

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
GENERAL COUNCIL MEETING MINUTES
Saturday, March 23, 2013**

Teleconference Centres – Prince Albert, SK and Saskatoon, SK

Present: Caitlin Grant (Chairperson), Nicole Beckett, Ashley Charlette, Erin Roy, Roshan Devassy, Brent Niebergall, Justin Carlson, Andrew Lui and Carol Tetreault (Staff)

1. Subject: Call to Order
Caitlin called the meeting to order at 1:13 p.m.

2. Subject: Adoption of Agenda
MOVED by Andrew, SECONDED by Ashley to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes
MOVED by Brent, SECONDED by Erin to accept the January 19, 2013 Meeting Minutes as presented. CARRIED.

4. Subject: Executive Council Reports
MOVED by Justin, SECONDED by Nicole to accept the Executive Council Members' Reports as presented. CARRIED.

5. Subject: Campus Council Reports
MOVED by Ashley, SECONDED by Justin to accept the Campus Council Members' Reports as presented. CARRIED.

6. Subject: Business Arising From Previous Meeting
6.1 Application Process – Registration Services
Ashley will gather additional information in order to compile for presentation to SIAST Administration.

ACTION: Ashley

6.2 Focus Groups re: SIAST E-mail System
Focus groups were held at each Campus and the information/suggestions was forwarded to the SIAST IT Department.

6.3 Mass E-mails via SIAST system
This request will be addressed through the Master Partnership Agreement.

ACTION: Caitlin & Carol

6.4 WiFi Access
Andrew, Caitlin and Justin met with IT AVP, Garth McCormick March 15, 2013. It was noted that Ashley was unable to attend due to road conditions

and travel from Prince Albert not being recommended. The following areas of concern were discussed:

- Limited to Poor WiFi access
- mySIAST layout – difficult to navigate
- Lack of instructors using mySIAST ie) not posting grades
- E-mail – poor access, low storage, no direct access to cell phones
- SSA also requested that SIAST look into researching and implementing an APP

Garth indicated that these concerns are ongoing issues and continue to be a priority for the IT Department. Garth suggested that these concerns be outlined in writing and directed to him, of which Caitlin has completed.

6.5 Governance & Policy Committee Review of SIAST's Reasonable Accommodation Policy

Deferred.

ACTION: Nicole

6.6 Special Meeting Agenda Packages

Complete.

7. Subject: New Business

7.1 Student Health & Dental Policy

MOVED by Erin, SECONDED by Andrew to accept the Student Health & Dental Plan Policy as presented. CARRIED.

7.2 Executive Council Job Descriptions

MOVED by Brent, SECONDED by Nicole to accept the amendments to the Executive Council Members' Job Descriptions as presented. CARRIED.

7.3 SSA Quarterly Financial Statements – 3rd Quarter Ending February 28, 2013

MOVED by Justin, SECONDED by Roshan to accept the 3rd Quarter SSA Financial Statements Ending February 28, 2013 as presented. CARRIED.

7.4 SSA Operating Budget

MOVED by Justin, SECONDED by Nicole to increase the Interac ATM Service Fee fees from \$1.50 per transaction to \$2.00 per transaction effective July 1, 2013. CARRIED.

MOVED by Justin, SECONDED by Brent to accept the 2013 – 2014 SSA Operating Budget as presented. CARRIED.

8. Subject: Announcements

There are no Announcements at this time.

9. Subject: Next Meeting

The next meeting will be scheduled by incoming Council.

10. Subject: Adjournment

**MOVED by Nicole, SECONDED by Erin to adjourn the meeting at 1:52 p.m.
CARRIED.**

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
GENERAL COUNCIL MEETING MINUTES
Saturday, January 19, 2013
Room F211, Tech Centre – Prince Albert, SK**

Present: Caitlin Grant (Chairperson), Nicole Beckett, Ashley Charlette, Erin Roy, Roshan Devassy, Brent Niebergall, Justin Carlson, Andrew Lui and Carol Tetreault (Staff via telephone)

1. Subject: Call to Order
Caitlin called the meeting to order at 1:43 p.m.

2. Subject: Adoption of Agenda
MOVED by Nicole, SECONDED by Andrew to accept the Agenda as presented. CARRIED.

3. Subject: Adoption of Meeting Minutes
MOVED by Justin, SECONDED by Brent to accept the November 3, 2012 Meeting Minutes as presented. CARRIED.

4. Subject: Executive Council Reports
MOVED by Justin, SECONDED by Erin to accept the Executive Council Members Reports as presented. CARRIED.

5. Subject: Campus Council Reports
Ashley and Andrew provided updates highlighting the tasks undertaken by their respective Campus Councils since the last General Council Meeting.

6. Subject: Business Arising From Previous Meeting

6.1 Strategic Plan Review Submissions
Complete.

6.2 Internal Committee Meetings

6.2.1 Student Affairs Committee Meeting Highlights

A review of the SIAST on-line registration process was undertaken by Committee Members. The following concerns were highlighted:

International students' on-line application process

- Applicants are required to select three program areas of study. There was no option to select just one program. Potential students were unaware of which program or campus location they may be accepted to until they received a Notice of Enrolment shortly before the Program start date.
- The timeliness of receiving the Notice of Enrolment makes it very difficult for students to apply for their student visa as well as secure accommodations.

- These concerns will be brought forward to Registration Services for further discussion.

ACTION: Ashley

SIAST E-mail Accounts

- Students have identified issues in accessing information due to lack of storage space, timeliness of providing information and the lack of quality/timeliness of information provided by instructors/administrators.
- Each Campus Council will host a focus group through SAC members to gather additional information.

ACTION: Ashley & Andrew

Mass E-mails

- Members suggested that it would be beneficial to have a system whereby mass e-mails can be distributed directly to the student members. This request will be addressed through the Master Partnership Agreement.

ACTION: Caitlin & Carol

WiFi Access

- Both campus locations identified issues with accessing WiFi.
- Executive Council will contact the appropriate SIAST Department to address this concern.

ACTION: Executive Council

6.2.2 Governance & Policy Committee Meeting Highlights

The Committee began a review of SIAST's Reasonable Accommodation Policy. The following concerns were highlighted:

Item #2.3 Program heads, directors, deans, continuing education consultants, and all other management staff are responsible for: a) informing themselves and their students, staff and instructors of the provisions of this policy and its related procedures....

- Students have identified that they are not being made aware of this Policy and as such, it was suggested that the Policy should include "how" notification of this Policy will be delivered.
- A clearer process is required regarding who the ultimate authority is in granting a reasonable accommodation request.
- Application/Registration forms should include a statement outlining the responsibility of SIAST to "reasonably accommodate" its' students. Possibly clarify that under the Human Rights Code, students are not required to disclose why they are requesting accommodation.

Item #2.7 Student Associations – At the written request of a student, SIAST recognizes the Student Association may act as an advocate.....

- Students are required to submit written request to have student representative, no request is required by staff. The Committee believes this practice should be consistent for all members within the SIAST community.

Nicole will coordinate another meeting of the Committee to complete their review of this Policy.

ACTION: Nicole

7. Subject: New Business

7.1 Organizational Review

7.1.1 Directors' Job Functions

Refer to Item #7.1.3.

7.1.2 Staff Job Functions

Carol informed members that Employee job functions will need to be altered to accommodate the proposed Directors' positions dependent on the outcome of the upcoming Special Meeting.

7.1.3 Bylaw 5, 7, 9 & 12 Amendments

Members supported the SSA's direction of amending the composition of the Campus Councils to three Members at Large instead of Director of Student Life, Director of Student Affairs and Director of Recreation.

Members endorsed the presentation of these Bylaw amendments to the student membership at a Special Meeting.

7.1.4 Special Meeting Date Selection

In order to present the proposed Bylaw amendments, a Special Meeting of our membership will be held as follows:

- Woodland Campus - Thursday, February 7, 2013 noon
- Kelsey Campus - Wednesday, February 6, 2013 at noon

Staff will coordinate agenda packages, meeting locations and advertising.

ACTION: Carol

7.2 Policy Revisions

7.2.1 GOV-5 Director Honorarium Policy

MOVED by Justin, SECONDED by Andrew to accept the amendments to GOV-5 Director Honorarium Policy as presented. CARRIED.

7.2.2 GOV-6 Executive Remuneration Policy

MOVED by Andrew, SECONDED by Nicole to accept the amendments to GOV-6 Executive Remuneration Policy as presented. CARRIED.

7.3 Draft Policy – SSA Logo

MOVED by Roshan, SECONDED by Justin to accept the SSA Logo Policy as presented. CARRIED.

7.4 Quarterly Financial Statements – 2nd Quarter Ending December 31, 2012

MOVED by Andrew, SECONDED by Ashley to accept the Quarterly Financial Statements, 2nd Quarter Ending December 31, 2012 as presented. CARRIED.

8. Subject: Announcements

There are no Announcements at this time.

9. Subject: Next Meeting

The next meeting is scheduled for March 22 & 23, 2013 in Saskatoon.

10. Subject: Adjournment

MOVED by Nicole, SECONDED by Brent to adjourn the meeting at 2:28 p.m. CARRIED.

SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND CAMPUSES INC.
GENERAL COUNCIL MEETING MINUTES
Saturday, November 3, 2012
Room 129C, Kelsey Campus, Saskatoon, SK

Present: Caitlin Grant (Chairperson), Erica Wiebe, Ashley Charlette, Vania Wasyliw, Justin Carlson, Nicole Beckett, Erin Roy-Woytas, Clifford Ballantyne and Carol Tetreault (Staff)

Absent: Andrew Lui (proxy vote)

1. Subject: Call to Order

Caitlin called the meeting to order at 4:00 p.m.

2. Subject: Adoption of Agenda

MOVED by Erica, SECONDED by Clifford to accept the Agenda as presented. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Vania, SECONDED by Ashley to accept the April 14, 2012 and October 18, 2012 Meeting Minutes as presented. CARRIED.

4. Subject: Executive Council Reports

MOVED by Justin, SECONDED by Clifford to accept the Executive Council Reports as presented. CARRIED.

5. Subject: Campus Council Reports

Campus Council Directors' Year End Reports will be presented for approval at the last General Council Meeting of the year. Campus Council updates will be presented at all other meetings.

6. Subject: Business Arising From Previous Meeting

6.1 Quarterly Financial Statements Ending September 30, 2012

MOVED by Erica, SECONDED by Nicole to accept the Quarterly Financial Statements Ending September 30, 2012 as presented. CARRIED.

6.2 VP Finance & Internal Operation's Position

Caitlin sent an email to all General Council members asking members to put forward their intent to apply for this position by October 25, 2012 if interested. Executive Council then interviewed and appointed Nicole Beckett, Woodland Campus as VP Finance & Operations effective November 1, 2012.

7. Subject: New Business

7.1 AGM – Bylaw Amendments

Members reviewed the proposed amendments to Bylaw 12 and Bylaw 14 as submitted by Executive Council.

MOVED by Ashley, SECONDED by Cliff to present the proposed Bylaws amendments to the membership at the November 7, 2012 AGM.
CARRIED.

7.2 Oath of Office

General Council members signed their Oath of Offices prior to meeting.

7.3 Review of Strategic Plan

Members agreed that Campus Councils will focus on obtaining suggestions to further develop communication strategies within the organization. Ashley and Erica will gather this information and provide to Executive Council who will formulate into the Strategic Plan and present at the next General Council Meeting.

ACTION: Campus Councils

7.4 Campus Council Updates – Woodland & Kelsey

Erica and Ashley provided an update on the happenings on each of their respective Campus. Director's Year End Reports and Campus Council Updates will be added to the General Council Agenda accordingly.

7.5 Destruction of Fall Election Ballots

MOVED by Cliff, SECONDED by Erin to destroy the Fall 2012 Election Ballots. CARRIED.

7.6 Committee Selection

Individual Council members serving on Committees outlined in Bylaw12 - Boards and Committees, will be as follows:

Governance & Policy Committee

- Nicole (Chairperson)
- Erin
- Caitlin
- Justin

Student Affairs Committee

- Ashley (Chairperson)
- Vania
- Cliff
- Erica

The Chairperson for each Committee will contact Committee members to arrange the initial meeting. Committees will meet and provide feedback to General Council.

ACTION: Ashley & Nicole

Members endorsed that the General Council Meeting format include updates from the SSA's senior staff members.

8. Subject: Announcements

8.1 Academic Standing

Caitlin reminded members that in order to ensure our Bylaws are being adhered to regarding Council members' academic standing, inquiries of same will be made by Carol. This information will be presented to Executive Council for interpretation.

9. Subject: Next Meeting

The next meeting date is January 12, 2013 in Prince Albert, Saskatchewan

10. Subject:

Adjournment

MOVED by Nicole, SECONDED by Erica to adjourn the meeting at 4:45 p.m. CARRIED.

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
GENERAL COUNCIL MEETING MINUTES
Thursday, October 18, 2012
Teleconference Centres, Kelsey & Woodland Campuses**

Present: Caitlin Grant (Chairperson via Telephone), Erica Wiebe, Ashley Charlette, Vania Wasyliw, Justin Carlson, Andrew Lui, Nicole Beckett, Natasha Rowe and Carol Tetreault (Staff)

1.Subject: Call to Order
Caitlin called the meeting to order at 3:02 p.m.

2.Subject: New Business
2.1 Audited Financial Statements
MOVED by Erica, SECONDED by Justin to present the Audited Financials Statements at the upcoming SSA AGM as prepared by Deloitte & Touche.
CARRIED.

2.2 Fall General Council Meeting
Members agreed to the date of November 2 & 3, 2012 for the Fall General Council Meeting. Carol to coordinate meeting logistics.

2.3 VP Finance & Internal Operation's Position
Caitlin will provide members with the Bylaw and procedures relating to the appointment of an individual for this position.

ACTION: Caitlin

3. Subject: Announcements
3.1 Scanner Articles
Scanner articles are due this Tuesday, October 23, 2012.

4. Subject: Adjournment
MOVED by Erica, SECONDED by Justin to adjourn the meeting at 3:11 p.m.
CARRIED.