ANNUAL GENERAL MEETING

Tuesday, February 28, 2006
MUSC 308/309

REPORT OF THE BOARD OF DIRECTORS

Overview

Established in 1979, MAPS works to strengthen the quality and accessibility of education and related services by representing its members’ interests at the Faculty and University-wide levels. The Association also sponsors seminars and recognizes excellence among part-time students through awards and an annual awards dinner.

MAPS was incorporated in October 1997 under the Ontario Corporations Act.

Major Activities in 2005-06

Advocacy at McMaster – In recent years the Association has been increasingly engaging the University as a partner in strategic planning and service delivery discussions. Advocacy is a key component of MAPS’ mission – to improve the quality of students’ McMaster experience.

MAPS has had formal observer status at Senate and the Board of Governors since 1996, is invited to attend meetings of Undergraduate Council, and has representation on the Student-Administration Consultation Committee.
We also recognize that there is a need to have a part-time student presence on University committees charged with selecting deans, associate deans, and other senior University officials whose leadership has a direct impact on part-time students. MAPS will be working with the McMaster Students Union (MSU) to seek a more direct, systemic role for our organizations in the selection of student representatives on a broad range of University governance bodies.

Following the revision to McMaster University’s strategic planning document, Refining Directions, MAPS was invited by the University to comment on the report and implementation “next steps.” MAPS’ then-executive director, in collaboration with the director of CCE and faculty, made a detailed written submission – McMaster University: Leadership in Lifelong Learning. We await the University’s response.

Other issues on MAPS’ representation agenda include:

- course availability
- student financial aid
- the University’s review of non-tuition [ancillary] fees
- representation for students in newly established programs
- representation of students on University decision-making bodies
- improving student access to teaching evaluations
- facilities renewal and expansion to upgrade teaching and study facilities, including updating the official Campus Plan
- rising enrolment over the next decade & provision of appropriate levels of student services for a quality learning environment

AWARDS – MAPS recognizes academic excellence and commitment to quality of part-time studies through its awards, an annual awards dinner (December 2), and participation in the CCE graduation ceremony (October) and University convocation ceremonies. The MAPS Gold Medal, presented at Spring Convocation to the graduating part-time student with the highest cumulative area average, was awarded to Jacqueline Shoreman in June 2005.

MAPS other major awards in 2005 were presented to Ruth Nicholson (Martin W. Johns Award, for outstanding contribution to part-time studies) and Carolyn Green (Centennial Award for Certificate/Diploma students). The MAPS/CCE Awards of Excellence were presented to Claudia Amaral, Christina Cole, Nicole Doblec, Kar Fai-Kelvin Leung, Diana Parker, Tomislav Varga, and Cynthia Weeks.

The Gwen George Medal, the Centennial Award for part-time degree studies, and the MAPS-CCE Instructor Award were not presented in 2005.

CAMPUS PARTNERSHIPS are also a major element of our agenda. MAPS continues to build on its relationships with the MSU, the Graduate Students Association, and
the University, as it represents part-time student concerns on a wide range of issues. David Moore represented MAPS, as the president’s designate, as an Observer at meetings of the MSU’s Student Representative Assembly. He also served as the president’s designate at meetings of the Board of Governors and the Administration-Student Consultation Committee during the 11-week interregnum between executive directors.

**Communications** with the membership continue to be a priority. Our popular calendar-handbook was mailed to members in September, and three issues of The Link, MAPS’ newsletter, have been mailed to the members since our last annual general meeting. MAPS’ web site, which underwent a major redesign in 2004-05, continues to be updated regularly.

**Membership and Other Ancillary Fees** - MAPS’ membership fee has been $5 per academic unit since 2001. The board of directors continues to manage the Association’s resource needs within this framework, aided by growth in part-time student enrolment.

In December 2005, the University tabled a draft report from the University Fees Committee (UFC) that proposed significant change to non-tuition (ancillary) fees. The major impacts for MAPS members would include elimination of the MAPS membership fee and a requirement that they pay all ancillary fees paid by MSU members, including the MSU membership fee. The proposal would result in an 84% increase in ancillary fees paid by part-time students.

MAPS is working with the other senior order student governments at McMaster (MSU, Graduate Students Association, and MBA Association) to submit a joint response to the University. Under provincial government policy, the consent of student governments is required for increases to ancillary fees (either new fees or increases to existing fees). MAPS will not grant consent.

**McMaster University Student Centre (MUSC)** - MAPS, together with the University and the McMaster Students Union, are founding partners in the development and administration of the MUSC. The partners each have representation on the Board of Management that governs the operation of the facility. MAPS was represented by Jackie Osterman until September 2005, and was succeeded by MAPS board member David Moore.

The MAPS Office, situated on the second floor of the Student Centre, continues to experience increased walk-in inquiries. This has been driven, in part, by referrals from University departments that have cut back the resources they allocate to support part-time students. Our lounge and three computer terminals set-up for student use are popular with our constituents.
**Student Financial Assistance** – MAPS supports students’ pursuit of part-time studies through its bursary programme, administered through the Student Financial Aid & Scholarship Office. In 1988, 1999, and 2004, MAPS made contributions of $100,000, $50,000 and $250,000 (the latter two matched by the provincial government) to bursary endowments at McMaster. The income from these funds provided $56,384 in bursaries to our members in 2005:

<table>
<thead>
<tr>
<th>Term</th>
<th>Applications</th>
<th>Bursaries Awarded</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>January to April</td>
<td>54</td>
<td>26</td>
<td>$15,184</td>
</tr>
<tr>
<td>May to August</td>
<td>45</td>
<td>27</td>
<td>$19,317</td>
</tr>
<tr>
<td>Sept. to Dec.</td>
<td>68</td>
<td>35</td>
<td>$21,883</td>
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The amount of funding available for bursaries will increase in 2006 as annual income from the MAPS 25 Anniversary Bursaries endowment is now available for allocation.

**Full-Time Staff** – MAPS’ executive director, Jackie Osterman, resigned in September 2005 to take up a career growth opportunity with the Faculty of Humanities. Following an extensive and rigorous national search that attracted more than 50 applications from across Canada, the board was pleased to appoint Sam Minniti as MAPS’ fifth executive director.

In November, MAPS’ administrative assistant Tina Puchalski was succeeded by Josie Taylor in a restructured position now styled office administrator.

**Students with Disabilities** – Some part-time students, who are registered with the University as having disabilities, seek to benefit from a broad range of entitlements currently enjoyed by full-time students. Such entitlements include but are not limited to scholarships and bursaries offered to full-time students by the University, and membership/voting rights in the MSU.

Degree students at McMaster are represented by MAPS (17 and few units) and the McMaster Students Union (18 or more units). The MSU proposed that students with disabilities, who are registered in 12-17 units in an academic session, be permitted to transfer their membership from MAPS to the MSU.

MAPS has suggested that as a matter of equitable treatment, students in both MAPS and the MSU should have an option to transfer their membership to their preferred organization. This is not a new idea; two-way membership transferability was proposed by the MSU in July 1985. The discussions are ongoing.
Board of Directors & Executive Committee

At the last Annual General Meeting, on February 22, 2005, the following members were elected to the Board of Directors for 2005-06:

Carole Armstrong  Jesse Jeffray  Rose O’Connor
Susan Black   Anna Marinelli  Reneé O’Reilly
Denise Ellis   Elaine Marion   Erin Robinson
Min-Ju Evans  Sam Minniti    Sean Spratt
Kori Garrett  David Moore

At its meetings on March 22, the Board elected the following officers for 2005-06:

Carole Armstrong  President
Anna Marinelli  Vice-President (Internal)
Sam Minniti   Vice-President (External)
Elaine Marion  Treasurer
Susan Black   Executive Counsellor
David Moore  Executive Counsellor

Erin Robinson resigned from the Board in September 2005. Sam Minniti was on leave of absence as Vice-President (External) from September to November 2005, and resigned from the Board on his appointment as Executive Director. Elaine Marion resigned as Treasurer and from the Board in January 2006.

President’s Report - Carole Armstrong

If I had been told my second year as president would be busier than the first, I would not have believed it. However, the year has flown by and I believe my successor will find some systems in place that will make his/her job a little easier.

MAPS now has a standard performance appraisal form for staff, and these are scheduled to be done once per year. There is a hiring procedure in place, standard offer letters, and employment agreements in order to prevent any misunderstanding of the terms of employment. There is a binder in place as part of our new succession plan, that sets out the MAPS calendar year and what task should be done and when, and this is constantly being updated and improved upon.

We have a much improved website, and I have set up relationships to build on our success there and to enable better communication with our constituents.

I continued with meetings of committees I have served on, the Valedictorian Selection Committee and Rudy Heinzl Award of Excellence Selection
Committee as well as representing MAPS at various functions: Student Recognition Night, Woman of the Year, University Convocations and the CCE Graduation Ceremony, student leader dinners, various receptions, the MSU Golf Tournament, and revived MSU/MAPS/GSA President meetings.

The objectives that any President has on their agenda are often set aside for the real business that arises during the operation of a student organization such as ours. This past year we had our part-time representative in the Registrar’s Office cut. Together with McMaster University and the McMaster Students Union, we were accused of discrimination by one of our own members, and lived through the resignation of our long standing and well liked executive director. The office ran for two months without an executive director, thanks to our administrator, and her daily phone calls and emails with me. During this time the board began an executive search and hired the talented and dedicated Sam Minniti. It was a long and arduous process, not without its casualties, but proved to us, and quite possibly to Sam as well, that he was indeed a “Top Grader.”

December was the board social and thanks to David Moore for hosting that evening at the University Club. We toasted the season and a year filled with landmines that we have to date, successfully negotiated our way through, and feel confident we have the staff in place to lead us through the storms ahead.

I want to thank the Board for their hard work this year, and the board members that couldn’t complete the year but nonetheless added to the treasury of MAPS’ history. Thank you all for participating on various committees and for giving your utmost, including your health and in some cases, your relationships! It has been a pleasure working with you.

Audited Financial Statements

The audited financial statements for the 2005 fiscal year have been prepared by the accounting firm of Pettinelli Mastroluisi Chartered Accountants, and are appended to the official copy of this report. The 2005 operating surplus of $85,072 has increased accumulated net assets to $398,875.

Concluding Remarks

The board is indebted to MAPS’ full-time staff, and part-time student staff, who provide the support that enables the board and officers, all of whom serve in a part-time and volunteer capacity, to fulfil their responsibilities.