

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Wednesday, February 11, 2015 at 6:30 p.m.
Room 234, MUSC, McMaster University**

PRESENT Jackie Arlen, Kristin Belovari, Caroline Hill-Smith, David Moore (corporate secretary)

REGRETS Emily Cerantola, Marijana Govorcin, Cassandra Lo, Erick Merlos

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 meeting was called to order.

ATTACHMENTS TO THE OFFICIAL COPY OF THE OPEN SESSION MINUTES

- Agenda
- Draft Open Session Minutes, 14 January 2014
- Policy Report, 5 February 2015
 - Policy 009A – Elections
 - Policy 009B – Nominations Committee
- Executive & Management Report, 5 February 2015
 - Draft Q4 Financial Statement
- Conduct of the Annual Business of the Corporation 2015 (revised 4 February 2015)
- Report of the Committee to Recommend a President, September 2014

1. ADOPTION OF THE AGENDA

Amendments:

- Add “Legal Update” and “Compulsory Ancillary Fees” to Closed Session

The agenda was adopted, as amended, by general consent.

2. ADOPTION OF MINUTES

The open session minutes of January 14, 2015, were approved by general consent.

3. POLICY REPORT

Johansen presented the Policy Report (copy appended to the master copy of the minutes). The final drafts of Election and Nominations Committee policies presented for Board approval had been reviewed and revised where appropriate to respond to the comments offered by staff in the University Secretariat. The corporate secretary had also reviewed and offered suggestions for content clarity and consistency of formatting.

Motion: Moved by Belovari, seconded by Arlen to approve Policy 009A – Elections and Policy 009B – Nominations Committee, as circulated.
Carried.

With the approval of these policies, the last of the 'business arising' from the University's reform requirements of 2012-2013 is complete.

4. EXECUTIVE AND MANAGEMENT REPORT

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

Additional comments:

- A more detailed report on the Admin-Con meeting of February 3 will be included in the next Executive and Management Report.
- The Monitoring Committee is meeting again tomorrow for what will probably be the second of three meetings. Its members have been rigorous in their questions and so far have been pleased with the answers and supporting documentation provided by management. The Committee's report to the MAPS membership will be appended to the Annual Report.
- Justin Gunter has facilitated provision of year-end information by Financial Services for the auditor.
- Johansen undertook to seek a written agreement with the University about the timing of fee transfers (following the Jan. 31, May 31, and Sept. 30 fee count dates).
- The Notice of Referendum/Call for Nominations will be in *The Silhouette* and on posters this week, and in the next issue of *The Link* which is to be emailed on February 23. It was agreed posters should also be placed at CCE.
- When the list of people invited to talk in video clips about PTS is compiled, it would be good to include Geraldine Voros as a PTS-friendly faculty member.

Hill-Smith noted reports in the press about universities being more concerned about protecting their reputations than dealing with gender-based violence in a forthcoming and transparent way. A "Campus Security Update" was published each week in *The Silhouette* years ago to put a spotlight on incidents (thefts, assaults, medical emergencies, etc.). Information is now posted on the Security Services web site, but not many people would likely know about the "Crime Beat" page or where to find it (http://security.mcmaster.ca/crime_beat_current.html).

There are campus security walkabouts periodically to flag issues (dark zones, slippery, pathways, accessibility, etc.). Moore undertook to consult the IRC about their partnering with Security Services in this regard and the potential to also engage MAPS as part of that periodic process.

Hill-Smith noted that it's possible to register to receive updates from the University, such as the one she received about a snow day. Moore suggested the sign-up opportunity be put in *The Link* (http://security.mcmaster.ca/campus_emergencies_notification.html).

Q4 Financial Statements

The draft Q4 statement (copy appended to the master copy of the minutes) is subject to a number of additions/adjustments (e.g. insurance, depreciation, CCE graduation) and other accruals/adjustments to be determined by the auditor. A finalized Q4 statement will be circulated in the package for the next Board meeting. Members were encouraged to review the draft statement and send inquiries to Johansen.

Audited Financial Statements

The auditor's team will be back in the MAPS Office on February 23. The audit supervisor is well aware of MAPS' timing and the desire to see a draft in early March (which Johansen will circulate to the Board by email) so that questions may be addressed and adjustments made as needed to produce a final draft for approval at the Board meeting on March 11.

The main concern by any organization often centres on the way in which the auditor frames the notes to the statements. Given the reinstatement of fee collection and the transfer to MAPS of fees held in trust, it is anticipated that the "going concern" note will not be repeated in the 2014 statements.

Installation of new doors

The new doors to the MAPS office have been installed and have been very well received. There has been a noticeable increase in traffic directly attributed to the more welcoming nature of the new doors [comments made by visitors].

Presented with a number of options for logo-hearing decals for the doors, a consensus was established in favour of the coloured logo option without text.

The MSU president and an SRA member visited earlier today and made inquiries about the door and the change in lighting. The softer/warmer coloured bulks have made the logo/text decals in the lounge window a much more prominent feature when viewed from the hallway.

There were additional installation costs, including moving a header, re-keying lock tumblers, and the application of the coloured decal. The Board agreed to increase the capital allocation to cover these costs.

Motion: Moved by Arlen, seconded by Hill-Smith to increase the capital allocation by up to \$2,500 for purchase and installation costs relating to the new office doors.
Carried.

FT and PT Staff Compensation Bands and Rates

The Association's human resources policy provides for annual adjustment of compensation bands and rates, effective January 1, by up to the CPI for the previous calendar year. A number of comments were made:

- CPI adjustments to compensation (if any) is made effective January 1, whereas merit adjustments for individual employees are made after a performance review and then effective on their anniversary date.
- It is at the Board's discretion to approve an increase from zero to CPI.
- CPI adjustments maintain the purchasing power value of compensation.
- The broader public sector and the private sector have been in a period of wage restraint.
- The MSU makes annual CPI adjustments to its full-time staff, full-time student executive, and part-time student staff compensation rates. The University also increased salaries annually. MAPS competes within the University, MSU, and other campus affiliates to attract and retain staff within the University community.
- MAPS' membership fee has been \$7 per unit since 2010. The Board may wish to consider CPI adjustments in 2016 and subsequent years.
- The 2015 Operating Budget can easily absorb the increase cost (under \$4,000).

- Any increase that may be approved in any year should be viewed as a one-time decision without prejudice to Board decisions in future years.
- The Board employs the Executive Director, but it is the Executive Director who employs all other MAPS staff (hence why he is bringing this forward, pursuant to the HR policy). The Board has the option to split consideration of CPI adjustments to address full-time staff and part-time hourly rated staff separately (coordinators compensation was not in scope as those positions are currently being piloted and will be reviewed this fall).

Motion: Moved by Moore, seconded by Hill-Smith to increase Full-Time and Part-Time Staff Compensation Bands and Rates by 2.4% effective January 1, 2015.
Carried.

The Board discussed payroll practice in relation to snow days and other unscheduled University closures. It was agreed that in such circumstances, MAPS's payroll policy will be to pay staff for the scheduled hours.

Report of the Committee to Recommend a President

The report of the Committee was circulated for information (copy appended to the master copy of the minutes). It is largely very laudatory of the Dr. Deane's performance though the report included notable calls for the president to: (1) spend more time on campus, and (2) put an increased emphasis on research. The Board expressed hope that more time to be spent on campus would include (re-)building positive relationships with constituencies that Dr. Deane did not engage with much during his first 4+ years as president.

5. GOVERNANCE

Conduct of the Annual Business of the Corporation 2015

An updated list of milestone dates had been circulated in the open session package for information (copy appended to the master copy of the minutes). The MAPS Board has a role in the key milestone on March 11 (approval of the audited financial statement and finalization of the referendum ballot).

6. REPORTS ON EXTERNAL COMMITTEES

Senate (Feb. 11)

Senate has approved:

- Elimination of Senate Executive reviewing the results of student elections where turnout was less than 10% and then recommending to Senate a candidate for appointment to the seat.
- Establishment of two new combined honours programs involving the Arts & Science Program; one with Business and the other with Communication Studies.
- Closure of several programs due to low enrolment
 - Combined Honours in Cultural Studies and Critical Theory and Another Subject
 - Combined Honours in Arts & Science and Cultural Studies and Critical Theory
 - Combined Honours in Arts & Science and Origins Specialization
 - Honours Business Informatics (B.A.Sc.)
 - Software Engineering – Game Design Program (B.Eng.)
- Revisions to the Student Code of Conduct and the McMaster University Residence Community Alcohol Policy.

Student Representative Assembly (Jan. 25 and Feb. 8)

The agendas of the two most recent SRA meetings were devoted largely to internal MSU matters. Following the defeat of a previous proposal for a year-end concert, the MSU president returned to the SRA on February 8 with a proposal for a street carnival on the last night of classes in April. The cost would be split amongst the MSU (\$40K), academic societies, and the University (about \$80K).

While acknowledging the desire to somehow enhance winter term entertainment programming, members of the Board wondered how the size of the expenditure may be viewed by the provincial government and alumni who regularly hear about how universities need more money.

Rudy Heinzl Award of Excellence Selection Committee (Feb. 11)

Moore advised that the committee met this afternoon and its decision will be announced at Student Recognition Night on Thursday, March 19.

7. CLOSED SESSION

The Board moved into closed session by general consent.

RETURN TO OPEN SESSION

8. OTHER BUSINESS

Scheduled Board Meetings

- Wednesday, March 11, 2015 at 6:00 p.m.
- Tuesday, May 12, 2015 at 6:00 p.m.

9. ADJOURNMENT

There being no further business, the meeting adjourned by general consent.

9:05 p.m.

These minutes were duly approved by the Board at its meeting on March 11, 2015.



Jacqueline Arlen, President



David Moore, Secretary