

**SIAST STUDENTS' ASSOCIATION KELSEY AND WOODLAND CAMPUSES INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Tuesday, April 13, 2010**  
**SA Office, Woodland Campus**

**PRESENT:** Tara Pejski, Jaelyn Willness, Jeanette Murphy and Carol Tetreault (staff)

**1. Call to Order**

Jaelyn called the meeting to order at 4:37 p.m.

**2. Adoption of Agenda**

MOVED by Jeanette, SECONDED by Tara to accept the Agenda as amended. CARRIED.

**3. Adoption of Meeting Minutes – March 29, 2010**

The date on the March 29, 2010 Meeting Minutes should read March 31, 2010.

MOVED by Jeanette, SECONDED by Jaelyn to accept the March 31, 2010 Meeting Minutes as amended. CARRIED.

**4. Vice President Reports**

MOVED by Jeanette, SECONDED by Jaelyn to accept the VP Kelsey Campus and the VP Woodland Campus Reports as presented. CARRIED.

Jaelyn to submit her report for next meeting.

**ACTION: Jaelyn**

**5. SAC Reports**

Refer to Deferred Business 8.2.

**6. Old Business**

**6.1 Practicum Tuition Fee Assessment**

Deferred.

**ACTION: Ashley**

**6.2 TV Communications Systems at HETT/4<sup>th</sup> Ave/Fred Davies**

Jaelyn and Carol discussed our present system with acting SIAST VP Administrative Services, Garth McCormick. Garth had indicated that budget dollars have been requested from SIAST for the implementation of a web-based emergency broadcast system that could encompass several different advertising streams including video feed, stand alone announcements as well as cable television. This system is slated to be implemented in stages SIAST wide, with the Saskatoon locations being the first phase. Garth suggested that we wait to see if this budget item is passed prior to either party investing additional dollars into our existing system. Carol will report information as it becomes available.

**ACTION: Carol**

**6.3 Traffic Lights Petition – 33<sup>rd</sup> Street & Ontario Avenue Petition**  
Deferred.

**ACTION: Tara**

**6.4 Campus Composite Boards**  
Deferred.

**ACTION: Carol & Ashley**

**6.5 Operating Protocol Meetings**

Jaelyn and Carol attended the meeting on April 17<sup>th</sup> where most topics in the overall agreement have been agreed to. The outstanding issue is the sharing of student information of which ongoing negotiations continue via email. The draft is slated to be reviewed at the May 11, 2010 Senior Management Council Meeting. An additional meeting, should it be necessary, will be slated for May 17<sup>th</sup> and final version reviewed by the parties' legal councils by May 30<sup>th</sup>. The document is scheduled to be signed off by the end of June, 2010.

Once the facilitator has completed the draft, it will be distributed to Council for review.

**ACTION: Carol & Jaelyn**

Jaelyn and Carol have requested a meeting with the Privacy Commissioner to review the Privacy Act as it relates to SIAST sharing student information with our Students' Association.

**6.6 SIAST/U of R Nursing Degree Partnership**

Tara attended a meeting with the Dean of Nursing and the SA Presidents from the University of Regina (URSU) and Wascana. This meeting was to discuss the services offered by the various student organizations. Tara noted that URSU and Kelsey/Woodland Campuses provide similar services while Wascana SA services are not at the same level.

Jeanette reported that she and Carol were scheduled to meet with the SIAST & U of R to further discuss this partnership however, the meeting was cancelled. Carol requested rationale from Alison Pickrell, who indicated that they are trying to reschedule this meeting and she will keep us posted.

**ACTION: Executive**

**6.7 Student Representative SIAST Board of Directors**

The Students' Associations met to discuss the selection process for the Student Representative. Jaelyn reported that a draft document has been developed. Wascana has requested input and clarification from Dr. McCulloch. Members believe that all parties should be in attendance for this discussion not just one organization. Jaelyn will contact the Wascana SA President with our request.

**ACTION: Jaelyn**

**6.8 Earth Day**  
Done.

**6.9 Conferences**

Carol distributed the summer conferences' schedule to Executive members. Tara indicated that she may not be able to attend the Leaders' Hall due to a scheduling conflict.

**7. General Manager's Report**

Deferred.

**8. Deferred Business**

**8.1** Daycare Services (September 24, 2006)

**8.2** SAC Reports (April 13, 2010)

**9. New Business**

**9.1** SA Fees

Carol contacted Kathy Larsen, SIAST Registrar to request a draft of the proposed amendments to the SA fees section of the Tuition & Fee Policy.

**ACTION: Carol**

Members discussed who is responsible for setting our fee structure. An increase to fees would be recommended by Executive Council through the budget process of which General Council approves. SA fees will be included as an agenda item at the Spring Orientation General Council Meeting.

**ACTION: Carol**

**9.2** G & A Meeting

Gallivan & Associates have requested a meeting with Executive Council to discuss an extension of our Health & Dental Plan Administration Agreement. Carol to coordinate.

**ACTION: Carol**

**9.3** Spring Orientation

Carol is in the process of developing the agenda which will be distributed by the end of next week.

**ACTION: Carol**

**9.4** VP Woodland Campus Position

Jeanette informed Council that Clinton Ekdahl, incoming VP Woodland Campus has indicated that he may resign should he be the successful candidate of a scholarship he has applied for. Members discussed this situation and determined that additional information is required. Jeanette and Carol will meet with Clinton to gain additional information.

**ACTION: Jeanette & Carol**

**10. Announcements**

There are no announcements at this time.

**11. Next Meeting**

Next meeting Wednesday April 28, 2010; 4:00 p.m. - SIAST Video  
Conference Centres – Woodland and Kelsey Campuses. Chairperson – Jaelyn  
Willness

**12. Adjournment**

MOVED by Jeanette, SECONDED by Tara to adjourn the meeting at 5:20 p.m.  
CARRIED.

**SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Wednesday March 29, 2010**  
**Video Conference Centres – Woodland & Kelsey Campuses**

**PRESENT:** Tara Pejski (Chairperson), Jaelyn Willness, Jeanette Murphy, Carol Tetreault (staff) and Ashley Poole (staff)

**1. Call to Order**

Tara called the meeting to order at 4:15 pm.

**2. Adoption of Agenda**

MOVED by Jeanette, SECONDED by Jaelyn to accept the Agenda as amended. CARRIED.

**3. Adoption of Meeting Minutes – February 10, 2010 & March 16, 2010**

MOVED by Jeanette, SECONDED by Jaelyn to accept the February 10, 2010 & March 16, 2010 Meeting Minutes as presented. CARRIED.

**4. Vice President Reports**

MOVED by Jeanette, SECONDED by Jaelyn to accept the Vice President Reports as presented. CARRIED.

**5. SAC Reports**

MOVED by Jaelyn, SECONDED by Jeanette to accept the Woodland SAC Report as presented. CARRIED.

Tara reported that no Kelsey Campus SAC Meeting was held and therefore no report will be forwarded.

**6. Old Business**

**6.1 Committee Representation Listing**

Deferred to the General Council Meeting at Spring Orientation.

**ACTION: General Council**

**6.2 Practicum Tuition Fee Assessment**

Deferred.

**ACTION: Ashley**

**6.3 TV Communications Systems at HETT/4<sup>th</sup> Ave/Fred Davies**

Deferred.

**ACTION: Carol**

**6.4 Traffic Lights Petition – 33<sup>rd</sup> Street & Ontario Avenue Petition**

Deferred.

**ACTION: Tara**

**6.5 Campus Composite Boards**

New composite boards will be made of the incoming Executive and Campus Councils. Carol will talk to Cory regarding Woodland photos and Ashley will work with Perry to create the boards.

**ACTION: Carol & Ashley**

**6.6 Response to Operating Protocol Meetings**

Another meeting is scheduled for April 12<sup>th</sup> to finalize the details in principle of the Operating Protocol.

**ACTION: Carol & Jaelyn**

**6.7 SIAST Aboriginal Success Strategy Program**

Jaelyn reported that an aboriginal student will be selected for the steering committee. The student representative is not required to be affiliated with the Students' Association but the nomination process will go through the SA. This year's representative will be selected from Palliser Campus.

**6.8 SIAST U of R Nursing Degree Partnership**

Deferred as the meeting was postponed.

**ACTION: Executive**

**6.9 Saskatchewan Students' Coalition**

Jeanette indicated that she attended the NDP Caucus Meeting in Regina.

**6.10 Admin Services Council Meeting**

Done.

**6.11 March 24<sup>th</sup> Budget Address**

Done.

**6.12 Proposed Draft Salary Allocation Meeting**

Done.

**7. General Manager's Report**

MOVED by Jeanette, SECONDED by Jaelyn to accept the General Manager's Report as presented. CARRIED.

**8. Deferred Business**

**8.1** Daycare Services (September 24, 2006)

**9. New Business**

**9.1 Proposed Organization Structure**

MOVED by Jaelyn, SECONDED by Jeanette to accept the proposed organization structure as presented. Discussion took place. CARRIED

**9.2 Earth Day**

Jeanette brought forward Clinton Eckdahl's request for the SA to sponsor honey sticks as giveaways for the upcoming Wellness Wednesday. He has also requested that Council members wear Earth Day t-shirts provided by the Green Group to bring awareness to Earth Day April 22<sup>nd</sup>. Jaelyn indicated that the purchasing of honey sticks was not allocated in the budget and would need to go to General Council for approval. Jeanette to discuss with Clinton.

**ACTION: Jeanette**

**9.3 SIAST Board of Directors Board Seat**

Jaelyn attended a teleconference with the other SA Presidents to discuss guidelines for the Student Representative on the SIAST Board of Directors. The Executive Council agreed that the selection practices and job responsibilities should be agreed upon prior to request for implementation. Jaelyn will formulate an email outlining our position to the other SAs and will cc: Dr. Bob McCulloch and Allan Tomerratt.

**ACTION: Jaelyn**

**9.4 Spring Orientation**

Insights Personality Profiling will be done prior to this year's Spring Orientation. Leslee will provide two sessions, one on Board Members' responsibilities and the other to be determined. Outgoing Campus Council members will be invited to attend the Saturday evening social.

**9.5 Conferences**

Jeanette would like to see the Executive members attend more conferences throughout the year. Members are encouraged to speak with their colleagues regarding upcoming conference opportunities. Conference agendas can then be forwarded to Council for determination of relevancy to our organization. Carol will provide the Executive the dates of the Leaders' Hall Conference.

**ACTION: Carol & Executive**

**9.6 In-Camera Session**

An in-camera session began at 4:56 pm, ending at 5:04 pm.

**9.7 In-Camera In-Camera Session**

An in-camera in-camera session began at 5:04 pm, ending at 5:18 pm.

**10. Announcements**

None.

**11. Next Meeting**

Next meeting will be Wednesday April 14, 2010 at 4:00 pm in the SIAST Video Conference Centres – Woodland and Kelsey Campuses. Chairperson – Jaelyn

**12. Adjournment**

MOVED by Jeanette, SECONDED by Jaelyn to adjourn the meeting at 5:19 pm. CARRIED.

**SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Wednesday February 10, 2010**  
**Video Conference Centres – Woodland & Kelsey Campuses**

**PRESENT:** Jaelyn Willness (Chairperson), Tara Pejski, Jeanette Murphy, Carol Tetreault (staff) and Ashley Poole (staff)

**1. Call to Order**

Jaelyn called the meeting to order at 4:02pm.

**2. Adoption of Agenda**

MOVED by Jeanette, SECONDED by Tara to accept the Agenda as amended. CARRIED.

**3. Adoption of Meeting Minutes – January 20th, 2010**

MOVED by Jeanette, SECONDED by Tara to accept the January 20<sup>th</sup>, 2010 Meeting Minutes as presented. CARRIED.

**4. Vice President Reports**

MOVED by Tara, SECONDED by Jeanette to accept the Vice President Reports as presented. CARRIED.

**5. SAC Reports**

MOVED by Jeanette, SECONDED by Tara to accept the SAC Reports as presented. CARRIED.

**6. Old Business**

**6.1 Committee Representation Listing**

Deferred.

**ACTION: Ashley**

**6.2 Practicum Tuition Fee Assessment**

Deferred.

**ACTION: Ashley**

**6.3 TV Communications Systems at HETT/4<sup>th</sup> Ave/Fred Davies**

Deferred.

**ACTION: Carol**

**6.4 Traffic Lights Petition – 33<sup>rd</sup> Street & Ontario Avenue Petition**

Tara met with the City of Saskatoon and Kelsey Campus Administration to discuss the petition. The city brought forward the idea of a multi-use corridor for bikers and walkers that would span between Kelsey and the University of Saskatchewan. It was agreed the Students' Association and Kelsey Campus are not willing to wait for the corridor to be built and will continue to follow up with the city regarding the petition in the next couple weeks.

**ACTION: Tara**

**6.5 Face to Face Peer Evaluations**

Done.

**6.6 Campus Composite Boards**

All Woodland Campus Council photos have been taken, Kelsey Campus photos to be taken next week. Ashley will work with Perry to create the new composite boards.

**ACTION: Ashley**



### **6.7 Response to Operating Protocol Meetings**

A meeting will be held in Saskatoon March 16, 2010. Jaelyn will act as the SA representative along with Carol and will report back to Executive Council.

**ACTION: Jaelyn & Carol**

### **7. President's Report**

Vice President's will now submit a list of their presidential duties to Ashley to create a presidential duties report for VP's to take to Campus Council.

### **8. General Manager's Report**

MOVED by Jeanette, SECONDED by Tara to accept the General Manager's Report as presented. CARRIED.

### **9. Deferred Business**

**9.1** Daycare Services (September 24, 2006)

**9.2** Professional Presentation – Marketing Image (August 27, 2009)

**9.3** Risk Management Plan (October 21, 2009)

### **10. New Business**

#### **10.1 Outstanding Invoice**

A discussion took place regarding the outstanding salary reimbursement Jon Elder owed to the Students' Association, as well as the travel reimbursement owed by both Jon Elder and Tara Pejski for the Edge Conference Flight Rescheduling. MOVED by Tara, SECONDED by Jeanette to forgive the salary reimbursement owed by Jon Elder in the amount of \$602.68. CARRIED. MOVED by Jeanette, SECONDED by Tara to forgive the travel reimbursement fees for the rescheduling of the Edge Conference flights for Jon Elder and Tara Pejski. CARRIED.

#### **10.2 SIAST U of R Nursing Degree Partnership**

Executive Council is to meet with the Dean of Nursing, Netha Dyck, to further discuss this issue.

**ACTION: Executive Council**

#### **10.3 SIAST Aboriginal Success Strategy Program**

Jaelyn has attempted to contact Allison Pickerell regarding the terms of reference for sitting on the committee. Jaelyn will report back to the SA when additional information is received.

**ACTION: Jaelyn**

#### **10.4 Saskatchewan Students' Coalition**

Tara met with the USSU President last week regarding issues such as, childcare, success rate of Aborigines in post secondary education and student interest rates. Jeanette will attend an upcoming with the NDP Caucus on behalf of the SA. Tara will forward information she has gathered regarding Kelsey daycare onto Jeanette.

**ACTION: Jeanette**

#### **10.5 Admin Services Council Meeting**

Jaelyn and Jeanette will attend the ASC Meeting to bring forward concerns regarding SIAST's commitment to policies and who is to be held accountable if these policies are not followed.

**ACTION: Jeanette & Jaelyn**

### **11. Announcements**

#### **11.1 March 24<sup>th</sup> Budget Address**

Jeanette will contact the Minister of Finance Office for an additional seat to the March 24<sup>th</sup> Budget Address in Regina.

**ACTION: Jeanette**

#### **11.2 Proposed Draft Salary Allocation Meeting**

The meeting will be held February 17<sup>th</sup> at 4:00pm to review, discuss and approve the proposed draft. Carol will contact Brittany Holderness to act as an outside chair for this meeting. **ACTION: Carol**

**12. Next Meeting**

Next meeting will be Wednesday March 10, 2010 at 4:00pm in the SIAST Video Conference Centres – Woodland and Kelsey Campuses. Chairperson – TBA

**13. Adjournment**

MOVED by Jeanette, SECONDED by Tara to adjourn the meeting at 5:00pm. CARRIED.

**SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Wednesday January 20, 2010**  
**Video Conference Centres – Woodland & Kelsey Campuses**

**PRESENT:** Tara Pejski (Chairperson), Jaelyn Willness, Jeanette Murphy, Carol Tetreault (staff) and Ashley Poole (staff)

**1. Call to Order**

Tara called the meeting to order at 4:08pm.

**2. Adoption of Agenda**

MOVED by Jaelyn, SECONDED by Jeanette to accept the Agenda as amended. CARRIED.

**3. Adoption of Meeting Minutes – January 6<sup>th</sup>, 2010**

January 4<sup>th</sup>, 2010 Meeting Minutes read... *January 4<sup>th</sup>, 2010...* should read...*January 6<sup>th</sup>, 2010.* MOVED by Jaelyn, SECONDED by Jeanette to accept the January 4, 2010 Meeting Minutes as amended. CARRIED.

**4. Vice President's Report**

MOVED by Jeanette, SECONDED by Jaelyn to accept the VP Finance and Internal Operations, VP Kelsey Campus and VP Woodland Campus reports as presented. CARRIED.

**5. SAC Reports**

MOVED by Jeanette, SECONDED by Jaelyn to accept the SAC Reports as presented. CARRIED.

**6. Old Business**

**6.1 Draft Policy of Repercussions of Non-Compliance**

The policies set out in the bylaws and constitution are sufficient and no changes will be made at this time.

**6.2 Committee Representation Listing**

Deferred.

**ACTION: Ashley**

**6.3 Practicum Tuition Fee Assessment**

Deferred.

**ACTION: Ashley**

**6.4 TV Communications Systems at HETT/4<sup>th</sup> Ave/Fred Davies**

Carol recently met with Gerry regarding this issue who indicated he will meet with Admin Services Council to discuss Marketing & Communications involvement in this initiative.

**6.5 Traffic Lights Petition – 33<sup>rd</sup> Street & Ontario Avenue Petition**

A table will be set up outside Henri's to bring more attention to the petition in the hopes of gathering more signatures. Discussion to determine target numbers will be held at the upcoming General Council Meeting.

**ACTION: Tara**

**6.6 Policy Handbook**

Executive Council agreed that individual Policies as pdf files will be saved rather than a handbook; these individual policies will be posted on the website.

**6.7 Meeting with Recreation Services**

Carol reported that prior to additional meetings with Recreation Services, student input will be solicited on athletics, clubs and intramurals. Carol will provide feedback as it becomes available.

**6.8 Planning Meeting for Meeting with SIAST Board Chair & SIAST President**

Done.

**6.9 November, 2009 Peer Evaluations**

Done.

**6.10 December, 2009 Peer Evaluations**

Done.

**6.11 Non-Compliance Policy Meeting**

Refer to 6.1.

**6.12 Face to Face Peer Evaluations**

Council members will coordinate face-to-face meetings the week of January 25-29, 2010.

**ACTION: Carol & Executive**

**6.13 GIS Club Ratification**

Done.

**6.14 General Council Meeting Date**

General Council will meet in Prince Albert January 22 & 23, 2010.

**7. President's Report**

Will be included on the agenda when applicable.

**8. General Manager's Report**

MOVED by Jeanette, SECONDED by Jaelyn to accept the General Manager's Report as presented. CARRIED.

**9. Deferred Business**

**9.1** Daycare Services (September 24, 2006)

**9.2** Professional Presentation – Marketing Image (August 27, 2009)

**9.3** Risk Management Plan (October 21, 2009)

**10. New Business**

**10.1 Resignation – Jon Elder**

Jon Elder's resignation was accepted by the Executive Council. A discussion took place. Carol will draft an article for the "Scanner" welcoming new Council members and thanking outgoing Council members for their contributions. Ashley and Carol will coordinate composite board photos for Kelsey and Woodland respectively.

**ACTION: Carol & Ashley**

**10.2 Threat Assessment Team**

A student has reported a violent incident and a member of the SA has been asked to hold an observation seat on the Threat Assessment Team meeting. Due to potential conflicts of interest and should this incident go to an appeal process, it was agreed that Carol would act as the SA observer.

**10.3 Operating Protocol**

Members agreed that it is vital to continue positive discussions relating to the Master Operating Agreement. Members expressed concern with other SA's constant postponement and/or decline of proposed meeting dates. Members are also concerned that SIAST Administration is getting frustrated and our SA does not want to be held accountable for the other SA's lack of commitment. Carol will draft a response to

Marine Perrin, VP Administration's, and Jenna Wilchuk, Palliser SA's recent emails. Members are asked to provide feedback prior to distribution by Jaelyn.

**ACTION: Carol & Executive**

**11. Announcements**

**11.1 Executive Council Review**

Members will meet Friday evening prior to the General Council meet and greet. Carol to compile a listing of discussion topics and distribute to Executive Council.

**11.2 Chairperson**

It was agreed that Jeanette will act as Chairperson for the January 23, 2010 General Council Meeting.

**12. Next Meeting**

Next meeting will be February 3, 2010 at 4:00pm in the SIAST Video Conference Centres – Woodland and Kelsey Campuses. Chairperson – Jaelyn Willness

**13. Adjournment**

MOVED by Jeanette, SECONDED by Jaelyn to adjourn the meeting at 4:59pm. CARRIED.