



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Teleconference Centres – Prince Albert, SK & Saskatoon, SK Wednesday, September 27, 2017

Present: Vann Cortez, President; Jesse White, VP Prince Albert; Dallas Burnett, VP Saskatoon; Dan Christopher, Staff and Carol Tetreault, Staff

Absent: Fred Entz, VP Finance & Internal Operations (proxy)

1. Subject: Call to Order

Vann called the meeting to order at 4:04 p.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

MOVED by Dallas, SECONDED by Jesse to accept September 13, 2017 Meeting Minutes as presented. CARRIED.

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

MOVED by Jesse, SECONDED by Dallas to accept the September 27, 2017 President's & Vice Presidents' Reports as presented. CARRIED.

ACTION: Fred

5. Subject: Business Arising From Previous Meeting

5.1 President's Report September 13, 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

5.3.1 Contacting Darren Hill, Charlie Clark, & Saskatoon Transit

Dallas met with Saskatoon Transit to discuss Express routes and various options. Saskatoon Transit is willing to discuss a U-PASS option with the SPSA with prorated fees for students in apprenticeship programs. Prorated fees have not been offered in the past. The program would be similar to that of the University of Saskatchewan, where students will be assessed a mandatory fee but can opt-out in certain

circumstances. Saskatoon Transit is not presently in favor of different fees based on our various programs' duration but is willing to consider one prorated fee for programs under six months. The SPSA would need to further discuss how fees would be assessed for students in sponsored programs. Dallas to get input from Saskatoon students by including this topic on the SAC Agenda.

ACTION: Dallas

Saskatoon Transit is interested in visiting the Sask Polytech Saskatoon main building to educate students and promote their services. Carol to discuss this with Andrew, Saskatoon Campus Manager.

ACTION: Carol & Dallas

5.3.2 City Transit Discount Forms

Carol received confirmation from the City of Saskatoon that they will not allow us to act as a pickup location of their Program pass. The City would prefer to have their customers pick up these forms at one of their Leisure Centres.

5.4 Alignment of Terminology within Sask Polytech Policies - Meetings with Policy Sponsors

Deferred.

ACTION: Vann

5.5 Open Textbook Initiative Advocacy Strategy

Deferred.

ACTION: Jesse & Dallas

5.6 Sask Polytech Board of Directors Student Representative Appointment by Legislature

Vann emailed the Administrative Assistant for the Minister of Advanced Education to inquire if the situation has changed. Vann is currently awaiting her response.

ACTION: Vann

5.7 Transition Policy Draft Meetings

Deferred.

ACTION: Fred

5.8 Bylaws Revisions

Vann indicated that this will be the SPSA's inaugural General Council Meeting which will include representatives from all four campuses. He suggested postponing Bylaw revisions until all representatives have an opportunity to review. Should General Council determine amendments should be proposed to the membership, a Special meeting in February or April was suggested.

Dan to add GC agenda item: Special Meeting date for Bylaws revision.

ACTION: Dan

5.9 Signage – Operations

5.9.1 Rebranding

Deferred.

ACTION: Carol

5.9.2 Prince Albert Lounge (Academic Centre) Posters/Renovations

Carol and Jesse have been discussing plans for the Prince Albert location. The process is ongoing.

ACTION: Carol & Jesse

5.10 Lobby Efforts for Sask Polytechnic Campuses

5.10.1 Discussion with AVP Strohan

Deferred.

ACTION: Jesse & Fred

5.10.2 Staff Consultations

Deferred.

ACTION: Carol, Jesse, & Fred

5.10.3 Inclusion on SAC Agenda

Complete.

5.11 Campus Specific Awards Night Surveys

Deferred.

ACTION: Jesse & Dallas

5.12 Elections Campaign Schedule

5.12.1 Council Members' Presence at South Campuses During Elections

Deferred.

ACTION: Fred, Jesse, & Vann

5.12.2 Saskatoon Directors - Face-to-Face Interaction

Dallas has spoken with Director Ankita who will be going to the Ontario Avenue Campus to distribute SPSA information. Dallas still is in the process of meeting with Director Arushi.

ACTION: Dallas

5.13 Strategic Plan Meetings with Minister of Advanced Education & Education Critic

Vann drafted letters which were reviewed by the Executive Council and then sent to both the Minister of Advanced Education and the Education Critic. Vann will follow up with a scanned copy of the letters.

ACTION: Vann

5.14 SLAC Direction 2017-18

5.14.1 Distribution of Notes from Previous Meetings

Complete.

5.14.2 Researching SA/SU Structures

Dan and Carol will be working with the SPSA Student Advocates to research the Council structures at other polytechnic institutions in an effort to increase

productivity and minimize redundancy. Dan will compile results for presentation at the October 20-21, 2017 General Council Meetings.

ACTION: Dan & Carol

5.14.3 Addition to General Council Meeting Agenda
Complete.

5.15 ScBScN Agreement – Meeting with Derrick, URSU VP
Deferred.

ACTION: Fred

5.16 Representation on Student Loans & Bursary Committee

Vann requested an agenda from the Ministry of Advanced Education. Their response was that they are currently waiting for other agenda proposals but will provide an update later with information about the representative appointment and meeting.

ACTION: Vann

5.17 Research Other SAs/SUs re: Institutional Representation
Deferred.

ACTION: Carol & Dan

5.18 Directors' Time Sheets

Dan has started tracking information. A copy of the sheet in .pdf format was distributed to Directors. To date, the only noted activity has been Scanner articles and SAC attendance. VPs were invited to report any additional Director activity (such as during the Exhibitor's Hall) that has not been accounted for.

ACTION: Dan, Jesse & Dallas

5.19 Schedules to Dan for EC Meeting Coordination

Jesse is to submit his schedule to Dan, and Fred will provide updates on his schedule when available.

ACTION: Jesse & Fred

5.20 Moose Jaw-Regina STC Bus Alternative Proposal Review
Deferred.

ACTION: Carol & Fred

5.21 Moose Jaw Pub Staff Travel Arrangements
Complete.

5.22 Program Council Representative

Dallas will be the representative for the Saskatchewan Polytechnic Program Council. He will submit schedules to Dan, who will add it to the SPSA Events Calendar. Dan will send reminders to members a few days prior to each meeting.

5.23 SSC Upcoming Events
Complete.

5.24 Clarification on Communications, Roles, & Responsibilities

5.24.1 Welcome Week Consultation with Directors

Campus VPs spoke with their respective Directors regarding their job functions and requirements.

Dan to contact SPSA Advocates on behalf of VPs to have an SAC Agenda item added, requesting feedback from the students regarding Welcome Week and the Exhibitor's Hall.

ACTION: Dan

5.24.2 Campus Activity/Event Consultation with Campus Managers

Deferred.

ACTION: Dallas

5.25 SAC Update – Pub Finances

Deferred.

ACTION: Carol & Fred

5.26 Elections Update

5.26.1 Follow-up Emails to Program

Deferred.

ACTION: Jesse, Dallas, & Vann

5.26.2 Support Email from AVP Strohan

Deferred.

ACTION: Vann

5.26.3 Directors Encouraging Student Involvement

Campus VPs are tasked with encouraging Directors to increase their interaction with student membership.

ACTION: Jesse & Dallas

5.27 Halloween and Other Events

Deferred.

ACTION: Dallas

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 27, 2017 General Manager's Report as presented. CARRIED.

8. Subject: New Business

8.1 Audited Financial Statements Year-end June 30, 2017

MOVED by Dallas, SECONDED by Jesse to present the audited Financial Statements Year-end June 30 2017 to General Council for approval. CARRIED.

Dan is to include the presentation of the Financial Statements on the General Council agenda.

ACTION: Dan

Fred to distribution documents to AVP Strohan as per the Students' Association Agreement.

ACTION: Fred

8.2 Gallivan H & D Workshop

Shelly Walker from Gallivan would like to provide the Health & Dental Plan Executive Workshop during the upcoming General Council meeting. Carol will gather more details regarding the duration of this workshop.

ACTION: Carol

8.3 Bringing in the Bystander Training

AVP Strohan sent Vann an invitation to a "Train the Trainer" course titled "Bringing in the Bystander", which focuses on intervention on harassment in post-secondary institutions. Jesse will attend the training. Dan will distribute this email.

ACTION: Dan

8.4 Prince Albert Clubs Re-Ratification

MOVED by Jesse, SECONDED by Dallas to ratify the International Student Union and reratify Aboriginal Activities Student Council. CARRIED.

8.5 Moose Jaw/Regina VP Transition

Jesse suggested that he meet with the newly elected VPs to begin the process of transitioning.

Dan is to contact Campus Managers at each location to prepare Policy Manual binders.

ACTION: Carol & Dan

Carol suggested facilitating a combined meeting with Vice Presidents and Directors. This will most likely occur at the All-Candidates Meeting. Jesse will discuss with Vann to ensure that the briefing is conclusive.

ACTION: Jesse

8.6 General Council Itinerary

Vann and Carol will begin working on an itinerary for General Council Meeting on October 20, 2017. The current schedule is to have the meeting over a Friday evening and all-day Saturday, but alternatives were discussed. It was decided that the date will be determined after the All-Candidates Meeting. Fred's input is still needed. Carol will request Fred's schedule.

ACTION: Carol

9. Subject: Announcements

9.1 Sask Polytech Board Meeting

Vann will attend the September 27, 2017 Sask Polytech Board Meeting as an observer. Although he will have no vote, he will still be able to attend the open session agenda.

ACTION: Vann

10. Subject: Next Meeting

Executive Council members who have not already done so are asked to send their schedules to Dan in order to coordinate future meetings.

ACTION: Jesse

Next Meeting: TBD after By-Election

11. Subject: Adjournment

MOVED by Jesse, SECONDED by Vann to adjourn the meeting at 5:00 p.m. CARRIED.

Date Accepted:

Signature: