



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Teleconference Centres – Prince Albert, SK, Moose Jaw, SK, Regina, SK & Saskatoon, SK Wednesday, November 22, 2017

Present: Vann Cortez, President; Jesse White, VP Prince Albert; Dallas Burnett, VP Saskatoon; Suketu Ramsnehi, VP Moose Jaw; Pamela MacArthur, VP Regina; Fred Entz, VP Finance & Internal Operations; Dan Christopher, Staff and Carol Tetreault, Staff

1. Subject: Call to Order

Vann called the meeting to order at 4:06 p.m.

2. Subject: Adoption of Agenda

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

3. Subject: Adoption of Meeting Minutes

November 7, 2017 Meeting Minutes Item #5.3 Alignment of Terminology within Sask Polytech Policies – Meetings with Policy Sponsors – reads ...

The meeting is scheduled for November 10, 2017.

Should read ...

The meeting is rescheduled for November 10, 2017.

MOVED by Dallas, SECONDED by Suketu to accept the November 7, 2017 Meeting Minutes as amended. CARRIED.

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

MOVED by Jesse, SECONDED by Fred to accept the November 22, 2017 President's & Vice Presidents' Reports as presented. CARRIED.

ACTION: Fred

5. Subject: Business Arising From Previous Meeting

5.1 Vice President's Report – November 7, 2017

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

5.2 Sask Polytech Reasonable Accommodation Policy Concerns Follow-up

AVP Strohan said there is some internal analysis occurring within her teams and the policy is being reopened to review our concerns. No formal meeting has occurred yet, but one is expected after the situation has been properly assessed. The Executive Council decided that they will need to continue to follow-up on this issue to ensure that the SPSA is represented on the policy amendments prior to Policy implementation.

ACTION: Vann

5.3 Meeting with City of Saskatoon re: Subsidized Student Transit

5.3.1 Saskatoon Transit U-PASS Option on SAC Agenda

Complete.

Dallas is expecting an update from Ankita as she chaired the last SAC Meeting where this topic was discussed. Students' main concern was the need for access to transit service equal among the campuses. Some campuses have poor bus service or better parking, making a U-PASS less appealing. The locations with fairly low bus utilization felt that it would not be fair to them. However, the overall response was positive.

5.3.2 City Transit Campus Visit

Dallas will follow up on this item.

ACTION: Dallas

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

The meeting has occurred. To avoid redundancy, this item will be combined with Item #5.2 Sask Policy Reasonable Accommodation Policy Concerns Follow-Up, and will include the SPSA's concerns relating to Grades Appeals and Student Appeals.

5.5 Open Textbook Initiative Advocacy Strategy

Deferred.

ACTION: Jesse & Dallas

5.6 Sask Polytech Board of Directors Student Representative Appointment by Legislature

Kevin Doherty stepped down as the Minister of Advanced Education on October 30, 2017. The new Minister is Herb Cox. Vann has sent a letter requesting a meeting with the new Minister, but has not received a response yet. Vann is unsure of how this will affect the SPSA President's appointment to the Sask Polytech Board of Directors.

ACTION: Vann

5.7 Transition Policy Draft Meetings

Fred met with Pam to discuss the Transition Policy, and will meet with Suketu in the near future. Fred will provide a draft which will try to address systemic issues based on transitioning for a high turnover rate. Fred will provide more details after meeting with Suketu.

ACTION: Fred

5.8 Signage – Operations

5.8.1 Rebranding

Deferred.

ACTION: Carol

5.8.2 Prince Albert Lounge (Academic Centre) Posters/Renovations

Carol provided an update on the gate replacement in Prince Albert. The new horizontal gate should arrive next week, and would be installed by the following week. Carol will be interviewing canteen employees as well as campus manager candidates. At the moment, one campus manager candidate in Regina and two in Prince Albert have interviews scheduled.

Carol will provide Prince Albert staffing updates.

ACTION: Carol

5.8.3 Prince Albert Events

Staffing issues and cost-benefit assessments in Prince Albert have brought the futures of some of their events into question. For example, their Pub Nights have had low turnout lately. A Campus Council meeting will occur on November 23, 2017 to determine which of Prince Albert's December campus events will be run. Jesse will notify Carol for implementation.

ACTION: Jesse & Carol

5.9 Lobby Efforts for Sask Polytechnic Campuses

5.9.1 Discussion with AVP Strohan

It was decided that the SPSA would develop a strategy for lobbying the provincial government for improvements to our campuses' facilities. Upon completion, Dr. Dennis Johnson, VP Strategy and Business Development for Sask Polytech, will be contacted to potentially collaborate efforts. Vann will contact Dr. Johnson requesting a meeting and will cc AVP Strohan.

ACTION: Vann

VPs will work with Campus Councils in order to gather input into the strategy.

ACTION: Campus VPs

5.9.2 Staff Consultations

Consultations with the Moose Jaw and Regina Campus Managers are no longer necessary as VPs are now in place.

5.10 Campus Specific Awards Night Surveys

Based on student feedback, the Executive Council determined that campus-specific Awards Nights would work best. Carol to provide awards listings to members for review.

ACTION: Carol

VPs will work with Campus Managers to coordinate their event.

ACTION: Campus VPs

5.11 Feedback from SAC – SA/SU Council Structures

Dallas commented on feedback from Saskatoon students who indicated that the present level of commitment was acceptable. A similar response was received in Prince Albert. However, Jesse mentioned that we may need to expand our discussions as presently, the people attending SAC Meetings appreciate SAC. Pam reported that a nomination/appointment may work better on the Regina campus. In Moose Jaw, ideas were presented, but the primary concern was that having a specific program representative could be difficult.

Having received feedback from SAC, the Executive Council is in a position to develop options for Council structures. A decision must be made by the Executive Council fairly soon if it is going to be presented in time for bylaw revisions at the next General Council Meeting in January. Dan will send copy of the council structure presentation shown at the General Council Meeting to the Executive Council.

ACTION: Dan

Council members are tasked with reviewing these options for discussion at the next EC Meeting In-Camera session.

ACTION: Campus VPs & Dan

5.12 SCBScN Agreement – Meeting with Derrick, URSU VP

Fred announced that Appendix B has been amended to remove the Administrative Fee. The agreement is signed, and will be sent to Saskatoon to receive Vann's signature and include the revised Appendix B. It will be sent to Regina afterwards at which point this item will be complete.

ACTION: Fred & Vann

5.13 Review Other SAs/SUs re: Institutional Representation

Ongoing.

ACTION: Carol & Dan

5.14 Directors' Time Sheets – Digital Signatures

Carol reported that the Auditors indicated that a digital signature is acceptable for payment requisitions. The email response must be clear and specific and reply directly to the email requesting the signature.

5.15 Schedules to Dan for EC Meeting Coordination

Jesse's schedule has been finalized and he will send it in to Dan.

ACTION: Jesse

5.16 Campus Activity/Provincial Event Consultation

5.16.1 Investigating Logistics and Feasibility of Options

Carol confirmed that an event along the lines of a card or board game tournament is absolutely doable. The final event could be hosted in a small town, but picking which weekend to hold it on could be difficult. Cost was estimated to be less than \$150.00 per campus. The suggestion was well-received at the SAC Meeting. Staff will design the event and present it to the Executive Council.

ACTION: Carol

5.16.2 Addition to SAC Agenda

Complete.

5.17 Elections Follow-Up

5.17.1 Support Email from AVP Strohan

This item was pertaining to AVP Strohan sending an email supporting elections to the programs, encouraging people to run. Jesse was not actioned on the Agenda but will take care of it now.

ACTION: Jesse

5.17.2 Mass-Emailing Request

The request was presented to AVP Strohan last Friday, but no new information was provided. On November 21, 2017, a sample file was sent to the SPSA for the Saskatoon Campus but did not include student identification numbers or email addresses. Registration Services indicated that they had not received our request until very recently.

Members discussed the disconnect between Sask Polytech departments referencing this was not the information we received from AVP Strohan, Fred will follow up stating our thoughts on the matter.

ACTION: Fred

5.18 SLAC Terms of Reference Update

5.18.1 Clarification of President Presence

Details are still not very clear, but further clarification is unlikely. If the SPSA President wants to attend, he can, but he does not have a specific seat.

5.18.2 First SLAC Meeting Date

The first SLAC Meeting date is set for November 30, 2017 at 4:00 p.m.

5.19 Review of Student Association Agreement

Ongoing.

ACTION: Executive Council

5.20 Bylaws Revisions

Ongoing.

ACTION: Dan & Carol

5.21 Health & Dental Plan – Part-time Students

Complete.

5.22 Ag Tech Club Ratification

MOVED by Dallas, SECONDED by Jesse to ratify the Saskatoon Ag Tech Club. CARRIED.

5.23 Meeting with AVP Strohan – Student Services Strategy

The Student Services Strategy portion of the meeting did not happen due to time constraints. This will be discussed at the next meeting with AVP Strohan in January 2018.

ACTION Executive Council

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 Pamela to accept the November 22, 2017 General Manager's Report as presented. CARRIED.

8. Subject: In-Camera Session

The in-camera session began at 5:35 p.m. and ended at 5:44 p.m.

9. Subject: New Business

9.1 Confirm January General Council Meeting Date

The next General Council Meeting is slated for the weekend of January 27, 2018 in Prince Albert. VPs will discuss the ideal specific days with their Campus Councils.

ACTION: Campus VPs

Jesse, Dan and Vann will discuss activity options in Prince Albert.

ACTION: Jesse, Dan, & Vann

9.2 Indigenous Student Council and NRTOC Club Ratifications

MOVED by Jesse, SECONDED by Dallas to re-ratify the Prince Albert Indigenous Student Council Club and the Prince Albert NRTOC Club. CARRIED.

10. Subject: Announcements

10.1 Fred Entz – End of Term

Fred notified Council that his term with the SPSA will be completed December 4, 2017 and he will forward a formal email in the near future. Vann thanked Fred for being a fantastic VP Finance and Internal Operations.

Dan and Carol will distribute information regarding filling this vacant position.

ACTION: Dan

10.2 Prince Albert Campus Council Productivity



Vann commended Jesse on his efforts in Prince Albert, noting that his Directors' performance has been impressive.

11. Subject: Next Meeting

Next Meeting: 4:00 p.m. - 6:00 p.m. Wednesday, December 6, 2017.

Location: Videoconference Centres

12. Subject: Adjournment

MOVED by Fred, SECONDED by Dallas to adjourn the meeting at 5:50 p.m. CARRIED.

Date Accepted:

Signature: