



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

Room H104 – Prince Albert, SK

Saturday, January 21, 2017

Present: Sam Ojo, VP Prince Albert; Emilio Conde, VP Saskatoon; Stacia Selinger, President; Jiakun Zhao, Director Saskatoon; Vann Cortez, VP Finance & Internal Operations; Natasha Roenspies, Director Prince Albert; Godwin Ezizor, Director Saskatoon; Tammy Dunn, Director Prince Albert; Hao Chung, Director Saskatoon and Carol Tetreault (Staff)

Stacia commended members and thanked them for their work at the General Council Meeting Review Sessions Friday, 6:15 p.m. – 7:45 p.m. and Saturday, 9:00 a.m. – 1:00 p.m.

- 1. Subject: Call to Order**
Stacia called the meeting to order at 1:00 p.m.
- 2. Subject: Adoption of Agenda**
MOVED by Natasha, SECONDED by Emilio to accept the Agenda as amended.
CARRIED.
- 3. Subject: Adoption of Meeting Minutes**
MOVED by Natasha, SECONDED by Emilio to accept the October 22, 2016 Meeting Minutes as presented. CARRIED.
- 4. Subject: Executive Reports**
MOVED by Natasha, SECONDED by Hao to accept the January 21, 2017 President's and Vice Presidents' Reports as presented. CARRIED.
- 5. Subject: Campus Council Directors' Reports**
MOVED by Vann, SECONDED by Emilio to accept the January 21, 2017 Campus Councils Directors' Reports as presented. CARRIED.
- 6. Subject: Business Arising From Previous Meeting**
6.1 Directors' October, 2016 Reports
MOVED by Natasha, SECONDED by Vann to accept the October, 2016 Directors' Reports of Tammy, Hao, Danica, Godwin and Jiakun as presented. CARRIED.

6.2 Discussion with Administration on Impact of lack of Representation on SPT Policy Review Committee

Members agreed that the Master Partnership Agreement effective July 1, 2017 addresses our position in regards to student representation on Saskatchewan Polytechnic Committees/Councils. Members will revisit student representation/involvement should the need arise.

6.3 General Council Manual

Carol reported that a draft manual will be forwarded to members at the March, 2017 General Council Meeting.

ACTION: Carol

6.4 Directors' Job Description Amendments

Natasha provided an update on behalf of the Governance & Policy Committee regarding amendments to Directors' job descriptions and honorarium disbursement requirements. Amendments will ensure accountability and reassurance to our membership that their dollars are being allocated in accordance with the SPSA mandate. The following will be incorporated in the draft documents:

- Honoraria for committee representation
- Time in, time out procedures at Meetings, including Student Advisory Council
- Directors will provide a monthly job functions evaluation
- Directors will present a written report on meeting/committee outcomes at Student Advisory/General Council Meetings

The proposed amendments will be presented at the March 31, 2017 General Council Meeting.

ACTION: Vann

6.5 Distribution of AGM promotional material

Complete.

6.6 AGM Email Distribution

Complete.

7. Subject: Business for Future Discussion

There are no items for future discussion at this time.

8. Subject: New Business

8.1 Financial Statements

8.1.1 2nd Quarter Ending December 31, 2016

MOVED by Emilio, SECONDED by Hao to accept the Financial Statements – 2nd Quarter Ending December 31, 2016 as presented. CARRIED.

8.1.2 Budget vs. Actual

Members received document as information.

8.2 Spring Elections

Nominations open Monday, March 6, 2017 and close Friday, March 17, 2017. The All-Candidates' Meeting will be held Monday, March 20, 2017 and Election Day is Wednesday, March 22, 2017.

Vann announced his intent to run for Office for academic year 2017-18 and declares a conflict of interest in acting as Chief Returning Officer. Executive Council has appointed Emilio Conde as the Chief Returning Officer. Emilio reviewed the job functions of the Deputy Returning Officers. Natasha, Prince Albert and Jiakun, Saskatoon was appointed as DROs for their respective campuses.

Emilio announced that as per the SPSA Elections Policy, a Political Committee needs to be established to assist in the upcoming spring elections. Representatives from each Campus Student Advisory Council Meeting will need to be appointed.

ACTION: Natasha & Emilio

Members agreed on an Elections' promotional campaign to include informational sessions for first year/returning students, APP push notifications, mass emails, table displays as well as pamphlets and informational brochures at the all campus locations.

Council members who are not letting their name stand for next year's Council will be required to participate in the promoting of Elections. A portion of the Director's job performance bonus will be allocated to this initiative.

ACTION: Directors

8.3 Transition Retreat

The General Council Transition Retreat is scheduled for March 31, 2017 – April 1, 2017 in Saskatoon.

8.4 SPSA Information Session for Saskatchewan Polytechnic Staff

Members discussed the possibility of providing an information session on SPSA services to Saskatchewan Polytechnic staff. Carol to gather information in order to coordinate such an event.

ACTION: Carol

8.5 Discussion with SAC Members re: Communication Methods/Strategies

Members discussed possible ways to promote SPSA services to our members.

Suggestions include:

- table displays/booths in hallways
- handouts at SPSA offices
- imprinted advertising on office handouts ie) locker rental agreement forms
- send emails to students and program heads
- APP push notifications advertising the SAC Meetings

- develop initiatives to raise profile of SAC members
- advertise SPSA leadership awards ie) SAC Award
- advertising on TV communication system both SPSA and SP

Sam and Emilio will gather additional input from Student Advisory Council.

ACTION: Sam & Emilio

Carol will inquire about using SP TV Communication Systems.

ACTION: Carol

8.6 Media Position re: South Student Associations

Members reviewed the SPSA's position statement on the actions at the South Campuses and determined that the SPSA position remains the same. Stacia will follow up with media.

ACTION: Stacia

8.7 LBS

Members discussed the information they received in regards to the Labour Relations Board ruling that the Saskatchewan Government has no jurisdiction to hear an employer's application to remove supervisors from an existing bargaining unit. Stacia will contact Dr. Rosia for information as to how this may affect the newly proposed Saskatchewan Polytechnic organizational structure.

ACTION: Stacia

9. Subject: Announcements

9.1 SLAC Meeting

The next meeting is scheduled for February 3, 2017. Discussion topics:

- Tutor registry – encourage SP staff to promote involvement, either staff or students
- SP Administration to support SP's staff attendance at the proposed SPSA orientation session
- SP Program requirements for distributing class schedules to students in a timely manner
- Student Consultation of the Facilities – improve efficiencies in scheduling classrooms/boardrooms, etc. Student participation will be solicited through SLAC meeting. Stacia will also request SAC members attendance for Prince Albert Wednesday, February 8, 2017 and Saskatoon Thursday, February 9 & 10, 2017.

ACTION: Stacia

9.2 Danica Moore

Sam, on behalf of the PA Campus Council would to thank Danica Moore for her contribution to the SPSA during her term as Director. As per Bylaw 7 – Electoral Regulations, the remaining Campus Council members will assume the responsibilities for this Director.

9.3 Executive Council Budget Retreat



The Executive Council Budget Retreat will be held February 2 – 5, 2017.

9.4 Meeting with Dr. Rosia and Dr. Neufeld

Vann and Stacia attended the January 18, 2017 Meeting. The next meeting is scheduled for February 28, 2017. All Executive Council members are encouraged to attend.

10. Subject: Next Meeting

The next meeting date is scheduled for March 31, 2017 and April 1, 2017 in Saskatoon.

11. Subject: Adjournment

MOVED by Natasha, SECONDED by Tammy to adjourn the meeting at 2:13 p.m.
CARRIED.

Date Accepted:

Signature: