



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES Videoconference Centres – Prince Albert, SK, Moose Jaw, SK, Regina, SK & Saskatoon, SK Wednesday, January 10, 2018

**Present:** Vann Cortez, President; Justin Skwark, VP Finance & Internal Operations; Jesse White, VP Prince Albert; Dallas Burnett, VP Saskatoon; Suketu Ramsnehi, VP Moose Jaw; Dan Christopher, Staff and Carol Tetreault, Staff

**1. Subject: Call to Order**

Vann called the meeting to order at 4:07 p.m.

**2. Subject: Adoption of Agenda**

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

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

MOVED by Dallas, SECONDED by Justin to accept the December 20, 2017 Meeting Minutes as presented. CARRIED.

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

MOVED by Jesse, SECONDED by Suketu to accept the January 10, 2018 President's and Vice Presidents' Reports as presented. CARRIED.

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

5.1 Vice Presidents' Saskatoon and Prince Albert Reports – December 6, 2017

Refer to Subject #4 President's and Vice Presidents' Reports.

5.2 Reasonable Accommodation Policy, Alignment of Terminology, Grades Appeals, and Student Appeals

5.2.1 Research Sask Polytech Policy on Policy Amendments

Dan reported that Sask Polytech Policy # 506 – G Policy Development and Administration item 5.d. states: *All Policies and Procedures will become official once final approval has been received and no further revisions are required.*

Members discussed concerns with confusion on which Policy staff and students would adhere to. Jesse will research Sask Polytech Policy to determine if there is a process in place that should be followed when a situation such as this arises.

**ACTION: Jesse**

5.3 Meeting with City of Saskatoon re: Subsidized Student Transit – City Transit Campus Visit

Deferred.

**ACTION: Dallas**

5.4 Open Textbook Initiative Advocacy Strategy – Request for Sask Polytech Update

Deferred.

**ACTION: Jesse & Dallas**

5.5 Sask Polytech Board of Directors Student Representative Appointment by Legislature

Deferred.

**ACTION: Vann**

5.6 Transition Policy Draft Meetings

5.6.1 Review of Proposals with VP Finance

On December 29, Vann met with Justin to discuss his responsibilities as the new VP Finance & Internal Operations. Justin will send out a copy of the document he has been working on for the Executive Council to review.

**ACTION: Justin**

5.6.2 Access for President to VP Finance Emails

Complete.

5.7 Signage – Operations

5.7.1 Rebranding

Deferred.

**ACTION: Carol**

5.7.2 Prince Albert Staffing Update

Carol had interviews for the position of Campus Manager recently and has more interviews planned for the end of this week. Carol will provide an update to members after the interview process.

**ACTION: Carol**

5.8 Lobby Efforts for Sask Polytechnic Campuses

5.8.1 Discussion with Dr. Dennis Johnson, VP Strategy

Deferred.

**ACTION: Executive Council**

5.8.2 Campus Strategies

Deferred.

**ACTION: Campus VPs**

5.9 Review Other SAs/SUs re: Institutional Representation

Ongoing.

**ACTION: Carol & Dan**

#### 5.10 Schedules to Dan for EC Meeting Coordination

Complete.

#### 5.11 Elections Follow-Up

##### 5.11.1 Support Email from AVP Strohan

Jesse emailed AVP Strohan for support in the upcoming Spring Election. Ongoing.

**ACTION: Jesse**

##### 5.11.2 Mass-Emailing Request

Deferred.

**ACTION: Carol**

#### 5.12 Review of Student Services Agreement

Ongoing. Vann suggested having a set due-date for completion. Members to further discuss once Justin has an opportunity to review the Agreement.

**ACTION: Executive Council**

Dan will send a copy of the agreement to Justin.

**ACTION: Dan**

#### 5.13 Bylaws Revisions

Deferred.

**ACTION: Dan & Carol**

#### 5.14 Availability for Meeting with AVP Strohan re: Student Services Strategy

The meeting is set for January 25, 2018. Pam will not be attending. Suketu's availability for the meeting is uncertain. Justin and Jesse are available to attend the meeting in person should that be an option. Dallas will confirm meeting time with Cathy Korte prior to determining final attendance.

**ACTION: Dallas**

Carol joined the meeting at 4:22 p.m.

#### 5.15 January General Council Meeting

##### 5.15.1 Confirm Specific Date

The January General Council Meeting will begin at noon on Saturday, January 27, 2018, and continue into Sunday. An itinerary and agenda are presently being developed.

##### 5.15.2 Prince Albert Activity Options

Vann will forward GC Itinerary upon completion.

**ACTION: Vann**

#### 5.16 Transit/U-PASS SurveyMonkey Survey

Dan has been working on a draft version of the survey and will be fine-tuning it while waiting for distribution lists. A trial run with the staff showed that the email from SurveyMonkey is treated as junk mail. Another trial will be done with the Executive Council's @saskpolytech addresses to see if they end up in junk mail as well.



Executive Council members will give their Sask Polytech email addresses to Dan so he may test the survey.

**ACTION: Executive Council**

5.17 Scheduling Student Affairs Committee Meeting

A Student Affairs Committee Meeting was held on December 18, 2017. Dallas was appointed as the new Chair for this Committee.

5.18 Distribution of SPSA Council Structure Options

Complete.

5.19 New VP Finance & Internal Operations

Complete.

5.20 Council Zip-up Bunny Hugs

Dan is waiting for sizing samples from the distributor and will provide an update when possible. Carol mentioned that the samples may have arrived in the office earlier today. Dan will bring the samples to the General Council Meeting for sizing.

**ACTION: Dan**

5.21 Interview for Director of Student Engagement & Learning - Accommodations

Complete.

5.22 Bookstore Concerns

Dallas has been speaking with AVP Strohan. Her feedback was that the Bookstore shortages are because the orders were not made by the Program Heads. Dallas will notify members at the next SAC Meeting. In order to monitor the improvement of this issue, this item will be deferred to Business for Future Discussion.

**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)
- 6.8 Bookstore Concerns (January 10, 2018)

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

MOVED by Justin, SECONDED by Suketu to accept the January 10, 2018 General Manager's Report as presented. CARRIED.

**8. Subject: Student Life Events**

8.1 Campus Specific Awards Night – VPs’ Meetings with Campus Managers to Discuss Campus Awards Night

Dallas was planning to speak with Andrew, Saskatoon Campus Manager, but he was not in the office today. Jesse and Carol met to discuss things, but planning is on hold until the new Campus Council is in place.

**ACTION: Dallas & Suketu**

8.2 Provincial Gaming Event Consultation – Design

Andrew is in the process of finalizing a provincial model. This pilot project will host Kaiser and Crib tournaments. Carol is inconsistently getting emails and could not get an update from Andrew today. The project should begin in March.

**ACTION: Carol**

**9. Subject: In-Camera Session**

The in-camera session began at 5:00 p.m. and ended at 5:33 p.m.

**10. Subject: New Business**

10.1 November 2017 Month End Financial Statements

Vann invited questions regarding the November 2017 Month End Financial Statements. Carol made a reference to the Moose Jaw Campus SA fees, which are not in-line with the fees of the three other campuses. Documentation will be requested from Sask Polytech.

**ACTION: Carol**

MOVED by Justin, SECONDED by Jesse to accept the November 2017 Month End Financial Statements as presented. CARRIED.

10.2 EC Budget Retreat Logistics

Alberta will likely be the best location for the retreat. The plan is to leave Friday morning (February 9, 2018) and return on Sunday. Suketu will fly out of Regina, with Carol and the remaining Executive Council leaving from Saskatoon. Justin and Carol will work on budget, while Vann and the Campus VPs will work on issues such as job descriptions and an action plan.

Executive Council members are asked to contact Carol by Friday if they have any questions or concerns. A final itinerary will be developed once the EC has been given direction from the General Council.

10.3 VP Regina Campus Responsibilities

Vann cited Bylaw #7, Item #4 a. vii., which states...

*Should a VP Position become vacant on or after January 7<sup>th</sup> the remaining Executive Members shall take on the responsibilities of the vacant position.*

Pam resigned after January 7<sup>th</sup>, 2018. As such, the EC will take on her responsibilities. SAC responsibilities will be shared among Directors. Jesse was concerned about the lack of a Campus VP at SAC and offered to travel if necessary. Andrew Pinay, Regina Director, offered to fill in for the vacant position where possible. The EC decided that his honorarium for this may be adjusted as necessary. Justin will review the honorarium policy.

**ACTION: Justin**

Vann will contact Michelle for any items the VP Regina Campus had been working on.

**ACTION: Vann**

The new Student Affairs Committee Chair will be Dallas.

The Remuneration and Honorarium Committee Meeting should happen the first week of February. We will need someone from SAC to sit on this committee. The rest of the committee will be named at the upcoming GC Meeting.

**ACTION: Justin**

10.4 Communication to the Remaining GC Members Regarding Recent Resignations  
As per Jesse's recommendation, the EC is going to address the General Council. He feels that people should be contacted either individually or via teleconference. Campus VPs and Vann will give an update to their respective Directors regarding the recent resignations.

**ACTION: Campus VPs & Vann**

**11. Subject: Announcements**

11.1 Scholarship, Bursary, and Loans Committee

This committee will be meeting on January 22, 2018 in Regina. Vann will contact Dan to book a hotel room.

**Action: Dan & Vann**

11.2 Additions for GC Meeting Agenda

The following items will be added to the agenda for the next General Council Meeting:

- Upcoming Election: DROs and CRO
- Remuneration and Honorarium Committee Meeting Representatives

**ACTION: Dan**

**12. Subject: Next Meeting**

Next Meeting: Time 4:00 p.m. Wednesday, January 24, 2018. Location: Videoconference Centres

Future meetings will occur at this time on every other Wednesday until the term ends.



**13. Subject: Adjournment**

MOVED by Jesse, SECONDED by Suketu to adjourn the meeting at 5:36 p.m. CARRIED.

Date Accepted:

Signature: