



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES

Teleconference Centres – Prince Albert, SK, Moose Jaw, SK, Regina, SK & Saskatoon,
SK

Wednesday, October 11, 2017

Present: Vann Cortez, President; Jesse White, VP Prince Albert; Dallas Burnett, VP Saskatoon; Suketu Ramsnehi, VP Moose Jaw elect (non-voting); Pamela MacArthur, VP Regina elect (non-voting); Dan Christopher, Staff and Carol Tetreault, Staff

Absent: Fred Entz, VP Finance & Internal Operations (proxy)

1. Subject: Call to Order

Vann called the meeting to order at 4:05 p.m.

Vann took a moment to welcome the new Executive Council members: Pamela MacArthur, VP Regina and Suketu Ramsnehi, VP Moose Jaw.

2. Subject: Adoption of Agenda

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

Suketu joined the meeting at 4:13 p.m.

3. Subject: Adoption of Meeting Minutes

MOVED by Jesse, SECONDED by Dallas to accept September 27, 2017 Meeting Minutes and the October 2, 2017 Closed Session Meeting Minutes as presented. CARRIED.

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

MOVED by Vann, SECONDED by Dallas to accept the October 11, 2017 President's & Vice Presidents' Reports as presented. CARRIED.

5. Subject: Business Arising From Previous Meeting

5.1 Vice Presidents' Finance Report September 27, 2017

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

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

According to AVP Strohan, Sask Polytech is in the process of changing the policy. She will provide Vann with updates when available.

ACTION: Vann

5.3 Meeting with City of Saskatoon re: Subsidized Student Transit

5.3.1 Saskatoon Transit U-PASS Option on SAC Agenda

Deferred.

ACTION: Dallas

5.3.2 City Transit Campus Visit

Deferred.

ACTION: Carol & Dallas

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

Vann will be meeting with Dan MacKay and AVP Strohan on October 23, 2017.

ACTION: Vann

5.5 Open Textbook Initiative Advocacy Strategy

Deferred.

ACTION: Jesse & Dallas

5.6 Sask Polytech Board of Directors Student Representative Appointment by Legislature

Vann has not received a response from the Office of the Minister of Advanced Education. At the Sask Polytech Board of Directors' Meeting Dr. Rosia and Chair Ralph Boychuk indicated that they would follow up with the Minister on Vann's behalf.

ACTION: Vann

5.7 Transition Policy Draft Meetings

Deferred.

ACTION: Fred

5.8 Bylaws Revisions – GC Agenda Item

Complete.

5.9 Signage – Operations

5.9.1 Rebranding

Deferred.

ACTION: Carol

5.9.2 Prince Albert Lounge (Academic Centre) Posters/Renovations

Deferred.

ACTION: Carol & Jesse

5.10 Lobby Efforts for Sask Polytechnic Campuses

5.10.1 Discussion with AVP Strohan

Deferred.

ACTION: Jesse & Fred

5.10.2 Staff Consultations

Deferred.

ACTION: Carol, Jesse & Fred

5.11 Campus Specific Awards Night Surveys

Deferred.

ACTION: Jesse & Dallas

5.12 Elections Campaign Schedule

5.12.1 Council Members' Presence at South Campuses During Elections

Complete.

5.12.2 Saskatoon Directors - Face-to-Face Interaction

Complete.

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

Vicki Mowat has replaced Ryan Meili as the Advanced Education Critic. Vann will follow up with her.

ACTION: Vann

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

Ongoing.

ACTION: Dan & Carol

5.15 ScBScN Agreement – Meeting with Derrick, URSU VP

Deferred.

ACTION: Fred

5.16 Representation on Student Loans & Bursary Committee

Deferred.

ACTION: Vann

5.17 Research Other SAs/SUs re: Institutional Representation

Ongoing.

ACTION: Carol & Dan

5.18 Directors' Time Sheets

Complete.

Directors will be asked to submit their activity to Dan for recording. The Director's activity timesheet will be housed on the N Drive in order for VPs to track activity level of their respective Campus Directors.

Dan will have Director's activity timesheets distributed to the VPs by the first business day of the next month. VPs will then verify participation and return to Dan with any amendments within three business days. Dan will make any corrections and forward for payment. Cheques will be issued no later than the 15th day of the following month.

ACTION: Dan & VPs

5.19 Schedules to Dan for EC Meeting Coordination

Dan received schedules from Jesse and Pamela. Suketu will submit his schedule in the near future.

ACTION: Suketu

5.20 Moose Jaw-Regina STC Bus Alternative Proposal Review

Carol spoke with Engelheim Charters regarding transportation between Regina and Moose Jaw for Sask Polytech students. They are uncertain about proceeding without knowing the students' interest and would like to organize a student survey. Carol to contact Engelheim Charters with the option to set up a table at the Moose Jaw Campus to survey students.

ACTION: Carol

5.21 Clarification on Communications, Roles, & Responsibilities

5.21.1 Welcome Week/Exhibitor's Hall Feedback – SAC Agenda

Complete.

5.21.2 Campus Activity/Event Consultation with Campus Managers

Deferred.

ACTION: Dallas

5.22 SAC Update – Pub Finances

Complete.

Based on the results so far, there has been no significant effect on the pub finances. This will continue to be monitored through monthly financial statements.

5.23 Elections Update

5.23.1 Follow-up Emails to Program Head

Deferred.

ACTION: Dallas

5.23.2 Support Email from AVP Strohan

Vann to request that AVP Strohan email the Sask Polytech Deans, asking them to encourage students to attend SAC Meetings.

ACTION: Vann

Fred was looking into the ability to mass-email students during the recent Elections. Fred was informed that Registration is required to ensure that the list includes only students giving permission to have their name forwarded to the SPSA. Carol reported that Fred has not yet received a response as to when this list will be available. Fred will follow up with AVP Strohan.

ACTION: Fred

5.23.3 Directors Encouraging Student Involvement

Complete.

5.24 Halloween and Other Events

Deferred.

ACTION: VPs

5.25 Audited Financial Statements Year-end June 30, 2017

5.25.1 Inclusion on General Council Agenda

Complete.

5.25.2 Distribution to AVP Strohan

Deferred.

ACTION: Fred

5.26 Gallivan H & D Workshop

The workshop will likely be best offered in January. This item will be placed on the General Council Agenda for January, 2018.

ACTION: Dan

5.27 Bringing in the Bystander Training – Distribution of Email

Complete. Jesse received an email regarding the payment of the institutional fee. It was clarified that the SPSA would be responsible for only the \$400.00 Conference Registration Fee.

5.28 Moose Jaw/Regina VP Transition

5.28.1 Preparing Policy Binders

Dan will provide SPSA Policy binders for Ankita, Arushi and Charmielaine. Directors and VP in Regina have their Policy binders. Dan will follow up with Prince Albert and Moose Jaw staff to ensure that the binders are available by the end of the week.

ACTION: Dan

Carol will look into getting keys in Regina and Moose Jaw. Parking passes should be available.

ACTION: Carol

5.28.2 VP & Director Briefing Discussion

Complete.

5.29 General Council Itinerary

Vann will distribute the Itinerary and Agenda shortly. Dan continues to work on logistics including transportation and they will be distributed as they are confirmed.

ACTION: Dan

5.30 Sask Polytech Board Meeting

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
Deferred.

ACTION: Carol

8. Subject: New Business

8.1 SLAC Terms of Reference Update

The Student Leadership Advisory Council Terms of Reference was distributed. Jesse pointed out the changes in terminology, timelines and membership. Vann noted that the SPSA President remains on the membership listing. Jesse indicated that the SPSA President's attendance at these meetings is optional. Vann expressed concern regarding the appearance of such considering it is implied that the President is a member. Jesse will look into this for clarification.

ACTION: Jesse

The SLAC membership has not been selected yet and members discussed concerns about not holding any meetings from May to October. Due to the delay in communication introduced by the proposed meeting schedule, members believe this Council's Purpose and Description may not be achieved. It was determined that this issue could be discussed at the first meeting. The first SLAC meeting date has not been scheduled and Jesse will provide an update when available.

ACTION: Jesse

8.2 Review of Meeting Documentation Timelines

Members reviewed the timelines agreed to at the August 10, 2017 Executive Council Meeting. Members agreed that while deadlines can be difficult to meet, at present no better timeline was determined.

Vann briefed new VPs regarding the need for VPs to submit their reports in a timely manner. Newly elected VPs can use recent reports (N Drive) as examples or guides.

8.3 Review of Student Association Agreement

Members agreed to review the Student Association Agreement and outsourcing Agreements as they relate to day-to-day Campus operations. It was determined that the next Executive Council Meeting will be designated for this review.

ACTION: Executive Council

9. Subject: Announcements

There are no Announcements at this time.



10. Subject: Next Meeting

Executive Council members who have not already done so are asked to send their schedules to Dan in order to coordinate future meetings.

ACTION: Suketu

Next Meeting: TBD.

11. Subject: Adjournment

MOVED by Jesse, SECONDED by Dallas to adjourn the meeting at 5:10 p.m. CARRIED.

Date Accepted:

Signature: