

**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**

**EXECUTIVE COUNCIL MEETING MINUTES  
Teleconference Centres – Prince Albert, SK & Saskatoon, SK  
Thursday, August 10, 2017**

**Present:** Vann Cortez, President; Fred Entz, VP Finance & Internal Operations; Jesse White, VP Prince Albert; Dallas Burnett, VP Saskatoon and Carol Tetreault, Staff

**1. Subject: Call to Order**

Vann called the meeting to order at 5:38 p.m.

**2. Subject: Adoption of Agenda**

MOVED by Jesse, SECONDED by Fred to accept the Agenda as amended. CARRIED.

**3. Subject:: Adoption of Meeting Minutes**

MOVED by Jesse, SECONDED by Fred to accept the July 6, 2017 Meeting Minutes as presented. CARRIED.

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

MOVED by Fred, SECONDED by Jesse to accept the August 10, 2017 President's Report as presented. CARRIED.

**ACTION: Jesse, Fred & Dallas**

Members agreed to the following timelines:

- Agenda and applicable documents will be distributed to Council 3 business days prior to meeting date.
- Executive Council and staff reports are to be distributed to Council one day prior to meeting date.

These practices will be reviewed from time to time to ensure these timelines are meeting the needs of Council members.

**5. Subject: Business Arising From Previous Meeting**

5.1 VP PA July 6, 2017 Report

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

5.2 Meeting with Policy Sponsor re: Sask Polytech Reasonable Accommodation Policy  
Deferred.

**ACTION: Vann**

Dallas joined the meeting at 5:55 p.m.

### 5.3 Meeting with City of Saskatoon re: Subsidized Student Transit

Dallas met with Carol who provided the background on the new subsidized transit service for Prince Albert students and the transit service presently in place for Saskatoon students. Dallas reported that Saskatoon Transit has recently announced new information pertaining to transit services in the City. Dallas is in the process of reviewing this information prior to contacting Ward Councilor.

**ACTION: Dallas**

### 5.4 SLAC Agenda Items

#### 5.4.1 Alignment of Terminology within Sask Polytech Policies

Carol will coordinate a listing of these Policy discrepancies and forward to Vann for review prior to discussion with AVP Strohan.

**ACTION: Carol**

### 5.5 Open Textbook Initiative

#### 5.5.1 Research of SA/SUs Specific Involvement with Institution

Vann reported on the information obtained from other SAs/SUs as to their involvement in moving this initiative forward with their respective institutions. The majority of the SAs/SUs reported their role to be focused on lobbying their provincial governments for funding.

#### 5.5.2 July 10, 2017 Meeting Attendance

Jesse and Vann attended this meeting. Rian Misfeldt, Library Services reported that a copyright consultant has been hired to conduct research in order to develop a project outline which is slated to be completed by the end of this year. As well, Sask Polytech departments are being contacted in order to determine if they presently have anything similar in practice.

Campus Councils will be tasked with developing a strategy to advocate for the implementation of this initiative.

**ACTION: Jesse & Dallas**

### 5.6 Sask Polytech Board of Directors Student Representative Appointment by Legislature

Deferred.

**ACTION: Vann**

### 5.7 Transition Policy Draft

Fred reported on the information he has received relating to practices of other organization's transition for new Board members. Fred highlighted on the wide range of practices and policies.

Members brought forward varying opinions on what this Policy should encompass. Members did agree that a comprehensive plan needs to be developed in order to be inclusive of a variety of professional and personal learning methods. As this is a lengthy process, members tasked Fred with coordinating individual meetings with

Council members. Fred will compile this information for review by Executive Council prior to presentation to General Council.

**ACTION: Fred**

#### 5.8 Bylaws Revisions

Deferred.

**ACTION: Vann**

#### 5.9 Signage - Operations

Deferred.

**ACTION: Carol**

#### 5.10 Lobby Efforts for Sask Polytechnic Campuses - Discussion with AVP Strohan

Deferred.

**ACTION: Jesse & Fred**

#### 5.11 Campus Specific Awards Night Surveys

Deferred.

**ACTION: Jesse & Dallas**

#### 5.12 Elections Campaign Schedule

##### 5.12.1 Political Electoral Committee

Required representation on this Committee, along with CRO and Campus DROs is a representative from each of their respective Student Advisory Councils. Jesse and Dallas will acquire representation at the September 12, 2017 Student Advisory Council Meeting.

**ACTION: Jesse & Dallas**

Brooke Field, PA Director has expressed interest in the DRO position for Prince Albert. Saskatoon Campus DRO has not yet been named.

**ACTION: Fred**

##### 5.12.2 Electoral Operations Committee

Fred will send an email to Committee members outlining informational points. Fred will schedule meetings with the various members of the Committee.

**ACTION: Fred**

#### 5.13 Scheduling - Face-to-Face Interaction

During the week of September 5 – 8, 2017, Vann and Fred will be available to attend South Campuses events while Jesse will be in Prince Albert and Dallas in Saskatoon.

Directors will also be scheduled according to their program schedules one available.

**ACTION: Jesse & Dallas**

#### 5.14 Strategic Plan Review and Suggestions

The following areas were identified by Council members as focus points for discussion at the upcoming October 21, 2017 General Council meeting:

- Clearer expectations of Council members when acting in an SPSA official capacity,
- Scheduling meetings with Minister of Advanced Education and Education Critic.

**ACTION: Vann**

- Review and implement new strategies in order to increase student awareness on the services provided by the SPSA.
- Increasing interaction with external media.
- Enhancing involvement in student lobby efforts, ie) membership in Saskatchewan Student.

**ACTION: Carol**

#### 5.15 Campus Council Input in Action Plan

Refer to Subject 5.14: Feedback on Strategic Plan.

#### 5.16 Development of Position Statement - SPSA Future Direction

##### 5.16.1 Position Statement Development

Vann distributed the draft to members who provided their feedback and a final version was agreed to. Carol will separate the statements into two sections – one section that all council and staff may address and one section for Council members only to address. Carol will rework this document and forward to Vann for approval prior to distribution to staff.

**ACTION: Carol & Vann**

Vann thanked Executive Council for their input into the development of the SPSA's Media Release. As per the Student Association Agreement Article 7.8, notice of our intent to contact media was provided to Sask Polytechnic. SaskPolytech informed Vann that they will be releasing an internal communication regarding the SPSA's involvement on all Sask Polytech Campuses on August 24, 2017. Members agreed to release our statement after this date.

##### 5.16.2 Review of Position Statement by Executive Complete.

##### 5.16.3 Review of Position Statement by Managers Complete.

##### 5.17 Research of Other SAs/SUs Fee Structures Deferred.

**ACTION: Carol**

##### 5.18 Carpooling Registry

Carol will forward to members, the lawyer's position on the implementation of this Program upon receipt.

**ACTION: Carol**

##### 5.19 H & D Survey/Part-time Students

Carol has requested the part-time student numbers from the Registrar. Gallivan & Associates has been notified of the intent to research the possibility of assessing part-



time students the SPSA health and dental plan fee. Carol will work with the VP Finance to gather the necessary information for Council to review.

**ACTION: Carol**

5.20 Distribution of SLAC Terms of Reference

Deferred.

**ACTION: Vann**

Jesse will act as co-chair to this committee. Members agreed to review the Terms of Reference in order to determine if this Committee meets the specific needs of the SPSA as outlined in the SPSA Bylaws or is this Committee more specific to Sask Polytech's need for student input on Sask Polytech initiatives.

**ACTION: Executive Council**

5.20 Council's Schedule - Welcome Week

Refer to Subject 5.13: Scheduling – Face-to-Face Interaction.

**6. Subject: Business for Future Discussion**

- 6.1 Core Program Common Start Date – AY 2016-2017 (December 2, 2015)
- 6.2 Medical Diagnostic Guidelines Handbook Follow Up (January 25, 2016)
- 6.3 Verification of Content in Program Handbooks/Guidelines (April 13, 2016)
- 6.4 Daycare Services during Exam Week (April 13, 2016)
- 6.5 Student Advisory Council Incentives/Rewards Program (March 21, 2017)
- 6.6 Sask Polytech's Replacement/Review of the SP Policy Review Committee (April 4, 2017)
- 6.7 Input into the Development of Sask Polytech Student Satisfaction/Faculty Assessment Surveys (April 18, 2017)

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

MOVED by Fred, SECONDED by Jesse to accept the August 10, 2017 General Manager's Report as presented. CARRIED.

Carol will be out of the office next week.

7.1 Staffing Structure – Job Functions

A review of employees' roles and responsibilities was discussed with Executive Council. Any questions on job functions should be directed to Carol.

**8. Subject: New Business**

8.1 SCBscN Contract

Fred updated members on the negotiation of the Fee Sharing Agreement between the SPSA and URSU. At the July meeting, an agreement was reached and URSU is in the process of drafting this agreement for SPSA's review.

**ACTION: Fred**

This Agreement will include both Saskatoon and Regina locations. Discussion was held with regards to which organization's health and dental plan would meet the needs of the Saskatoon based students. Additional meetings will be held in order to determine a direction based this issue.

**ACTION: Fred**

#### 8.2 Scheduled Meetings with AVP Strohan

Members discussed the suggestion from AVP Strohan to hold a meeting with Executive Council on a quarterly basis. Members agreed that the present "on-need basis" suits the SPSA needs and a quarterly scheduled meeting is not necessary at this time. Vann will inform AVP Strohan.

**ACTION: Vann**

### **9. Subject: Announcements**

#### 9.1 Research Student Loans & Bursary Committee

Vann indicated that the SPSA has not been included in these meetings of late. Vann is looking into this Committee, its membership and scheduled meeting dates in order to request representation for the SPSA.

**ACTION: Vann**

#### 9.2 Saskatchewan Student Coalition

Members discussed this SPSA's involvement with the SSC to ensure the membership complies with SPSA Bylaws and Strategic Plan.

The SSC is in the process of coordinating information sessions for students. Additional information will be provided as it becomes available.

**ACTION: Vann**

### **10. Subject: Next Meeting** TBA.

### **11. Subject: Adjournment** MOVED by Fred, SECONDED by Dallas to adjourn the meeting at 7:33 p.m. CARRIED.

Date Accepted:

Signature: