Student Code of Conduct Review Committee under Other Business, the agenda by adopted by consent.

**2. ADOPTION OF MINUTES**

The open session minutes of the meeting of November 11, 2014, were adopted (as circulated) by consent.

### **3. PRESENTATION BY THE CORPORATION'S AUDITOR**

Melanie Dugard, from Grant Thornton LLP, made a brief presentation on the material circulated in the meeting package (copy appended to the master set of minutes).

MAPS' by-laws provide for an external monitoring committee to review the Association's work within the new governance framework implemented in 2013. This committee will be struck in January, review a compliance report prepared by management, and report to the membership as a component of the MAPS' annual report. The auditor and monitoring committee will each be given contact information for the other.

The executive director has contacted Justin Gunter at Financial Services (Manager, University Associations & Affiliates) and inquired about timely receipt of financial information from the University to support MAPS' year-end close of books and the external audit.

### **4. EXECUTIVE & MANAGEMENT REPORT**

Johansen presented the Executive and Management Report (copy appended to the master copy of the minutes).

A number of comments were made in relation to last week's Awards Dinner:

- Attendance was lower than usual because of the proximity to exams. To address this, the MUSC has been asked to book CIBC Hall for the MAPS Awards Dinner on the third Thursday of November in each 2015, 2016, and 2017.
- The reception and dinner will each start earlier next year, with the reception shortened to 45 minutes, so as to have the evening end earlier.
- The hot hors d'oeuvres ran out very quickly; people coming from work are hungry.
- There were mixed reviews about the meal. A different [and probably more costly] option will be selected for next year.
- The keynote speaker was pre-briefed about the audience and desired focus for the address, but her remarks could have been better aligned with the themes set out for the evening. The Board was undecided whether it would be done again next year.
- Attendees have been sent a short event evaluation via survey monkey.

Other comments included:

- MAPS now has a presence on Linked-In. Johansen will augment this over the holidays.
- Applications for mentors and mentees continue to be received.
- Gifty Warval has been hired as the third regularly scheduled Info Assistant. He will be working about 6 hours per week.
- Demographic information about students in CCE programs has recently been received but has not yet been reviewed.
- The most recent cheque was about \$156K while the amount recorded in the Q3 statements was about \$148K. MAPS staff will work with the auditor to determine how best to record fee revenue receipts so that they are both clear and reconcile with University records.
- Johansen suggested placing a monthly advertisement in *The Silhouette* as an additional communications vehicle with members. Members noted that the paper is not distributed to CCE at the downtown centre. Johansen will bring more detailed options to a future meeting.

#### ***Revisions to Board Policy 008 – Fiscal and Operating Plans***

Having completed a full year working with this policy, Johansen recommended revisions to reflect current reporting turn-around times which are often dependent on timing of information

provided by the University. The intent is that financial statements would be provided to the Board within four to six weeks of the end of each of the fiscal quarters.

A number of amendments were made the draft:

- In the graphic on page 19, Section C:
  - Q3 Management Report should be “Oct-Nov”
  - In the Nov-Dec bubble, “Operting” should be “Operating”
  - In the January-December bubble, “begins” should be “cycle”
  - Q1 Management Report should be “April-May”
- In the text on page 20, Section F, change “6 to 8 weeks” to “4 to 6 weeks”

**Motion:** Moved by Moore, seconded by Arlen that the Board approve, in principle, the Fiscal and Operating Plan policy (as amended), and direct the executive director to give the appropriate notice to the membership, pursuant to the association’s by-laws and policies.  
**Carried.**

### ***Third Quarter Financial Report***

The 1% collection fee was not taken off this transfer, but it’s possible this will now be done annually as a MOSAIC-related process change. Johansen to follow-up.

### ***2014 Budget Reallocation***

A time-sensitive motion was put to an email vote in the week of November 24 (copy appended to the master copy of the minutes). The motion was formally entered into the record:

**Motion:** Moved by Arlen, seconded by Moore that the Board approve an increase in the Awards Dinner budget line of up to \$4,300, to be offset by underspending elsewhere in the budget, to fund a sole-sourced keynote speaker for the 2014 MAPS Awards Dinner.  
**Carried.**

### ***Increase in capital allocation for office doors***

**Motion:** Moved by Moore, seconded by Cerantola that the Board increase the maximum allocation for the purchase and installation of new entrance doors from \$9,000 to \$9,300.  
**Carried.**

### ***2015 Operating Budget***

Johansen noted that the budget allocation does not include a provision for the employer’s contribution to a new Ontario Pension Plan. The first stage of enabling legislation has recently been introduced by the provincial government and it is not yet clear if/when an Ontario pension scheme would be implemented.

**Motion:** Moved by Arlen, seconded by Moore that the 2015 budget be approved as circulated.  
**Carried.**

## **5. REPORTS ON EXTERNAL COMMITTEES**

### ***Senate (Nov. 12, Dec. 10); Undergraduate Council (Dec. 9)***

On November 12, Senate formally approved the graduand list for degrees that were conferred at Fall Convocation on Friday, November 21. There was also a discussion about McMaster's application to the Canada First Research Excellence Fund.

On December 10, Senate received the 2013-2014 report of the President's Advisory Committee on Building an Inclusive Community (PACBIC), and student enrolment as of November 1 (the count date on which government funding is based). A copy of both documents is appended to the master copy of the minutes.

Regarding the enrolment headcount data, it was noted that:

- Part-time enrolment is up 2.3%, with almost all of that in Business and Engineering.
- Enrolment is down in the Arts faculties: Humanities (-5.47%) and Social Sciences (-3.77%)
- Full-time first year enrolment was 6.65% over target
- The Provost shared concern about not achieving graduate degree enrolment targets. The introduction of new doctoral programs by non-research intensive universities is cutting into the pool of graduate students that might otherwise come to McMaster.

At the December 9 meeting of Undergraduate Council, a recommendation was approved to replace the current three-day fall break (implemented on a trial basis for the last two years) with a one week fall break in the week that includes Thanksgiving. This recommendation, and the associated sessional dates, will go to Senate for approval in January.

### ***Student Representative Assembly (Nov. 16 & 30)***

On November 16, questions were asked about MUSC room booking policies, the cost of booking rooms, and how the MUSC is funded generally (inquiries which were also brought up at today's meeting of the MUSC Board of Management).

On November 30, the SRA called a referendum on MSU health care insurance to be held concurrent to the 2015 Presidential Elections in January 2015. The referendum will have three options (details circulated at the meeting and appended to the master copy of the minutes):

1. no increase;
2. an \$18.50 increase to cover contraceptives; and
3. a \$32.00 increase to cover vision care and paramedical services

### ***MUSC Board of Management (Dec. 10)***

Moore advised that topics at this afternoon's MUSC Board of Management meeting included:

- Priorities were identified for potential first floor renovation to make greater use of space.
- Management presented a mid-year budget review and a review of investments (of the reserve fund for long-term capital renewal of the building)
- Status of the proposed amendments to the Operating Agreement. The Director of Finance for the University continues to be very anxious about having the agreement signed by the building partners (MAPS, MSU, University, MUSC), and for MAPS to make a permanent annual contribution to MUSC costs. Johansen will follow-up on recent conversations with the MSU, MUSC, and the University.

## ***Board of Governors (Dec. 11)***

At its meeting tomorrow, the Board of Governors will be asked to approve the CCE Tuition Fees for 2015-2016. The fees will rise at rates ranging from 0 to 6 percent depending on the program. In its proposal, CCE stated it is seeking position its tuition "at the higher end of the market."

The proposed fees were recommended in succession by the University Student Fees Committee, the Budget Committee, and the Board of Governors Finance Committee. CCE students are not represented on any of these bodies and there was no consultation with MAPS by CCE in the development of the fee schedule.

### **6. CLOSED SESSION**

The Board moved into closed session by general consent.

RETURN TO OPEN SESSION

### **7. OTHER BUSINESS**

#### ***Student Code of Conduct Committee***

It was agreed to have Johansen attend tomorrow's meeting of the committee reviewing the Student Code of Conduct and this seat will be added to the list of committee appointments to be considered at the January board meeting.

#### ***Board meeting schedule***

The next three scheduled meetings of the Board were changed from Tuesdays at 5:30, to Wednesdays at 6:30:

- Wednesday, January 14, 2015 at 6:30 p.m.
- Wednesday, February 11, 2015 at 6:30 p.m.
- Wednesday, March 11, 2015 at 6:30 p.m.

### **8. ADJOURNMENT**

**Motion:** Moved by Moore, seconded by Hill-Smith to adjourn.  
**Carried.**

7:05 p.m.

These minutes were duly approved by the Board at its meeting on January 14, 2015.



Jacqueline Arlen, President



David Moore, Secretary