



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Teleconference Centres – Prince Albert, SK, Moose Jaw, SK, Regina, SK & Saskatoon, SK Tuesday, November 7, 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 4:05 p.m.

Fred joined the meeting 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

MOVED by Dallas, SECONDED by Fred to accept the October 11, 2017 Meeting Minutes as presented. CARRIED.

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

MOVED by Fred, SECONDED by Suketu to accept the November 7, 2017 President's & Saskatoon, Prince Albert, Regina and Moose Jaw Vice Presidents' 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 Deferred.

ACTION: Vann

5.2 Meeting with City of Saskatoon re: Subsidized Student Transit

5.2.1 Saskatoon Transit U-PASS Option on SAC Agenda

This topic was not on the Agenda for October's SAC Meeting. It will be added to the November 22, 2017 SAC Meeting Agenda.

ACTION: Dallas

5.2.2 City Transit Campus Visit

Dallas emailed Cory Shrigley on November 6, 2017 regarding setting up a table on campus to solicit student feedback. Dallas is awaiting his response and will pass on to Andrew (Saskatoon Campus Manager) should he wish to set up a table.

ACTION: Dallas

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

The meeting is scheduled for November 10, 2017.

ACTION: Vann

5.4 Open Textbook Initiative Advocacy Strategy

Deferred.

ACTION: Jesse & Dallas

5.5 Sask Polytech Board of Directors Student Representative Appointment by Legislature

As per *The Saskatchewan Polytechnic Act*, the institution is required to appoint one student as a member of the Board of Directors. Vann met with Kevin Doherty, Minister of Advanced Education, to discuss the issue of amending the *Act* to state that the “student” member be the Student Association President. The Minister has said that he will work on the appointment to have the SPSA President on the Board for the November Sask Polytech Board of Directors’ Meeting. Vann will follow up.

ACTION: Vann

5.6 Transition Policy Draft Meetings

Ongoing. It was noted that this will be a governance policy issue, and as such should involve the Governance and Policy Committee.

ACTION: Fred

5.7 Signage – Operations

5.7.1 Rebranding

Deferred.

ACTION: Carol

5.7.2 Prince Albert Lounge (Academic Centre) Posters/Renovations

The posters for the lounge are still being developed.

As of the afternoon of November 7, 2017, the Prince Albert canteen employee has left on a Workers’ Compensation Board claim relating to the gate used to close the canteen. Some temporary repairs have been done but the situation needs to be properly rectified. It was determined that the canteen will not be operational until the gate is replaced. It was noted that the gate is Sask Polytech property and they have agreed to cover the cost of replacing the vertical gate with a horizontal one to avoid future issues. The initial estimated timeframe for the change is three weeks, and a rush has been requested.

The Prince Albert Campus Manager position has been reposted. No suitable candidates have applied at this point. Prince Albert is also short-staffed due to their



Administrative Assistant needing time off for a personal matter. Saskatoon staff will staff the Prince Albert office in the interim.

Vanessa will be running the Prince Albert Trivia Night on November 8, 2017.

Carol and Jesse will meet to discuss the pub night scheduled for November 16, 2017.

ACTION: Carol & Jesse

5.8 Lobby Efforts for Sask Polytechnic Campuses

5.8.1 Discussion with AVP Strohan

The discussion with AVP Strohan has been slated for Friday, November 10, 2017.

Council members will provide an update at next meeting.

ACTION: Executive Council

5.8.2 Staff Consultations

Deferred.

ACTION: Carol, Jesse & Fred

5.9 Campus Specific Awards Night Surveys

Deferred.

ACTION: Jesse & Dallas

5.10 Strategic Plan Meetings with Minister of Advanced Education & Education Critic

For the first time in two years the SPSA met with the Minister of Advanced Education. The current Minister is Kevin Doherty. Vann informed the Minister that the SPSA is always willing to come to the table and maintain communication with the Ministry. Minister Doherty invited the SPSA to contact the Ministry if there are any issues to report.

5.11 SLAC Direction 2017-18 – Researching SA/SU Structures

Refer to Subject: 5.14 Research Other SAs/SUs re: Institutional Representation.

5.12 SCBScN Agreement – Meeting with Derrick, URSU VP

The University of Regina and Saskatchewan Polytechnic partner in the delivery of this Program. There are nursing students attending this Program in both Saskatoon and Regina. In Regina, two years are spent at the Sask Polytech Campus and two years at the U of R Campus. The proposed SCBScN Agreement between URSU and the SPSA outlines the Students' Association fee distribution. Members agreed with the fee sharing arrangement for the students attending the Saskatoon Campus. URSU has proposed a fee sharing arrangement for the Regina students that is not balanced between the SPSA and URSU (60% for URSU, 40% for SPSA) as URSU feels they offer more services than the SPSA while the SPSA does not agree. Fred suggested that a sufficient compromise for the Regina location would be eliminating the \$750 administration fee that is currently proposed to be paid by the SPSA. Members agreed to approach URSU with this suggested amendment. This finalized agreement would be retroactive to August 2017.

ACTION: Fred

Both parties would like to see an agreement reached by the end of November. In order to meet this timeline, the amended draft would need to be presented to the Executive Council for approval at the November 22, 2017 Meeting. Fred will move this forward.

ACTION: Fred

5.13 Representation on Student Loans & Bursary Committee

Another topic that was discussed in Vann's meeting with the Minister of Advanced Education was the SPSA's representation on the Student Loans & Bursary Committee. Minister Doherty is planning to revitalize this committee and have a meeting in December.

ACTION: Vann

5.14 Research Other SAs/SUs re: Institutional Representation

VP Campuses will gather input from their respective Student Advisory Councils.

ACTION: VP Campuses

5.15 Directors' Time Sheets

The new process has been working fairly well.

In order to ensure timely submission of Directors' time sheets, Jesse suggested that digital signature be used as verification of payment. Carol to inquire with our auditors to see if a digital signature is acceptable for auditing purposes.

ACTION: Carol

5.16 Schedules to Dan for EC Meeting Coordination

Jesse will be submitting an updated schedule.

ACTION: Jesse

5.17 Moose Jaw-Regina STC Bus Alternative Proposal Review

Complete.

Carol spoke with Engelheim Charter roughly two weeks ago and provided them with options to survey students at the Moose Jaw Campus. Should Engelheim wish to proceed, they are free to do so by contacting the appropriate staff member.

5.18 Clarification on Communications, Roles, & Responsibilities – Campus Activity/Event Consultation with Campus Managers

Ankita Rastogi, Saskatoon Campus Director, sent a proposal to Andrew requesting adding more games to Henri's. He has done so.

The Executive Council discussed having week-long mini-tournaments during the lunch hour. Ideas included ping-pong, pool, or card games like Kaiser. The possibility of provincial/inter-campus tournaments may be possible, but logistics need to be researched to determine what is justifiable. Online options were suggested as a more cost-effective alternative if necessary. The response from Regina may be particularly positive, where there are no Sask Polytech intercollegiate sports teams. A target date for January 2018 was mentioned. Carol will look into feasibility of the options.

ACTION: Carol

Suketu suggested having a vote for which game to play. This will be added to the SAC Agenda for feedback.

ACTION: VP Campuses

5.19 Elections Update

5.19.1 Follow-up Emails to Program Head

Complete.

5.19.2 Support Email from AVP Strohan

Jesse will be investigating this.

ACTION: Jesse

5.19.3 Mass Email lists

Fred has been maintaining contact with AVP Strohan, but has yet to get a definitive response. This item will likely be brought up in the meeting with AVP Strohan on Friday, November 10, 2017.

ACTION: Fred

It was noted that while the SPSA's concerns/requests may be acknowledged by Sask Polytech, the relatively low probability of the institution following through with action causes serious concern for the Council and the newly signed Student Association Agreement.

5.20 Halloween and Other Events

Jesse and Justin Skwark, Prince Albert Campus Director, were active in Prince Albert. They dressed up to give out candy, held a draw for SPSA swag, and successfully promoted Prince Albert's Paint Nite.

Ideas for Christmas events were briefly discussed. A Christmas/Holiday-themed karaoke pub night was suggested.

5.21 Audited Financial Statements Year-end June 30, 2017 – Distribution to AVP Strohan

Complete.

5.22 Gallivan H & D Workshop

Complete.

5.23 Moose Jaw/Regina VP Transition

5.23.1 Preparing Policy Binders

Complete.

5.23.2 Regina and Moose Jaw Keys

Complete.

5.24 General Council Itinerary

Complete.

5.25 General Manager's Report Oct 11, 2017

Refer to Subject #7- General Manager's Report.

5.26 SLAC Terms of Reference Update

5.26.1 Clarification of President Presence

The selection process for SLAC membership was discussed. Nominees were received from Program Heads. Jesse and AVP Strohan worked together to select the members, and those who were successful have been notified. This will be further discussed with AVP Strohan on Friday, November 10.

ACTION: Jesse

5.26.2 First SLAC Meeting Date

A first meeting date has not been set yet. A date will likely be determined after November 9, 2017, when the successful nominees have had a chance to confirm their acceptance.

5.27 Review of Student Association Agreement

The Executive Council continues to review the Student Association Agreement because of the recent issues the SPSA has been experiencing. There have been significant instances where Sask Polytech is not following the Agreement and directly impact the Students' Association and its members.

Recently, a letter was sent from the SPSA to Dr. Anne Neufeld, Provost and VP Academic outlining the ongoing concerns of the SPSA. Dr. Neufeld has confirmed receipt of our October 27, 2017 letter and indicated that she will be addressing the issues we identified. She further agreed to a conversation regarding our issues and will have a meeting scheduled between herself, AVP Strohan, Fred and Vann.

Vann noted that he will be meeting with Dr. Neufeld and Dr. Rosia, for their scheduled Quarterly Meeting.

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 Jesse, SECONDED by Fred to accept the November 7, 2017 General Manager's Report as presented. CARRIED.

8. Subject: New Business

8.1 Bylaws Revisions

As per the direction provided at the November 7, 2017 Annual General Meeting, Dan and Carol will be reviewing the Bylaws for clarity and consistency. Once complete, this information will be presented to Executive Council and then General Council for review.

ACTION: Dan & Carol

8.2 Regina and Moose Jaw Equipment Purchases

Carol provided preliminary research on funding options for office equipment purchases for Regina and Moose Jaw. Prior to Council making any determination on purchasing equipment, Carol suggested waiting for fund disbursement details from Sask Polytech from last year's student fees.

Pam offered use of her old laptop, but compatibility and IT standards requirements would likely be an issue. Essentially, it would likely not be approved for network access. The laptop (and other equipment offered) could be used to provide some service such as internet access, but it would not have access to essential features such as the shared N: drive.

8.3 Health & Dental Plan – Part-time Students

Carol indicated that the new Academic Model changes will not affect the threshold used to determine enrollment in the Health & Dental Plan. This item will be added to the next General Council Agenda for review and decision.

ACTION: Dan

8.4 Ag Tech Club Ratification

The Ag Tech Club application was reviewed, but not approved due to the fact that a staff member was listed as Club Officer. Carol to have staff further investigate.

ACTION: Carol

8.5 Meeting with AVP Strohan

VPs are meeting with AVP Strohan regarding campus-specific issues, but other topics will likely be discussed as well, such as apprenticeship fees assessment, SPSA presence on Sask Polytech hiring committees, and campus cleanliness. The meeting is set for November 10, 2017 in Regina from 12:30 PM – 3:00 PM and will include the Campus VPs as well as Vann via teleconference. The issue of gaining access to the email distribution list will be presented by Dallas, after he has discussed it with Fred.

ACTION Fred & Dallas

AVP Strohan would like to discuss the Student Services strategy. Members will provide an update at the next Executive Council meeting.

ACTION: VPs & Vann

9. Subject: Announcements

9.1 Meeting with Sask Polytech President and Provost



Vann has a meeting scheduled with Dr. Larry Rosia, Sask Polytech President and CEO, and Dr. Anne Neufeld, Provost and VP Academic on Thursday, November 16, 2017.

9.2 2017 Saskatchewan Polytechnic Business & Industry Dinner

Dallas, Pamela, Suketu, and Jesse will all be speaking at their respective Sask Polytech Business and Industry Dinners.

10. Subject: Next Meeting

Next Meeting: 4:00 p.m. Wednesday, November 22, 2017.

11. Subject: Adjournment

MOVED by Fred, SECONDED by Pam to adjourn the meeting at 5:23 p.m. CARRIED.

Date Accepted:

Signature: