

SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.
EXECUTIVE COUNCIL MEETING MINUTES
Teleconference Centres – Prince Albert, SK & Saskatoon, SK
Wednesday, April 22, 2015

Present: Sam Yaholnitsky, Afroditi Papageorgiu, Erin Kirton, Quang Pham and Carol Tetreault (Staff)

1. Subject: Call to Order

Sam called the meeting to order at 3:35 p.m.

2. Subject: Adoption of Agenda

MOVED by Erin, SECONDED by Quang to accept the Agenda as amended.
CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Quang, SECONDED by Afroditi to accept the April 9, 2015 Meeting Minutes as presented. CARRIED.

4. Subject: Vice Presidents' & President's Reports

Deferred.

ACTION: Executive Council

5. Subject: Business Arising From Previous Meeting

5.1 Meeting Date with Minister Doherty

Deferred.

ACTION: Sam

5.2 Request for Monthly Meetings with Dr. Rosia

Deferred.

ACTION: Sam

5.3 Follow Up with AVP McIntyre re: Meeting with SPT Students' Associations

Sam contacted AVP McIntyre and is awaiting a response.

ACTION: Sam

5.4 Kelsey Campus Executive Laptop Computer Specifications

A new laptop for the Executive Council office has been ordered.

5.5 Purchase of Laptops for EC Members

Discussion will be held at the upcoming Transition Retreat.

ACTION: Executive Council

5.6 ASAP Steering Committee Meeting Schedule

Deferred.

ACTION: Carol

5.7 Med Diagnostic Guidelines Handbook Follow Up

Carol has sent a follow up meeting request to AVP McIntyre and has not received a response.

ACTION: Carol

5.8 SPT Policy Review Committee re: Program Major/Minor Changes

Deferred.

ACTION: Sam

5.9 Reserve Funds Policy Review

Carol will distribute a copy of the draft to members for review and input prior to presentation to General Council.

ACTION: Carol & Executive Council

5.10 SPT Reasonable Accommodation Policy - SSA Position to Policy Review Committee

Sam reported that additional amendments were suggested for this policy and an amended version will be brought back to the Committee for review.

ACTION: Sam

5.11 Student Representation - SPT Parking Committee

Sam will contact Deborah Meyers, CFO to request formal representation on this Committee.

ACTION: Sam

5.12 Committee Representation Discussion/Executive Retreat

This item will be forwarded to the upcoming Transition Retreat Agenda.

ACTION: Executive Council

5.13 Request for Representative – Academic Modeling Steering Committee

Afroditi sent a follow up request to AVP Boldt. AVP Boldt indicated that student representation is not included in the Committee Charter/Terms of Reference however students will be consulted throughout the process. Afroditi responded asking for a copy of the Charter and has not yet heard back. Once she receives a copy of the Charter, she will distribute to members.

ACTION: Afroditi

5.14 Spring Retreat Logistics

Transition Retreat arrangements have been distributed to members.

5.15 Coordination of Meeting Regarding Campus Parking

Deferred.

ACTION: Carol

5.16 Leaders' Hall

Leaders' Hall is scheduled for July 5 – 8, 2015 in Victoria. In order to coordinate travel arrangements and conference registration, Council members are asked to notify Sam with their availability.

ACTION: Executive Council

6. Subject: Business for Future Discussion

6.1 Follow up with Policy Review Committee regarding communication of Policy to Program Heads/Instructors (March 31, 2015)

7. Subject: General Manager's Report

MOVED by Erin, SECONDED by Quang to accept the April 22, 2015 General Manager's Report as presented. CARRIED.

8. Subject: New Business

8.1 March, 2015 Financial Statements

MOVED by Quang, SECONDED by Afroditi to accept the March, 2015 Financial Statements as presented. CARRIED.

ACTION: Executive Council

8.2 Honorarium Committee Selection & Meeting Dates

Carol to coordinate the Committee meeting for Thursday, April 30, 2015.

ACTION: Carol

8.3 2015 – 2016 Calendar of Events

Carol indicated that the 2015 – 2016 Events Calendar is in the process of being drafted for Council to review. In order to better accommodate Executive schedules, members determined that the Spring Elections for the 2016 – 2017 should be held prior to the February break. Carol to include these dates into the scheduling.

ACTION: Carol

9. Subject: Announcements

9.1 SSA Awards Night

The Prince Albert Campus Awards Night will be held tomorrow, April 23, 2015 at 6:00 p.m. in the Cafeteria.

10. Subject: Next Meeting

The next meeting will be held during the Transition Retreat May 7 – 10, 2015. Summer meetings will be scheduled at that time.

11. Subject: Adjournment

MOVED by Afroditi, SECONDED by Erin to adjourn the meeting at 3:57 p.m. CARRIED.

**SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND
CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Teleconference Centres – Prince Albert, SK & Saskatoon, SK
Thursday, April 9, 2015**

Present: Sam Yaholnitsky, Afroditi Papageorgiu, Erin Kirton, Quang Pham and Carol Tetreault (Staff)

1. Subject: Call to Order

Sam called the meeting to order at 5:08 p.m.

2. Subject: Adoption of Agenda

MOVED by Afroditi, SECONDED by Quang to accept the Agenda as presented. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Erin, SECONDED by Afroditi to accept the March 31, 2015 Meeting Minutes as presented. CARRIED.

4. Subject: Vice Presidents' & President's Reports

MOVED by Quang, SECONDED by Erin to accept the March 31, 2015 President's and Vice Presidents' Reports as presented. CARRIED.

5. Subject: Business Arising From Previous Meeting

5.1 Meeting Date with Minister Doherty
Deferred.

ACTION: Sam

5.2 Request for Monthly Meetings with Dr. Rosia
Deferred.

ACTION: Sam

5.3 Follow Up with Dr. Neufeld re: SAs Fall Meeting

Sam indicated that Dr. Neufeld has requested that AVP McIntyre schedule this meeting. Sam will notify members when he receives a response.

ACTION: Sam

5.4 Kelsey Campus Executive Laptop Computer Specifications

Carol will forward the System Administrator's recommendations to Quang in order for him to provide final purchase approval.

ACTION: Carol & Quang

5.5 Purchase of Laptops for EC Members
Deferred.

ACTION: Executive Council

5.6 ASAP Steering Committee Meeting Schedule

To date, no information has been received.

ACTION: Carol

5.7 Med Diagnostic Guidelines Handbook Follow Up

Carol sent the meeting request to Susan McIntyre but has not yet received a response.

ACTION: Carol

5.8 SPT Policy Review Committee re: Program Major/Minor Changes

Sam will bring this item forward at both the Policy Review Committee and the next quarterly meeting with SPT Senior Administration.

ACTION: Sam

5.9 Reserve Funds Policy Review

Quang reported that direction on this Policy has been provided by our auditors. Quang and Carol will draft Policy amendments.

ACTION: Quang & Carol

5.10 SPT Reasonable Accommodation Policy - SSA Position to Policy Review Committee

Deferred.

ACTION: Sam

5.11 Student Representation - SPT Parking Committee

Sam will contact Deborah Meyers, CFO to request formal representation on this Committee.

ACTION: Sam

Members identified concerns regarding student representation on committees as outlined in the Master Operating Agreement. This item will be forwarded to the upcoming Transition Retreat Agenda

ACTION: Executive Council

5.12 Request for Representative – Academic Modeling Steering Committee
Afroditi has agreed to take on this action item.

ACTION: Afroditi

5.13 Rebranding Focus Groups

Focus Groups have been scheduled as follows:

- Saskatoon Campus - Monday, April 13, 2014 4:00 p.m., Room 129C
- PA Campus – Tuesday, April 14, 2015 12:00 noon, Room 214 AC

5.14 Special Meeting Logistics

Complete.

6. Subject: Business for Future Discussion

6.1 Follow up with Policy Review Committee regarding communication of Policy to Program Heads/Instructors (March 31, 2015)

7. Subject: General Manager's Report

MOVED by Erin, SECONDED by Afroditi to accept the March 31, 2015 General Manager's Report as presented. CARRIED.

8. Subject: New Business

8.1 Spring Transition Retreat

The tentative dates for the Transition Retreat are May 7 – 10, 2015.

Members are asked to submit their schedules by Friday, April 10, 2015 5:00 p.m. in order for Carol to coordinate Retreat logistics.

ACTION: Executive Council

8.2 Parking Meeting with Mark Fachada

Carol will coordinate a meeting date for the beginning of May, 2015.

ACTION: Carol

8.3 Mileage Rate – Travel & Per Diem Expenses Policy

MOVED by Quang, SECONDED by Afroditi to increase the personal vehicle usage reimbursement rate from \$0.38/km to \$0.42/km effective immediately. CARRIED.

9. Subject: Announcements

9.1 Leaders' Hall

Sam will distribute conference outline to members. Members are asked to forward their availability to Sam.

ACTION: Sam & Executive Council

10. Subject: Next Meeting

Wednesday, April 22, 2015 – 3:45 p.m. , Teleconference Centres

11. Subject: Adjournment

MOVED by Afroditi, SECONDED by Erin to adjourn the meeting at 5:42 p.m. CARRIED.

SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Teleconference Centres – Prince Albert, SK & Saskatoon, SK
Tuesday, March 31, 2015

Present: Sam Yaholnitsky, Afroditi Papageorgiu, Erin Kirton, Quang Pham and Carol Tetreault (Staff)

1. Subject: Call to Order

Sam called the meeting to order at 5:05 p.m.

2. Subject: Adoption of Agenda

MOVED by Quang, SECONDED by Afroditi to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Erin, SECONDED by Quang to accept the March 7, 2015 Meeting Minutes as presented. CARRIED.

4. Subject: Vice Presidents' & President's Reports

MOVED by Erin, SECONDED by Afroditi to accept the March 31, 2015 President's and Vice Presidents' Reports as presented. CARRIED.

5. Subject: Business Arising From Previous Meeting

5.1 Meeting Date with Minister Doherty
Deferred.

ACTION: Sam

5.2 Request for Monthly Meetings with Dr. Rosia

Executive Council met with Dr. Rosia and Dr. Neufeld on March 20, 2015 to discuss the role of the SSA in representing their membership to SPT Administration and the Provincial Government. Dr. Neufeld suggested a Fall meeting including all SPT SAs. Sam to follow up.

ACTION: Sam

5.3 Kelsey Campus Executive Laptop Computer Purchase

The laptop specs received by Sam were reviewed with the SSA Network System Administrator who indicated that the specs suggested were not compatible with the present SSA Network. Carol to work with System Administrator and Quang to purchase a compatible laptop.

ACTION: Carol

Executive Council will look into the possibility of purchasing a laptop for each Executive Council members' use.

ACTION: Executive Council

5.4 ASAP Steering Committee Meeting Schedule

Carol reported that our request for this Committee's Meeting schedule was discussed at the Senior Administration/SSA Quarterly Meeting. AVP McIntyre indicated that this Committee does meet on a regular basis and that the inclusion of our SSA was removed as there was some confusion as to who could act as representative for our SSA. The SSA's position was that as this Committee tended to deal with operational issues, the SSA suggested that a staff member be present. Dr. Neufeld indicated that this Committee should not be dealing with operational issues but rather broader student issues. AVP McIntyre indicated that she will follow up with the Committee Chairperson to ensure our SA is included in future meeting notifications.

ACTION: Carol

5.5 Med Diagnostic Guidelines Handbook Follow Up

Program Handbooks were again discussed at the Senior Administration/SSA Quarterly Meeting. It was agreed that the review of these Handbooks was a large undertaking and would take some time to develop framework for this project, but viable none the less. In the interim, Carol will send a follow up email requesting a meeting to review specifically the Medical Diagnostics Handbook as there still remains several outstanding issues.

ACTION: Carol

5.6 SPT Authorities Grid Review

The SSA Student Affairs Committee provided input on what a student believes a "major"/"minor" change would be. Sam will provide this perception to both the Policy Review Committee as well as the next meeting with Senior Administration.

ACTION: Sam

5.7 Distribution of May, 2014 Deans' Council Meeting Minutes
Complete.

5.8 Reserve Funds Policy Review

Deferred.

ACTION: Quang & Carol

5.9 Follow up with Policy Review Committee regarding Communication to Program Heads

Complete. Communication discussions are slated for the Master Operating Partnership Agreement Meetings. Refer to Deferred Business Item #6.1 Follow up with Policy Review Committee regarding communication of Policy to Program Heads/Instructors (March 31, 2015).

5.10 SPT Reasonable Accommodations Policy - SSA Position to Policy Review Committee

Deferred.

ACTION: Sam

5.11 Quarterly SPT Admin/SSA Meeting Agenda Sheet - Parking

Discussion was held at our recent meeting with Administration. Sam indicated that Administration has chosen not to include student representation on this Committee as having three difference student representatives would make the

Committee too large. While members understand that the Parking Committee Chairperson is open to meeting with the individual student groups, it is concerning that the student voice is not heard directly by the Committee. Members to further discuss the SSA position.

ACTION: Executive Council

5.12 Request for Representative – Academic Modeling Steering Committee
Deferred.

ACTION: Sam

5.13 Rebranding Focus Groups

Carol reported that Ashley is in the process of coordinating focus groups on each campus.

ACTION: Carol

5.14 Spring Election Campaign Classroom Visits
Complete.

6. **Subject: Business for Future Discussion**
6.1 Follow up with Policy Review Committee regarding communication of Policy to Program Heads/Instructors (March 31, 2015)
7. **Subject: General Manager's Report**
MOVED by Afroditi, SECONDED by Erin to accept the March 31, 2015 General Manager's Report as presented. CARRIED.
8. **Subject: New Business**
8.1 February, 2015 Financial Statements
MOVED by Quang, SECONDED by Afroditi to accept the February, 2015 Financial Statements as presented. CARRIED.
9. **Subject: Announcements**
9.1 Election Results
Quang announced the 2015-2016 Spring Election results:
- President – Samuel Yahnolnitsky
 - VP Woodland Campus – Erin Kirton
 - VP Kelsey Campus – Afroditi Papageorgiu
 - Woodland Campus Director – Joseph Maggrah
- 9.2 Special Meeting Date
A Special Meeting of our membership requesting approval of the official name change of the SIAST Students' Association Kelsey & Woodland Campuses Inc. is scheduled for April 16, 2015 12:00 noon in both Prince Albert and Saskatoon. Meeting logistics and proposed Bylaw amendments will be available tomorrow.

ACTION: Carol

10. Subject: Next Meeting
Thursday, April 9, 2015 – 5:00 p.m. , Teleconference Centres

11. Subject: Adjournment
MOVED by Erin, SECONDED by Afroditi to adjourn the meeting at 5:30 p.m.
CARRIED.

SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
International Hotel – Calgary, AB
Saturday, March 7, 2015

Present: Sam Yaholnitsky (Chairperson), Afroditi Papageorgiu, Erin Kirton, Quang Pham and Carol Tetreault (Staff)

1. Subject: Call to Order

Sam called the meeting to order at 11:45 a.m.

2. Subject: Adoption of Agenda

MOVED by Erin, SECONDED by Afroditi to accept the Agenda as amended.
CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Quang, SECONDED by Erin to accept the February 12, 2015 Meeting Minutes as presented. CARRIED.

4. Subject: Vice Presidents' & President's Reports

Deferred.

ACTION: Executive Council

5. Subject: Business Arising From Previous Meeting

5.1 Meeting Date with Minister Doherty

Deferred.

ACTION: Sam

5.2 Request for Monthly Meetings with Dr. Rosia

Executive Council is scheduled to meet with Dr. Rosia March 20, 2015 3:30 p.m. at the Administrative Offices.

ACTION: Executive Council

5.3 Kelsey Campus Executive Laptop Computer Purchase

Deferred.

ACTION: Sam

5.4 ASAP Steering Committee Meeting Schedule

To date, no meeting schedule has been received.

ACTION: Carol

5.5 Med Diagnostic Guidelines Handbook Follow Up

Dean Kushnir Pekrul forwarded a copy of the amendments made to the Medical Diagnostic Department Handbook. The only revision that was made was the inclusion of examination "rewrite" criteria. As several areas of concern regarding alignment with SPT Policy were not addressed, Sam and

Carol will meet to determine the next steps in bringing this information forward.

ACTION: Sam & Carol

5.6 Distribution of Saskatchewan Polytechnic Authorities Grid Complete.

5.7 SPT Authorities Grid Review

Members discussed the definition of “major” and “minor” changes to program curriculum and how it may affect students. Members discussed what students believe would constitute a major/minor change to program curriculum and determined that the meaning may differ from that of Administration.

Members will discuss at upcoming General Council Meeting.

ACTION: Executive Council

Carol will forward the link to the May, 2014 Deans` Council minutes where discussion surrounding the definition of ``major/minor` changes were noted.

ACTION: Carol

5.8 Reserve Funds Policy Review

Deferred.

ACTION: Quang & Carol

5.9 Follow up with Policy Review Committee regarding Communication to Program Heads

Deferred to next Policy Review Committee Meeting.

ACTION: Sam

5.10 SPT Reasonable Accommodations Policy Amendments

As we are unsure of whether or not our suggestions/concerns have moved forward to the draft amendments, Afroditi will forward our suggestions to Sam so as to ensure our position is heard by the Policy Review Committee.

ACTION: Afroditi & Sam

5.11 SIAST Board of Directors Representative Agreement Distribution

Complete. This topic will be discussed at the March 20, 2015 Meeting with Dr. Rosia.

5.12 Budget Retreat

Complete.

5.13 Information on SPT Parking Implementation

Carol distributed information to members who will compile an agenda sheet for the upcoming Senior Administration/Students' Associations quarterly meeting.

ACTION: Executive Council

5.14 Request for Representation – Academic Modeling Steering Committee

Deferred.

ACTION: Sam

5.15 Rebranding Focus Groups

LesiaDesign has accepted our contract and Ashley is in the process of coordinating focus group meetings in Prince Albert and Saskatoon.

ACTION: Carol

5.16 Spring Election Campaign

Complete. Members agreed to hold classroom visits to promote Spring Elections. Carol to contact appropriate campus staff to assist with coordinating classroom visits for General Council members.

ACTION: Carol & Executive Council

6. Subject: Business for Future Discussion
There presently is no Business for Future Discussion.

7. Subject: General Manager's Report
Deferred.

ACTION: Carol

8. Subject: New Business
8.1 January, 2015 Financial Statements
MOVED by Afroditi, SECONDED by Erin to accept the January, 2015 Financial Statements as presented. CARRIED.

8.2 ADMIN – 6 Smart Phone Policy Amendments

MOVED by Quang, SECONDED by Afroditi to increase the Smart Phone Policy's monthly reimbursement fee from \$25.00 to \$50.00 effective July 1, 2015.
CARRIED.

9. Subject: Announcements
There are no announcements at this time.

10. Subject: Next Meeting
Thursday, March 19, 2015 – 5:00 p.m.

11. Subject: Adjournment
MOVED by Quang, SECONDED by Afroditi to adjourn the meeting at 12:16 p.m.
CARRIED.

SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Teleconference Centres – Prince Albert, SK & Saskatoon, SK
Thursday, February 12, 2015

Present: Sam Yaholnitsky (Chairperson), Afroditi Papageorgiu, Erin Kirton, Quang Pham and Carol Tetreault (Staff)

1. Subject: Call to Order

Sam called the meeting to order at 4:52 p.m.

2. Subject: Adoption of Agenda

MOVED by Erin, SECONDED by Quang to accept the Agenda as amended.
CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Afroditi, SECONDED by Erin to accept the January 29, 2015 Meeting Minutes as presented. CARRIED.

4. Subject: Vice Presidents' & President's Reports

MOVED by Quang, SECONDED by Afroditi to accept the February 12, 2015 President's and Vice Presidents' Reports, inclusive of the VP Woodland and VP Finance January 29, 2015 Reports as presented. CARRIED.

5. Subject: Business Arising From Previous Meeting

5.1 VP Woodland & VP Finance January 29, 2015 Reports

Refer to Subject 4 – Vice Presidents' & President's Reports.

5.2 Meeting Date with Minister Doherty

Deferred.

ACTION: Sam

5.3 Request for Monthly Meetings with Dr. Rosia

Sam is awaiting a response from Dr. Rosia's office in order to schedule a meeting with Executive Council. Carol has forwarded documentation to Sam for members to review prior to this meeting.

ACTION: Sam

5.4 Open Textbook Initiative - Meeting with other SAs/SUs & Minister Norris

This item has been added to the Budget Retreat Agenda.

5.5 Kelsey Campus Executive Laptop Computer Purchase

Deferred.

ACTION: Sam

5.6 ASAP Steering Committee Meeting Schedule

To date, no meeting schedule has been received.

ACTION: Carol

5.7 Provost Neufeld – Student Status Investigation Follow Up

Sam and Carol attended a meeting with Provost Neufeld, Dean Kushnir Pekrul, and AVP McIntyre. Dean Kushnir Pekrul indicated that the Medical Diagnostic Department has amended their guidelines to coincide with SPT Policies and will forward a copy of the amended document for our review. Carol will follow up as we have not received a copy of this document.

ACTION: Carol

Carol will distribute the Saskatchewan Polytechnic Academic Authorities Grid to Executive Council members.

ACTION: Carol

Members discussed the definition/meaning of “major” and “minor” changes to program curriculum and what/how it may affect a student. Members further discussed what students believe would constitute a major/minor program change to program curriculum and determined that that meaning may differ from that of Administration. Members will continue to review and if necessary, ask Administration for further clarification.

ACTION: Executive Council

5.8 Referendum Campaign – Ballot Count

Complete.

The Referendum Vote was successful and the new Building Fee will be implemented beginning the upcoming academic year August 2015. A review of the SSA Reserve Fund Policy will be undertaken to ensure that this internally restricted fund has the appropriate parameters in place for the administration of this fund.

ACTION: Quang & Carol

5.9 Follow up regarding Communication to Program Heads

Sam will ensure that the position of the SSA regarding this issue is brought forward at the next Policy Review Committee Meeting. Members discussed the importance of having our voice on this Committee. While we are included in the consultation process, members believe that the present annual rotation between SAs will not meet the needs of our student membership. Sam will discuss our concerns with Provost Neufeld.

ACTION: Sam

5.10 Reasonable Accommodations Amendments Request

Afroditi indicated that AVP McIntyre stated that it is not practice to distribute amendments to the parties consulted until such time as the final draft has been adopted at the appropriate level. Sam will ensure that the position of the SSA regarding this Policy is brought forward at the next Policy Review Committee Meeting.

ACTION: Sam

5.11 Director Honorarium/Executive Remuneration Committee Representatives
Complete.

5.12 Director Honorarium/Executive Remuneration Committee Meeting
A meeting was held but additional time was required so Quang has scheduled another meeting for tomorrow. This information will then be utilized when preparing the operating budget.

5.13 SIAST Board of Directors Representative Agreement
Executive Council will discuss this topic with Dr. Rosia at their upcoming meeting. Sam will consolidate the history on this topic and distribute to Executive Council for review.

ACTION: Sam

5.14 SSA Name Change
A date for the Special Meeting will be set at the upcoming Executive Council Budget Retreat Agenda.

5.15 Budget Retreat
Travel arrangements have been circulated to members. Sam and Carol will compile the itinerary and agenda and distribute to Executive Council members.

ACTION: Sam & Carol

5.16 Meeting with Mark Fachada re: Parking
Quang spoke with Mark Fachada who indicated that a variety of parking options are being considered. Carol will compile the history on the parking fee implementation and forward to members for review at the upcoming Budget Retreat.

ACTION: Carol

5.17 Annual Services Review
Quang has compiled the suggestions and will forward to Budget Retreat for consideration.

5.18 Request for Representation – Academic Modeling Steering Committee
Carol contacted Barb Gustafson who indicated that she will forward our request for representation on the Steering Committee to Committee Chairperson, Arnold Boldt. Sam to follow up.

ACTION: Sam

6. Subject: Business for Future Discussion
There presently is no Business for Future Discussion.

7. Subject: General Manager's Report
MOVED by Afroditi, SECONDED by Erin to accept February 12, 2015 General Manager's Report as presented. CARRIED.

Carol will be away on holidays February 17, 2015 – March 4, 2015.

Ashley and Carol will be attending the IHRSA Conference March 10 – 15, 2015.

8. Subject: New Business

8.1 Rebranding - Graphic Design Quotes

MOVED by Erin, SECONDED by Quang to contract LesiaDesign to develop the new SPSA logo. CARRIED. Carol will coordinate the next steps in the process.

ACTION: Carol

8.2 Election Campaign

Quang will work with Ashley to coordinate the Spring Election Campaign.

ACTION: Quang

9. Subject: Announcements

There are no announcements at this time.

10. Subject: Next Meeting

Saturday, March 7, 2015 – time: TBA

11. Subject: Adjournment

MOVED by Erin, SECONDED by Afroditi to adjourn the meeting at 5:35 p.m.
CARRIED.

SIASST STUDENTS' ASSOCIATION KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Teleconference Centres – Prince Albert, SK & Saskatoon, SK
Thursday, January 29, 2015

Present: Sam Yaholnitsky (Chairperson), Afroditi Papageorgiu, Erin Kirton, Quang Pham and Carol Tetreault (Staff)

1. Subject: Call to Order

Sam called the meeting to order at 5:01 p.m.

Members welcomed Erin Kirton, newly appointed VP Woodland Campus.

2. Subject: Adoption of Agenda

MOVED by Afroditi, SECONDED by Erin to accept the Agenda as amended.
CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Quang, SECONDED by Erin to accept the December 9, 2014 Meeting Minutes as presented. CARRIED.

4. Subject: Vice Presidents' & President's Reports

MOVED by Afroditi, SECONDED by Quang to accept the January 29, 2015 President's and VP Kelsey Campus' Reports as presented. CARRIED.

ACTION: Quang & Erin

5. Subject: Business Arising From Previous Meeting

5.1 Meeting Date with Minister Doherty
Deferred.

ACTION: Sam

5.2 Coordination of Meeting with Palliser SA

Quang reported that he still has not received a response to his requests to schedule a meeting between our Councils. As our multiple requests have gone unanswered, members determined that they will focus their efforts elsewhere but welcome the opportunity to meet with the PSA should they wish to do so in the future.

5.3 Request for Monthly Meetings with Dr. Rosia

Sam will schedule a meeting time with Dr. Rosia. Members will continue to compile agenda information for presentation.

ACTION: Sam

5.4 Open Textbook Initiative- Meeting with other SAs/SUs & Minister Norris

Afroditi received a follow up email from Arnold Boldt indicating that BCcampus is going into the second round of open text development. This phase will concentrate of developing materials directly related to college

programming. While the Ministry of Advanced Education has committed to developing 20 open textbooks by the year 2017, it is unclear of whether or not these will be developed for the benefit of students from Saskatchewan Polytechnic and/or the Saskatchewan universities. Afroditi will forward this correspondence to Carol who will include this on the Budget Retreat agenda.

ACTION: Carol

5.5 Kelsey Campus Executive Laptop Computer Purchase

Funds are available for the purchase of a new laptop computer of Executive Council office use. Sam will forward specifications to Carol so a price quote can be obtained.

ACTION: Sam

5.6 ASAP Steering Committee Meeting Schedule

To date, no information on meeting dates has been received.

ACTION: Carol

5.7 Provost Neufeld – Student Status Investigation Follow Up

A meeting with Provost Neufeld has been scheduled for Tuesday, February 3, 2015. Sam, Afroditi and Carol will attend. A meeting to review documentation prior to this meeting will be held Tuesday noon – 1:00 p.m., SSA Office.

ACTION: Sam, Carol & Afroditi

5.8 Referendum Campaign – Building Fee

Quang reported that the Kelsey Campus Council continues campaigning for the proposed SSA Building Fee highlighting on informational sessions at the Avenue W, Ontario Ave, HETT Building, 4th Avenue and Comm Pilot campuses. Erin reported that the Woodland Campus Council has hosted several classroom presentations.

Quang and Erin will coordinate the ballot count at their respective campuses.

ACTION: Quang & Erin

5.9 Follow up with AVP McIntyre regarding Communication to Program Heads

Afroditi reported that AVP McIntyre responded to our request citing that Deans' Council did not support/endorse our request to send communication to Programs Heads but rather indicated that any concerns will be dealt with on a case by case basis. Members believe that a proactive approach of informing staff of the new policy/procedures would assist in ensuring student success. Sam will discuss this position at Policy Review Committee Meeting.

ACTION: Sam

Afroditi has not yet received a response from AVP McIntyre to her request for the proposed Reasonable Accommodation Policy amendments. Afroditi will follow up with AVP McIntyre.

ACTION: Afroditi

5.10 Director Honorarium/Executive Remuneration Policy Amendments

Quang sent email to SAC members regarding this Committee's responsibility. Erin will coordinate representatives from Woodland Campus while Afroditi will coordinate representatives from Kelsey Campus.

ACTION: Afroditi & Erin

Quang will schedule a meeting once the Campuses' representatives are chosen.

ACTION: Quang

5.11 SIAST Board of Directors Representative Agreement
Deferred.

ACTION: Executive Council

5.12 Building Infrastructure Fee Campaign
Refer to Item #5.8 Referendum Campaign.

5.13 SSA Name Change

The SIAST Students' Association Kelsey and Woodland Campuses' Inc. corporate name has been amended to Saskatchewan Polytechnic Students' Association Inc. through the Saskatchewan Corporate Registry. As per Legislation, Council will coordinate a meeting of our membership as per SSA Bylaw 5 which will ask the approval of this change through Special Resolution. This meeting date will be set during the upcoming budget retreat.

ACTION: Carol

5.14 Short Term Emergency Loan Program
Complete.

6. **Subject: Business for Future Discussion**
There presently is no Business for Future Discussion.

7. **Subject: General Manager's Report**
MOVED by Afroditi, SECONDED by Erin to accept January 29, 2015 General Manager's Report as presented. CARRIED.

8. **Subject: New Business**
8.1 Budget Retreat
The SSA Budget Retreat has been scheduled for March 5 – 8, 2015. Quang and Carol will finalize travel arrangements while Sam and Carol will compile the itinerary and agenda.

ACTION Quang, Sam & Carol

8.2 November, 2014 Financial Statements
MOVED by Quang, SECONDED by Afroditi to accept the November, 2014 Financial Statements as presented. CARRIED.

8.3 Parking

Quang will schedule a meeting with Mark Fachada to gather information prior to the Budget Retreat.

ACTION: Quang

8.4 Annual Services Review

Quang is having difficulty coordinating a meeting to suit all members' schedules. Quang will meet with the each Campus Council individually: Woodland Campus - Monday February 2, 2015 noon and Kelsey Campus Woodland; Thursday, February 4, 2015 3:00 p.m.

ACTION: Quang

8.5 Academic Modeling Steering Committee Representative

Carol will contact Barb Gustafson, Project Manager to inquire as to the status of our request for student representation on this Committee.

ACTION: Carol

9. Subject: Announcements

There are no announcements at this time.

10. Subject: Next Meeting

Thursday, February 12, 2015 5:00 p.m. SSA Office.

11. Subject: Adjournment

MOVED by Quang, SECONDED by Afroditi to adjourn the meeting at 6:02 p.m.
CARRIED.

SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Teleconference Centres – Prince Albert, SK & Saskatoon, SK
Tuesday, December 9, 2014

Present: Sam Yaholnitsky (Chairperson), Afroditi Papageorgiu, Quang Pham and Carol Tetreault (Staff)

1. Subject: Call to Order

Sam called the meeting to order at 3:54 p.m.

2. Subject: Adoption of Agenda

MOVED by Afroditi, SECONDED by Quang to accept the Agenda as amended.
CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Quang, SECONDED by Afroditi to accept the November 4, 2014 Meeting Minutes as presented. CARRIED.

4. Subject: Vice Presidents' & President's Reports

Deferred.

ACTION: Executive Council

5. Subject: Business Arising From Previous Meeting

5.1 Meeting Date with Minister Doherty/Premier Wall

Deferred.

ACTION: Sam

5.2 Coordination of Meeting with PSA

Quang reported that he still has not received a response from his requests but will continue to try to schedule a meeting.

ACTION: Quang

5.3 Request for Monthly Meetings with Dr. Rosia

Deferred.

ACTION: Sam

5.4 Open Textbook Initiative- Meeting with other SAs/SUs & Minister Norris

Afroditi indicated that Perry has attempted to contact Arnold Boldt and has not received a response. Afroditi will now try to contact Arnold.

ACTION: Afroditi

5.5 Saskatoon Council Laptop Computer Programs

Quang and Carol will review the operating budget after the 2nd Quarter ending December 31, 2014 to determine if capital dollars are available for a new Executive laptop.

ACTION: Quang & Carol

5.6 ASAP Steering Committee Meeting Schedule

No information on meeting dates has been received.

ACTION: Carol

5.7 Meeting with Provost Neufeld

Sam reported that discussions regarding Saskatchewan Polytechnic Policy accountability were held at the November 28, 2014 meeting with senior administration. Carol forwarded a list of student names to Provost Neufeld who will investigate these students' status. Information will be forwarded when it becomes available.

ACTION: Sam

5.8 SSA Committees' Policy Review

5.8.1 Student Affairs' Committee Policy Review – Saskatchewan Polytechnic Policies

Meetings and/or written correspondence with Susan McIntyre were held to outline our areas of concerns and suggestions for the following Saskatchewan Polytechnic Policies:

- Reasonable Accommodations
- Confidentiality of Personal Information and Records of Applicants and Students
- Smudging, Pipe Ceremonies and other Aboriginal Ceremonial Use of Smoke

Adfroditi sent follow up correspondence to Susan in order to reiterate our suggestion of supporting communication to program heads regarding medical condition exemptions due to cultural ceremonies. Adfroditi will forward the response when received.

ACTION: Adfroditi

5.8.2 Governance & Policy Committee Review – SSA Policies

Quang provided feedback on recommended amendments to Bylaw 4 Memberships & Membership Fees. These changes will be compiled and submitted for consideration at the upcoming January 10, 2015 General Council Meeting. If approved by GC, the referendum campaign will begin.

ACTION: Quang & Carol

The Committee met regarding the Director's Honorarium and Executive Remuneration Policies and is in the process of defining the performance bonus criteria. One suggestion was to have council members develop individual goals as they relate to the strategic plan. These discussions are ongoing.

ACTION: Quang

5.9 Social Media Policy Review

MOVED by Sam, SECONDED by Adfroditi to accept the Website/Social Media Policy amendments as presented. CARRIED.

5.10 SIAST Board of Directors Representative Agreement

Executive members have scheduled a meeting for 5:00 p.m. this Friday to review documentation and develop a course of action.

ACTION: Executive Council

5.11 Building Infrastructure Fee Campaign

Carol get an update from Ashley on the development of the campaign and inform the Governance & Policy Committee.

ACTION: Carol

5.12 Name Change

Sam received verbal confirmation from Dr. Rosia and is requesting written confirmation for the use of "Saskatchewan Polytechnic" in our official name.

ACTION: Sam

5.13 Short Term Emergency Loan Program

Quang submitted proposed changes and members were in agreement with the new guidelines presented. Carol to inform appropriate staff.

ACTION: Carol

- 6. Subject: Business for Future Discussion**
There presently is no Business for Future Discussion.
- 7. Subject: General Manager's Report**
MOVED by Afroditi, SECONDED by Quang to accept December 2, 2014 General Manager's Report as presented. CARRIED.
- 8. Subject: New Business**
8.1 October, 2014 Financial Statements
MOVED by Quang, SECONDED by Afroditi to accept the October, 2014 Financial Statements as presented. CARRIED.
- 9. Subject: Announcements**
9.1 Holidays
Carol will be away from the office December 10, 2014 returning on December 18, 2014.
- 10. Subject: Next Meeting**
Sunday, January 4, 2015 3:00 p.m. SSA Office. Members will determine the Executive Meeting Schedule for the upcoming year.
- 11. Subject: Adjournment**
MOVED by Quang, SECONDED by Afroditi to adjourn the meeting at 4:49 p.m. CARRIED.

SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Teleconference Centres – Prince Albert, SK & Saskatoon, SK
Tuesday, November 4, 2014

Present: Sam Yaholnitsky (Chairperson), Afroditi Papageorgiu, Dion Boynton, Quang Pham and Carol Tetreault (Staff)

1. Subject: Call to Order

Sam called the meeting to order at 3:38 p.m.

2. Subject: Adoption of Agenda

MOVED by Afroditi, SECONDED by Quang to accept the Agenda as amended.
CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Quang, SECONDED by Afroditi to accept the March 8, 2014 Meeting Minutes as presented. CARRIED.

4. Subject: Vice Presidents' & President's Reports

Deferred.

ACTION: Executive Council

5. Subject: Business Arising From Previous Meeting

5.1 Meeting Date with Premier Wall

Members reviewed previous year's discussions regarding the agenda for this meeting, namely support for one Students' Association representing all Saskatchewan Polytechnic students. As a new Minister has been appointed, members decided to request a meeting with Minister Doherty prior to following up with the Premier. Sam will contact the Minister to request a meeting.

ACTION: Sam

5.2 Follow Up with SIAST Board Representative - SIAST Policy Approval Process Draft

Last year, several attempts were made with no success, to request a meeting with Matthew Shirkey, Student Representative SIAST Board of Directors (2013 – 2014). Sam has now been appointed as representative per the existing SAs' Agreement. He reported that he has requested meetings with the other SAs but has received any responses to date. If he receives a response, Sam will notify Council.

5.3 Coordination of Meeting with PSA

Sam reported that previous Council members along with Quang and himself have made numerous attempts to contact the last year and this year's PSA Executive regarding scheduling a meeting between the SAs. To date no response has been received. As the Open Textbook initiative and mandatory

SA fees discussions are of great importance to the SSA, Quang will continue efforts to contact Sarang Moore, PSA President and Alex Roettger, PSA Council Member.

ACTION: Quang

5.4 Meeting Request with Dr. Rosia Agenda Items

A meeting with Dr. Rosia, Anne Neufeld and Susan McIntyre was held on April 2, 2014 with Sam, Ethan and Carol in attendance. Sam will contact the President's Office to inquire about scheduling meetings with SSA Executive Council on a monthly basis.

ACTION: Sam

5.5 Open Textbook Initiative- Meeting with other SAs/SUs & Minister Norris

Oseyi Kokobili, Director Kelsey Campus agreed to act as representative for this initiative. Afroditi will follow up with Oseyi.

ACTION: Afroditi

5.6 Woodland Council Laptop Computer Programs

Complete.

Sam reported that the Kelsey Executive Council office laptop is extremely sluggish. Quang and Carol will review budget to determine if funds are available to purchase a new laptop for the Saskatoon Executive Council office.

ACTION: Quang & Carol

5.7 Harassment & Discrimination Policy Amendments Review

Ashley Dawn and Carol met with and forwarded our suggestions to SIAST Human Resources and Susan McIntyre. The Policy was revised June, 2014 with some of our suggestions incorporated.

5.8 ASAP Steering Committee Representative

Carol has requested and is awaiting information outlining the Committee's meeting schedule. Once received an SSA representative will be named for upcoming year.

ACTION: Carol

5.9 Strategic Enrollment Management Committee Representatives

Erin Kirton has agreed to act as SSA Representative on this Committee.

5.10 Kelsey Expansion Committee Meeting with KCC

Complete.

5.11 March 19, 2014 Program Council Attendance

Complete. William Livingston has agreed to act as SSA Representative on this Committee.

5.12 SSA Elections Announcement

Complete.

6. Subject: Business for Future Discussion

6.1 PA Transit Survey (October 16, 2013)

This item has been forwarded to the Woodland Campus Council Agenda. Erin and Joseph will continue working on this initiative.

7. **Subject:** **General Manager's Report**
Deferred.

8. **Subject:** **New Business**

8.1 Executive Council Retreat & Agenda

The SSA Executive Council Retreat will be held in Regina November 7 – 9, 2014. Carol has forwarded logistics to members.

8.2 Student Advocacy

Members discussed recent situations relating to accountability of Saskatchewan Polytechnic policies. As this has been an ongoing issue with specific patterns emerging, members determined that Provost Neufeld should be consulted. Sam will contact Provost Neufeld to schedule a meeting.

ACTION: Sam

8.3 SSA Committees' Policies Review

8.3.1 Student Affairs' Committee Policy Review – Saskatchewan Polytechnic Policies

- Reasonable Accommodations
- Confidentiality of Personal Information and Records of Applicants and Students
- Smudging, Pipe Ceremonies and other Aboriginal Ceremonial Use of Smoke

8.3.2 Governance & Policy Committee Review – SSA Policies

- Bylaw 4 Memberships & Membership Fees
- Directors' & Executive Remuneration Policies

ACTION: Executive Council

8.4 Social Media Policy Review

Deferred.

ACTION: Quang

8.5 AGM Agenda

Complete.

8.6 SIAST Board of Directors' Student Representative

Deferred.

ACTION: Executive Council

8.7 Building/Infrastructure Fee

Carol will meet with Ashley to begin developing a promotional campaign/materials.

ACTION: Carol

8.8 Name Change

Sam has forwarded our formal request to Dr. Rosia and is awaiting a response.

ACTION: Sam

8.9 Short Term Emergency Loan Program

Deferred.

ACTION: Quang

9. Subject: Announcements

9.1 Executive Council Meetings

Executive Council Meetings have been scheduled every second Tuesday 3:30 p.m. beginning November 4, 2014. In order to compile the Agenda for distribution, new agenda items are to be in to Carol by Friday noon.

10. Subject: Next Meeting

The next meeting will be held during the upcoming Retreat.

11. Subject: Adjournment

MOVED by Quang, SECONDED by Afroditi to adjourn the meeting at 5:09 p.m.
CARRIED.