

SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**EXECUTIVE COUNCIL MEETING MINUTES
Teleconference Centres – Prince Albert, SK & Saskatoon, SK
Friday, September 1, 2017**

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

1. Subject: Call to Order

Vann called the meeting to order at 10:04 a.m.

2. Subject: Adoption of Agenda

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

3. Subject: Adoption of Meeting Minutes

August 10, 2017 Meeting Minutes Item #5.14 Strategic Plan Review and Suggestions – reads

- *Increasing interaction with external media.*
- *Enhancing involvement in student lobby efforts, ie) membership in Saskatchewan Student.*

ACTION: Carol

Should read

- *Increasing interaction with external media.*
- *Enhancing involvement in student lobby efforts, ie) membership in Saskatchewan Student Coalition.*

Carol to include this topic on the General Council Agenda.

ACTION: Carol

MOVED by Jesse, SECONDED by Fred to accept August 10, 2017 Meeting Minutes as amended. CARRIED.

MOVED by Fred, SECONDED by Dallas to accept August 23, 2017 Meeting Minutes as presented. CARRIED.

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

MOVED by Fred, SECONDED by Jesse to accept the September 1, 2017 President's and Vice Presidents' Reports as presented. CARRIED.

5. Subject: Business Arising From Previous Meeting

5.1 Vice Presidents' Reports August 10, 2017

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

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

ACTION: Vann

5.3 Meeting with City of Saskatoon re: Subsidized Student Transit

Dallas emailed Darren Hill on August 31 regarding student concerns and will wait until next Thursday for a reply before contacting City Transit or Charlie Clark directly.

ACTION: Dallas

Carol is in the process of gathering information on whether or not the SPSA can be approved through City Transit to distribute the City's Transit Discount Forms.

ACTION: Carol

5.4 Alignment of Terminology within Sask Polytech Policies

Carol reported that Vanessa compiled a listing of information on consistency within Sask Polytech Policies. Vann met with AVP Strohan to review this information. AVP Strohan suggested that Vann meet with policy sponsors of the specific Policies in question.

ACTION: Vann

AVP Strohan provided a copy of the Student Appeals Policy draft changes to Vann who will forward to Carol and Carol will forward Vanessa for review and input.

ACTION: Vann & Carol

5.5 Open Textbook Initiative Advocacy Strategy

Deferred.

ACTION: Jesse & Dallas

5.6 Sask Polytech Board of Directors Student Representative Appointment by Legislature

Deferred.

ACTION: Vann

5.7 Transition Policy Draft Meetings

Fred is awaiting responses from Executive Council members.

ACTION: Executive Council

5.8 Bylaws Revisions

Deferred.

ACTION: Vann

5.9 Signage - Operations

Jesse inquired as to the status of rebranding the Coffee Shops to “SPSA Express”. Carol reported that the newly signed Food Services Agreement currently references the coffee shops as “Henri’s” and “the Canteen”. Carol suggested that the Agreements should be amended with new name prior to rebranding. Jesse indicated his concern with the delay and issues with the slow rollout. Carol brought up need for care and attention to detail to avoid hypocrisy. Carol further suggested waiting a few months to coincide with Agreement’s option to review menu items

ACTION: Carol & Vann

Jesse will look into putting up posters in PA Lounge (Academic Centre) to help dress it up. Jesse and Carol to meet to discuss this and possible renovations.

ACTION: Carol & Jesse

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

Jesse and Fred met to discuss the need to initiate conversation with AVP Strohan to gather insight on what Sask Polytech’s stance is on addressing issues regarding its facilities. Fred reported that he and Jesse would like to start conversations with staff in order to gain their insight on what would benefit students. Carol suggested that the meetings follow our operational structure and include the appropriate managers at each meeting. Carol, Jesse and Fred will meet to discuss the approach.

ACTION: Carol, Jesse & Fred

Vann suggested that SAC also be consulted. Dallas suggested that this information can then be compared to that received by staff. This item will be placed on the SAC Agenda

ACTION: Dallas & Jesse

5.11 Campus Specific Awards Night Surveys

Deferred.

ACTION: Jesse & Dallas

5.12 Elections Campaign Schedule

5.12.1 Political Electoral Committee SAC Representatives

Deferred.

ACTION: Jesse & Dallas

5.12.2 Saskatoon Campus DRO

Deferred.

ACTION: Fred

5.12.3 Electoral Operations Committee Meeting

Complete.

5.12.4 Directors - Face-to-Face Interaction

Dallas to confirm Saskatoon Directors’ availability.

ACTION: Jesse & Dallas

Jesse indicated that Brooke is available for one session before going to her program’s fall camp for three weeks.

5.13 Strategic Plan Review and Suggestions

5.13.1 Schedule Meetings with Minister of Advanced Education & Education Critic
Deferred.

ACTION: Vann

5.13.2 Inclusion on GC Agenda

Complete.

5.14 Position Statement Development

Complete.

5.15 Research of Other SAs/SUs Fee Structures

Dan reported that fees assessed by credit unit is not common practice among other Canadian Polytechnics namely due to the inconsistency of credit units per program. The current SPSA fees are competitive among these institutions. Dan will distribute information.

ACTION: Dan

5.16 Carpooling Registry

Members discussed legal counsel's direction regarding this service. VOTE CALLED by Vann. MOVED by Fred, SECONDED by Jesse to not have a carpooling registry as per the advice of legal counsel and issues specifically with the liability risk. CARRIED. Vann to communicate decision to AVP Strohan.

ACTION: Vann

5.17 H & D Survey/Part-time Students

Part-time students have been asking to be included in the Health & Dental Plan starting 2018-2019. Dan compiled information from the enrollment lists for Saskatoon, Regina and Prince Albert, 2016-2017 numbers, approximately 165 part-time students. Moose Jaw report was not available at the time of compilation. Three options were presented: hold a referendum, change requirements (to 16 weeks or more), or survey all part-time students. Several student associations/unions—most recently NAIT—have recently included all part-time students in their plans.

Vann brought up issues with Student Loans. Presently part time students who are not automatically assessed the fee cannot receive assessment for this service. If this becomes a mandatory fee, students will be automatically enrolled and in turn receive funding as this would become a part of the Tuition & Fee Schedule submitted to Canada Student Loans. Members determined this direction will be that of General Council's jurisdiction. This will be added to the October 20, 2017 agenda.

ACTION: Dan

Vann requested maintaining an ongoing agenda for the upcoming General Council Meeting. Carol suggested adding a section in the Executive Council Meeting Minutes which would include a listing of these topics items.

5.18 SLAC Terms of Reference

5.18.1 Distribution of Terms of Reference

Complete.

5.18.2 Review of Terms of Reference

Jesse reported that he will meet with Tobi to review the SLAC Terms of Reference. Members discussed their concern with whether this committee is meeting SPSA needs. Jesse indicated that presently SLAC is a Sask Polytech focus group, and not a decision making body. Jesse questioned whether or not the SPSA should co-chair this Committee. Jesse does not see the need to abandon involvement unless there is no benefit to the SPSA. Further, SLAC can be source of input but not necessarily a direction for the SPSA as the SPSA must adhere to its own Bylaws. Jesse will speak with AVP Strohan regarding the direction of 2017-18 SLAC.

ACTION: Jesse

5.19 ScBScN Agreement

5.19.1 Fee Sharing Agreement

Fred reported that URSU has presented a Fee Sharing Agreement to the SPSA for the Saskatoon and Regina Campuses. Fred highlighted on its' content and will keep members apprised of the negotiation progress.

5.19.2 Health & Dental Plan

Fred indicated that there have been conversations regarding students located in Saskatoon being on the SPSA Health & Dental Plan instead of the Plan administered by URSU. Fred will discuss with URSU the inclusion of Saskatoon ScBScN students on the SPSA Health & Dental Plan. Vann suggested that the SPSA and URSU research the logistics in making such a change to determine if this item should be included in the Fee Sharing Agreement

ACTION: Fred

5.20 Notification to AVP Strohan re: Quarterly Meeting Attendance

Complete.

5.21 Representation on Student Loans & Bursary Committee

Vann reported that this Committee is planning to have meeting pending agenda completion. Executive Council members can contact Vann to add items.

ACTION: Vann

5.22 Saskatchewan Student Coalition Information Sessions

The Coalition is preparing to hold information sessions on all campuses September 29th. Jesse is presently working on logo for the Coalition.

ACTION: Jesse

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 Dallas, SECONDED by Jesse to accept the September 1, 2017 General Manager's Report as presented. CARRIED.

8. Subject: New Business

8.1 Moose Jaw & Regina Renovations Update

Carol reported that the swing space in Moose Jaw will not be operational for the start of the academic year. Once the swing space is operational, the office will move to that area in order for the office renovations to be complete. Final wall measurements and mechanical needs are being completed for the Regina Campus location next week.

Carol and Ashley will be in Moose Jaw and Regina next week to assist for the week. Jesse expressed concern about keeping students updated with this information. It was suggested that SAC would likely be the best approach.

8.2 Saskatoon Campus Council Update

Dallas indicated that he met with Directors Ankita and Arushi who are eager to begin their roles as Directors for the upcoming academic year. Directors have requested information on policy manuals, transition protocol, reports, attending meetings, and honorariums.

Jesse concurred regarding Director Brooke. Jesse highlighted a suggestion for PA Campus events (games night, karaoke night, etc.). Carol suggested that specific Campus events should be discussed with respective Campus Manager.

8.3 Student Advisory Council First Meeting Notification

Jesse, Dallas and Vann (Regina/Moose Jaw) will send a request to Program Heads asking for assistance in selecting a SAC Representative from their Program.

ACTION: Jesse, Vann & Dallas

8.4 June, 2017 Month End Financial Statements

Deferred.

ACTION: Executive Council

8.5 Research Other SAs/SUs re: Institutional Representation

Members discussed the need for updating institutional representation research of other SAs/SUs. Executive Council directed Carol and Dan to begin this research

ACTION: Carol & Dan

8.7 iPads - Student Survey

Ashley demonstrated the survey which will be located in all front offices and the Saskatoon Support Centre. The survey questions displayed depend on campus or location within campus. Winners will draw prize tickets.

Carol informed members that in the Agreement with Sask Polytechnic, we are required to survey our students and the services they use. The primary purpose is to try to calculate how much services are utilized.

Dallas inquired about the answers and how will these answers be assessed and responded to. Carol suggested taking the results to the students, possibly SAC, to review and gather feedback.

ACTION: Campus VPs

8.8 Directors' Time Sheets

Discussion was held regarding the internal procedures required to assess Director's honorarium amounts. Dan will record Director's participation/activities and forward to the respective Campus VPs for verification. Upon verification by VPs, Dan will submit payment requisitions for issuance of monthly cheques.

Directors will report their activity at SAC meetings. With time restrictions being of concern for the PA SAC Meeting, Vann suggested having Directors submit reports to the SAC members ahead of time. Jesse suggested developing a checklist for Director activity/participation. Dan and Carol will develop templates for Director's reports and an activity/participation checklist and provide to Executive Council for approval.

ACTION: Dan & Carol

9. Subject: Announcements

9.1 Thank You

Vann indicated that at his recent meeting with Tobi and she commended and praised SPSA for being operational in Regina and MJ.

10. Subject: Next Meeting

Executive Council members are asked to send their schedules to Dan in order to coordinate future meetings.

ACTION: Executive Council

11. Subject: Adjournment

MOVED by Dallas, SECONDED by Fred to adjourn the meeting at 11:58 a.m. CARRIED.

Date Accepted:

Signature: