



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Room 1.202, Moose Jaw Campus, Moose Jaw, SK Thursday, July 6, 2017

Present: Vann Cortez, President; Fred Entz, VP Finance & Internal Operations; Jesse White, VP Prince Albert; Dallas Burnett, VP Saskatoon and Carol Tetreault

Guests: Ashley Poole & Adeyemi Williams

1. Subject: Call to Order

Vann called the meeting to order at 2:10 p.m.

Vann commended members and thanked them for their work at the Executive Council Meeting Review Sessions Thursday, 11:00 a.m. – 3:00 p.m. and Friday, 9:00 a.m. – 1:00 p.m.

2. Subject: Adoption of Agenda

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

3. Subject:: Adoption of Meeting Minutes

MOVED by Jesse, SECONDED by Dallas to accept the April 18, 2017 Meeting Minutes and April 18, 2017 Closed Session Meeting Minutes as presented. CARRIED.

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

MOVED by Fred, SECONDED by Jesse to accept the President's, VP Finance & Internal Operation's and VP Saskatoon's July 6, 2017 Reports as presented. CARRIED.

ACTION: Jesse

5. Subject: Business Arising From Previous Meeting

5.1 Meeting with Policy Sponsor re: Sask Polytech Reasonable Accommodation Policy

Vann spoke with AVP Strohan who indicated that she would be willing to review our suggestions for Policy amendments. Vann will continue working on this.

ACTION: Vann

5.2 Meeting with City of Saskatoon re: Subsidized Student Transit

Dallas to schedule a meeting with Carol to review this initiative's history.

ACTION: Dallas

5.3 SLAC Agenda Items

5.3.1 Alignment of Sask Polytech Policy Terminology

This item was discussed with AVP Strohan. The SPSA will compile a list of examples of these inconsistencies for presentation to AVP Strohan. Carol will gather information and forward to Vann for review prior to presentation

ACTION: Carol & Vann

5.4 Open Textbook Initiative Discussion with AVP MacKay

5.4.1 Rian Misfeldt, Library Services

Vann reported that he spoke with Rian Misfeldt, Library Services regarding this initiative. Rian is in the process of gathering information from other institutions. Vann has agreed to contact SA/SUs regarding their specific involvement with their institutions as it relates to this initiative.

ACTION: Vann

The next meeting is scheduled for July 10, 2017 10:00 a.m. – 11:00 a.m. teleconference. Vann and Jesse will attend.

ACTION: Vann & Jesse

5.4.2 Meeting with USSU re: U of S Program

Complete.

5.5 Student Representative Nomination to Minister

Complete. Our nomination will now be presented by the Minister to Legislature for approval. Vann will provide updates when available.

ACTION: Vann

5.6 Meeting with Saskatchewan Polytechnic Board of Directors – April 28, 2017

5.6.1 Speaking Notes

Complete.

5.6.2 Copy of Proposed SPSA Organization Structure to Stacia

Complete.

5.6.3 Meeting Logistics

Complete.

5.7 Honorarium/Director's Job Description/Accountability Evaluation Amendments

Complete.

5.8 Transition Policy Draft

Members discussed their recent transition and suggestions on how to improve this process. Members agreed that once key difficulties and strengths have been identified, a formal Policy will be developed. Fred will take the lead on developing the framework with the intent to have a formal Policy approved by April, 2018.

ACTION: Fred

5.9 Bylaws Revisions

Vann will undertake the annual review of the SPSA Bylaws. Any suggested amendments will be presented to Executive Council to provide input prior to

submitting to General Council for approval to present any amendments to our membership at the November 8, 2017 Annual General Meeting.

ACTION: Vann

5.10 Signage - Operations

Deferred.

ACTION: Carol

5.11 Sask Polytech Orientation Planning Committee Representation – Campus Managers’ Inclusion

Complete.

5.11.1 Welcome Week Update

Tuesday, September 5, 2017

- Coffee Station 7:30 a.m. – 8:30 a.m. (All Campuses)
- BBQ Lunch 11:00 a.m. – 1:00 p.m. (All Campuses)

Wednesday, September 6, 2017

- Breakfast Bar 7:30 a.m. – 8:30 a.m. (All Campuses)
- Exhibitor’s Hall 10:30 a.m. – 1:30 p.m. (PA & Regina Campuses)
- Magician 11:00 a.m. – 1:00 a.m. (Saskatoon Campuses)

Thursday, September 7, 2017

- Exhibitor’s Hall 10:30 a.m. – 1:30 p.m. (Moose Jaw & Saskatoon Campuses)
- Pub 3:00 p.m. – 5:30 p.m. (All Campuses)
- Magician 12:00 noon – 1:00 p.m. (Regina Campus)

Friday, September 8, 2017

- Morning Medics 7:30 a.m. – 8:30 a.m. (All Campuses)
- Magician 12:00 noon – 1:00 p.m. (Moose Jaw Campus)

5.12 Leaders’ Hall Attendance

Complete.

5.13 Lobby Efforts for Sask Polytechnic Campuses - Discussion with AVP Strohan

Deferred.

ACTION: Jesse & Fred

5.14 Convocation Speaker PA

Complete.

5.15 General Council Meeting Date

Complete.

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 Jesse to accept the July 6, 2017 General Manager's Report as presented. CARRIED.

7.1 South Campuses Update

An update on the renovations, staffing and campus operations was provided in Regina and Moose Jaw during the Council Review Sessions.

8. Subject: New Business

8.1 Campus Specific Awards Night

Carol provided the history of this event. Discussion took place on whether or not this event should be Campus specific, north/south event or a provincial event. VP Campuses will conduct a survey of members to determine future direction.

ACTION: Jesse & Dallas

8.2 Policies Review

8.2.1 HR 5 – Retirement Policy

MOVED by Fred, SECONDED by Jesse to delete HR 5 - Retirement Policy effective July 6, 2017. CARRIED.

8.2.2 ADMIN 6 – Smart Phone Usage Policy

MOVED by Jesse, SECONDED by Fred to accept the amendments to ADMIN 6 – Smart Phone Usage Policy as presented effective July 6, 2017. CARRIED.

8.2.3 ADMIN 5 – Credit Card Usage Policy

MOVED by Jesse, SECONDED by Dallas to accept the amendments to ADMIN 5 – Credit Card Usage Policy as presented effective July 6, 2017. CARRIED.

8.3 Financial Statements ME April, 2017 & May, 2017

MOVED by Fred, SECONDED by Jesse to accept the April, 2017 and May, 2017 Month End Financial Statements as presented. CARRIED.

8.4 Strategies for Upcoming Year/Strategic Plan

Elections

Fred informed members that the fall Election Campaign slogan is "Why Should I Care?" Various means of advertising including video, print advertising and social media are being considered. Ashley is in the process of developing the campaign and will forward to Fred for approval.

Fred will develop a schedule for members to provide information including face-to-face interaction and Electoral Committee establishment.

ACTION: Fred

Strategic Plan

In order to develop an action plan, members are asked to review the strategic areas and provide feedback/suggestions for each area.

ACTION: Executive Council

VP Campuses will meet with their respective Campus Councils to gather their input for the development of the Action Plan.

ACTION: Jesse & Dallas

8.5 Position Statement – SPSA Future Direction

Members suggested options for the development and distribution of our Position Statement relating to the SPSA's direction with the South Campuses. Vann will draft the statement and forward to Executive Council members for review and input.

ACTION: Vann & Carol

Carol will forward to the Campus and Marketing Managers for input.

ACTION: Vann & Carol

8.6 Sask Polytech Tuition & Fee Policy

Members directed Carol and Vann to begin research on other institutions' SU/SA fee structures.

ACTION: Carol

8.7 Carpooling Registry

Members discussed the possibility of providing a carpool registry for our members. Carol will look into liability issues with lawyers prior to Council determining whether or not this service will be implemented.

ACTION: Carol

8.8 H & D Survey/Part-time Students

Several part-time students are inquiring about automatic enrollment in our health and dental plan. Members agreed to have Gallivan & Associates conduct a survey of these students which will be presented to Council for consideration. Carol to coordinate.

ACTION: Carol

8.9 SLAC Co-Chair

Jesse has agreed to act as co-Chair to this Committee. Vann will distribute the Committee's Terms of Reference.

ACTION: Vann

8.10 Presence of Council Welcome Week

In order to determine Executive attendance at the south Campuses during Welcome Week, members are asked to look into their schedules. VP Campuses will contact their respective Directors to obtain their schedules.



ACTION: Executive Council

8.11 Executive Remuneration Policy

Members reviewed the Executive Remuneration Policy and job responsibilities as they relate to the salaries of Executive Council members over the summer months. Members are reminded to submit timesheets for filing to Carol.

9. Subject: Announcements

9.1 Words of Thanks

Council thanked Ashley for her assistance over the past two days with Election videos.

Council welcomed Will to the organization.

10. Subject: Next Meeting

TBA.

11. Subject: Adjournment

MOVED by Jesse, SECONDED by Dallas to adjourn the meeting at 3:50 p.m. CARRIED.

Date Accepted:

Signature: