

SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

Thursday, April 30, 2015

Teleconference Centres, Prince Albert, SK & Saskatoon, SK

- Present:** Afroditi Papageorgiu (Chairperson), Sam Yaholnitsky, Quang Pham, Oseyi Kokobili, Samantha Loucks (proxy), Kaylee Phillips (proxy), Erin Kirton, Brian Hand (proxy) and Carol Tetreault (Staff)
- 1. Subject: Call to Order**
Afroditi called the meeting to order at 12:06 p.m.

 - 2. Subject: Adoption of Meeting Minutes**
MOVED by Oseyi, SECONDED by Erin to accept the March 21, 2015 Meeting Minutes as presented. CARRIED.

 - 3. Subject: New Business**
3.1 ADMIN-9 Reserve Funds Policy
MOVED by Quang, SECONDED by Erin to accept the amendments to ADMIN – 9 Reserve Funds Policy as presented. CARRIED.

 - 4. Subject: Announcements**
There are no announcements at this time.

 - 5. Subject: Next Meeting**
The next meeting is scheduled for October 16 & 17, 2015 in Prince Albert, SK.

 - 6. Subject: Adjournment**
MOVED by Erin, SECONDED by Oseyi to adjourn the meeting at 12:09 p.m. CARRIED.

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
GENERAL COUNCIL MEETING MINUTES
Saturday, March 21, 2015
Room 119, Kelsey Campus, Saskatoon, SK**

Present: Sam Yaholnitsky (Chairperson), Quang Pham, Afroditi Papageorgiu, Oseyi Kokobili, Kaylee Phillips (Proxy), Erin Kirton, Brian Hand (Proxy), Samantha Loucks and Carol Tetreault (Staff)

- 1. Subject: Call to Order**
Sam called the meeting to order at 2:44 p.m.

- 2. Subject: Adoption of Agenda**
MOVED by Oseyi, SECONDED by Erin sto accept the Agenda as amended.
CARRIED.

- 3. Subject: Adoption of Meeting Minutes**
MOVED by Afroditi, SECONDED by Quang to accept the January 10, 2015 Meeting Minutes as presented. CARRIED.

- 4. Subject: Executive Reports**
MOVED by Quang, SECONDED by Erin to accept the VP Kelsey Campus', VP Woodland Campus' VP Finance & Internal Operation's and President's Reports as presented. CARRIED.

- 5. Subject: Campus Councils Reports**
MOVED by Quang, SECONDED by Erin to accept the Director Phillips', Director Loucks' and Director Kokobili's Reports presented. CARRIED.

- 6. Subject: Business Arising From Previous Meeting**
6.1 Mass Emails using SIAST System
Deferred.

ACTION: Carol

6.2 Review of Reasonable Accommodation Policy

Afroditi reported that AVP McIntyre indicated that it is not practice to distribute amendments to the parties consulted in the process until such time as the final draft has been adopted at the appropriate level. Sam indicated that the review of this Policy has been tabled until the next Policy Review Committee Meeting.

Sam has received the position statement from the SSA Student Affairs Committee and will ensure that our position is provided to the SPT Policy Review Committee should our suggestions not be addressed in the proposed Policy amendments.

ACTION: Sam

6.3 Bylaw 4 Memberships and Membership Fees

Proposed Bylaw amendments will be forwarded to legal counsel for revision. The amended draft will then be forwarded to General Council members for review prior to presentation to our student membership at the next AGM/Special Meeting.

ACTION: Quang

6.4 SIAST Board of Directors Students Representation Review

Sam will discuss our position with Dr. Rosia next week.

ACTION: Sam

6.5 Building Fee Campaign/Referendum

Quang reported that the SSA membership voted 69 percent in favor of implementing this fee effective July 1, 2015. Carol will provide the fee structure to Administration which will be included in the Saskatchewan Polytechnic Tuition & Fee Policy.

ACTION: Carol

MOVED by Sam, SECONDED by Afroditi to destroy the 2015 Building Fee Referendum ballots. CARRIED.

ACTION: Quang

6.6 SPSA Corporate Registration

Carol reported that our registration of Saskatchewan Polytechnic Students' Association Inc. has been accepted by Information Services Corporation of Saskatchewan. Legislation requires that a name change be passed by a Special Resolution. Refer to Item #8.1.

6.7 SPSA Rebranding Focus Groups

Ongoing.

ACTION: Carol

6.8 Meeting Request – Minister of Advanced Education

Deferred.

ACTION: Sam

6.9 Vacant Woodland Campus Council Positions

Complete.

7. Subject: Business for Future Discussion
There are no Future Discussion topics at this time.

8. Subject: New Business
8.1 Special Meeting Date
In order to complete the registration process, Legislation requires that a motion to pass the proposed name change must be made at the next AGM or Special Meeting confirming the name change. Members determined to hold a Special Meeting on April 16, 2015. Carol to coordinate the logistics and provide information to members for promotion.
ACTION: Carol & General Council Members

8.2 Salary Increments

MOVED by Quang, SECONDED by Erin to increase SSA salary scales by 1.4 percent effective July 1, 2015. CARRIED.

8.3 Proposed SSA Operating Budget 2015 - 2016

MOVED by Quang, SECONDED by Sam to accept the 2015 – 2016 SSA Operating Budget as presented. CARRIED.

8.4 Elections Campaign/DRO Appointments

Quang reported that Spring Election Campaign is underway:

- Nominations Open – March 16, 2015
- Nominations Close - March 27, 2015
- Advance Poll - March 30, 2015
- Election Day - March 31, 2015
- All-Candidates' Meeting – March 27, 2015 4:00 p.m.
- Deputy Returning Officers - Woodland Campus: Samatha Loucks
Kelsey Campus: Brian Hand

8.5 Reserve Funds Policy

Quang reported that the Governance Committee recommended that our auditors be contacted to provide assistance in developing definitions for this Policy.

ACTION: Quang

9. Subject: Announcements

There are no Announcements at this time.

10. Subject: Next Meeting

The next meeting is scheduled for fall, 2015.

11. Subject: Adjournment

MOVED by Sam, SECONDED by Oseyi to adjourn the meeting at 3:10 p.m.
CARRIED.

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
GENERAL COUNCIL MEETING MINUTES
Saturday, January 10, 2015
Room F211 Woodland Campus, Saskatoon, SK**

Present: Sam Yaholnitsky (Chairperson), Quang Pham, Afroditi Papageorgiu, Oseyi Kokobili, Kaylee Phillips, Erin Kirton, Brian Hand and Carol Tetreault (Staff)

Absent: William Livingston

- 1. Subject: Call to Order**
Sam called the meeting to order at 2:15 p.m.

- 2. Subject: Adoption of Agenda**
MOVED by Afroditi, SECONDED by Quang to accept the Agenda as presented.
CARRIED.

- 3. Subject: Adoption of Meeting Minutes**
MOVED by Kaylee, SECONDED by Erin to accept the October 24, 2014 Meeting Minutes as presented. CARRIED.

- 4. Subject: Executive Reports**
MOVED by Quang, SECONDED by Kaylee to accept the VP Kelsey Campus', VP Finance & Internal Operation's and President's Reports as presented.
CARRIED.

- 5. Subject: Campus Councils Reports**
MOVED by Brian, SECONDED by Erin to accept the Woodland Campus Directors' and Kelsey Campus Directors' Reports as presented. CARRIED.

- 6. Subject: Business Arising From Previous Meeting**
6.1 Mass Emails using SIAST System
At the November 28, 2014 Senior Administration/SSA Quarterly Meeting we were informed that IT continues to work on the development of guidelines for access to the Saskatchewan Polytechnic email system. Carol will provide updates as they become available.

ACTION: Carol

6.2 Review of Reasonable Accommodation Policy

Student Affairs committee Policy amendment recommendations were forwarded to Senior Administrators before the Christmas Break. Afroditi will contact Susan McIntyre to request a copy of the proposed revisions that will be forwarded to the Policy Review Committee and will forward to Committee members upon receipt.

ACTION: Afroditi

6.3 Bylaw 4 Memberships and Membership Fees

Deferred until after the Building Fee Referendum.

ACTION: Governance & Policy Committee

6.4 SIAST Harassment & Discrimination Policy Review

Complete.

6.5 Review of SSA Social Media Policy

Completed – the amended ADMIN 10 - SSA Social Media Policy is now posted.

6.6 AGM – November 13, 2014

Complete.

6.7 SIAST Board of Directors Students Representation Review

Sam will compile presentation for members' to review prior to presentation to Dr. Rosia.

ACTION: Sam

6.8 Building Fee Campaign/Referendum

MOVED by Brian, SECONDED by Afroditi to request from our membership through referendum the approval to institute a separate Building Fee based on \$40.00 per full-time student. CARRIED.

VPs will present the proposed referendum question at the next Student Advisory Council Meetings. Carol will ensure that the marketing campaign is finalized in order for the Campus Councils to begin promoting the campaign by the end of next week. The Referendum dates are as follows:

- Saskatoon locations - February 4, 2015 & February 5, 2015
- Prince Albert – February 5, 2015

ACTION: VP Campuses & Carol

6.9 SaskPolyTech Rebranding & Our SA/Focus Groups – Follow Up with Dr. Rosia

Sam received confirmation by Dr. Rosia to use “Saskatchewan Polytechnic” in our organization’s official name. Members directed Carol to complete our registration of Saskatchewan Polytechnic Students’ Association Inc. with the Information Services Corporation of Saskatchewan.

ACTION: Carol

Members directed Carol to initiate a request for proposals to hire an organization to assist with our SSA’s rebranding and logo design.

ACTION: Carol

6.10 Short Term Emergency Loan Program Review Update

New guidelines have been established and the appropriate staff members have been notified.

6.11 Meeting Request – Minister of Advanced Education

Deferred.

ACTION: Sam

7. **Subject: Business for Future Discussion**
There are no Future Discussion topics at this time.
8. **Subject: New Business**
8.1 Website Review
Members reviewed the test site and provided their approval on the work completed to date. Additional focus groups will be conducted once the rebranding of the SSA has been completed.
- 8.2 Financial Statements – 2nd Quarter Ending December 31, 2014
MOVED by Quang, SECONDED by Kaylee to accept the 2nd Quarter Financial Statements ending December 31, 2014 as presented. CARRIED.
9. **Subject: Announcements**
9.1 VP Woodland Campus Appointment
Members welcomed Erin Kirton as the newly appointed VP Woodland Campus.
- Vacant Woodland Directors' positions will be appointed through the Woodland Student Advisory Council as outlined in the SSA Bylaws.
ACTION: Erin
10. **Subject: Next Meeting**
The next meeting is scheduled for Saturday, March 20 - 21, 2015 in Saskatoon, SK.
11. **Subject: Adjournment**
MOVED by Erin, SECONDED by Brian to adjourn the meeting at 3:01 p.m.
CARRIED.

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
GENERAL COUNCIL MEETING MINUTES
Saturday, October 25, 2014
Room 163 Kelsey Campus, Saskatoon, SK**

Present: Sam Yaholnitsky (Chairperson), Quang Pham, Dion Boynton, Afroditi Papageorgiu, Jessie Sullivan, William Livingston, Kaylee Phillips, Erin Kirton, Brian Hand and Carol Tetreault (Staff)

Absent: Oseyi Kokobili

- 1. Subject: Call to Order**
Sam called the meeting to order at 2:47 p.m.
- 2. Subject: Adoption of Agenda**
MOVED by Dion, SECONDED by Quang to accept the Agenda as amended.
CARRIED.
- 3. Subject: Adoption of Meeting Minutes**
MOVED by Dion, SECONDED by William to accept the January 18, 2014 Meeting Minutes as presented. CARRIED.
- 4. Subject: Executive Reports**
Executive Council members will present reports starting next meeting.
- 5. Subject: Campus Councils Reports**
Campus Council members will present reports starting next meeting.
- 6. Subject: Business Arising From Previous Meeting**
6.1 Mass Emails using SIAST System
Saskatchewan Polytechnic has agreed to provide the SAs access to their email system to communicate with the respective student membership. The Information Technology Department is in the process of developing guidelines for use. Carol will kept Council apprised of progress.
ACTION : Carol

6.2 Review of Reasonable Accommodation Policy
Deferred.
ACTION: Student Affairs Committee

6.3 Bylaw 4 Memberships and Membership Fees
Deferred.
ACTION: Governance & Policy Committee

6.4 SIAST Harassment & Discrimination Policy Review

Complete.

6.5 Review of SSA Social Media Policy

Deferred.

ACTION: Executive Council

6.6 Remuneration & Honorarium Review Policy

Complete.

7. **Subject: Business for Future Discussion**
There are no Future Discussion topics at this time.

8. **Subject: New Business**

8.1 Fall Election Ballot Destruction

MOVED by Quang, SECONDED by Kaylee to destroy the ballots from the September, 2014 Fall Bi-Election. CARRIED.

8.2 AGM – November 13, 2014

Members reviewed the agenda which will be forwarded to the AGM Chairperson (respective VP Campus) for presentation at upcoming AGM.

ACTION: Carol & VP Campuses

8.3 YE June 30, 2014 Audited Financial Statements

MOVED by Quang, SECONDED by Afroditi to present the YE June 30, 2014 Audited Financial Statements to our membership at the November 13, 2014 Annual General Meeting as produced by Deloitte & Touche. CARRIED.

8.4 Financial Statements – 1st Quarter Ending September 30, 2014

MOVED by Quang, SECONDED by Brian to accept the 1st Quarter Financial Statements ending September 30, 2014 as presented. CARRIED.

8.5 SIAST Board of Directors Student Representative

Sam informed members that the SSA has received correspondence from the other SAs indicated their intent not to renew the existing Students' Association Collaborative Agreement for the Saskatchewan Polytechnic (SIAST) Student Board Representative. Executive Council will review documentation, develop options and forward to General Council for additional input.

ACTION: Executive Council

8.6 Name of Institutional & SSA Committees' Representatives

- Program Council – William Livingston
- Equity Awareness Committee – Kaylee Phillips
- Policy Review Committee – Sam Yaholnitsky
- Student Board Representative – Sam Yaholnitsky
- Harassment & Discrimination – Afroditi Papageorgiu
- Student Enrollment Management - Erin Kirton
- Student Loans & Bursaries – Sam Yaholnitsky
- SSA Governance & Policy – Quang Pham (Chairperson), William Livingston, Dion Boynton, Sam Yaholnitsky and Erin Kirton

- SSA Student Affairs – Afroditi Papageorgiu (Chairperson), Oseyi Kokobili, Brian Hand, Kaylee Phillips and Jessie Sullivan

8.7 Building Fee

Presently the SSA incorporates their infrastructure (building) fee within the SSA fee. Members discussed the sustainability of the present fee and the benefits of separating this fee, similar to that of the Health & Dental Plan Fee. Members agreed to move towards holding a referendum of the membership to vote for implementation of a new building/infrastructure fee and its' amount.

A campaign will be developed. Campus Council members will promote to student membership.

ACTION: Carol & Campus Councils

8.8 SaskPolyTech Rebranding & Our SA/Focus Groups

Sam reported that a request was made to Senior Administration and the Board of Directors on September 26, 2014 to affirm the usage of the name "Saskatchewan Polytechnic" in our SA's official corporate title. To date, no response has been received, Sam will follow up with Dr. Rosia.

ACTION: Sam

8.9 General Council Meeting Dates

Upcoming meeting dates and locations:

- January 9-10, 2015 – Prince Albert
- March 20 – 21, 2015 - Saskatoon

8.10 Short Term Emergency Loan Program

Members discussed Program costs, guidelines, utilization and sustainability. Members determined to conduct further review of eligibility requirements prior to discontinuing this Program.

ACTION: Quang

8.11 Meeting Agenda with Minister of Advanced Education

Sam indicated that a meeting request will be forwarded to the Minister Kevin Doherty to discuss challenges facing services for students at the various Saskatchewan Polytechnic locations.

ACTION: Sam

9. Subject: Announcements

There are no Announcements at this time.

10. Subject: Next Meeting

The next meeting is scheduled for Saturday, January 9 & 10, 2015 in Prince Albert, SK.

11. Subject: Adjournment

MOVED by William, SECONDED by Dion to adjourn the meeting at 3:05 p.m. CARRIED.