



# SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

## EXECUTIVE COUNCIL MEETING MINUTES

### Video Conference Centres – Moose Jaw, Prince Albert, Regina and Saskatoon Campuses

Wednesday, December 5, 2018

**Present:** Justin Skwark, President; Chiragkumar Patel, VP Finance & Internal Operations; Sukhjot Samra, VP Moose Jaw Campus; Anna Lueke, VP Prince Albert Campus; Dustin Hunt, VP Regina Campus; Dallas Burnett, VP Saskatoon Campus; and Louie Ramos, Executive Assistant

**Absent:** Carol Tetreault, General Manager

**1. Subject: Call to Order**

Justin called the meeting to order at 4:14 p.m.

**2. Subject: Adoption of Agenda**

MOVED by Dustin, SECONDED by Chiragkumar to accept the Agenda as amended.  
CARRIED.

**3. Subject: Adoption of Meeting Minutes**

MOVED by Chiragkumar, SECONDED by Sukhjot to accept the November 15, 2018 and November 21, 2018 Meeting Minutes as presented. CARRIED.

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

MOVED by Dustin, SECONDED by Chiragkumar to accept the President's and Vice Presidents' Reports as presented. CARRIED.

**5. Subject: Action Items**

5.1 Open Educational Resource Initiative Committee  
Deferred.

**ACTION: Chiragkumar**

5.2 Signage Samples  
Deferred.

**ACTION: Carol**

5.3 Saskatchewan Polytechnic Campuses Improvements - Lobby Efforts  
Complete.

#### 5.3.1 Discuss Letter Requesting a Meeting with the Minister

Justin and Louie were tasked of drafting a letter requesting a meeting with the Minister of Advanced Education to discuss the Ministry's priorities for Sask Polytech and its students.

**ACTION: Justin & Louie**

#### 5.4 Lack of Student Voice at the Institutional Level/Policy Consultation Process

##### 5.4.1 Discuss Presentation Options with Trish Schmidt

Complete. Carol has been in contact with Trish Schmidt, EA of Sask Polytech Board of Directors, who suggested contacting AVP Strohan for further discussion. As a discussion with AVP Strohan has already taken place, Executive Council will determine next options.

**ACTION: Executive Council**

##### 5.4.2 Review of History of Amendments to the Policy Development Process

Deferred.

**ACTION: Carol & Tara**

#### 5.5 Compilation of suggested SA Agreement Revisions

Deferred.

**ACTION: Carol**

#### 5.6 Tuition & Fees Policy

##### 5.6.1 Request from AVP Strohan for Sask Polytech Research from other Institutions that was utilized

Deferred.

**ACTION: Dallas**

##### 5.6.2 SLAC Agenda Top - International Programs & Services Fee

Complete.

##### 5.6.3 Review of Information Gathered

Deferred.

**ACTION: Executive Council**

##### 5.6.4 Update on the November 26, 2018 Meeting with Sask Polytech Administration

A follow-up meeting with Derek Tannis, Kendra Strong-Garcia and AVP Strohan is currently being scheduled. Kendra is now the SPSA student liaison. Justin expressed concern regarding this change as it could have a potential adverse effect, namely – the timeliness of receiving information/approvals.

**ACTION: Justin & Carol**

##### 5.6.5 Discussion with AVP Strohan re: Fees Assessed to Specific Student Groups

AVP Strohan and Dallas met to discuss this concern. In order to acquire information regarding assessing this new fee, it is Dallas' understanding that Sask Polytech hired international students to discuss their needs. AVP

Strohan indicated that the international student group identified specific needs, and as such, Sask Polytech determined that an additional ancillary fee would apply for this specific student group. Currently, there are no services provided for this fee. AVP Strohan asserted that Sask Polytech is considering this fee as a fund for future services, of which are yet to be determined. Dallas indicated that he is unsure if Sask Polytech will act on the concerns brought forward by the SPSA, namely segregating a specific student group and charging a service fee and not providing any services for that fee.

As International students have raised their concerns to Dallas, Dallas will provide the responses obtained through his discussion with AVP Strohan

**ACTION: Dallas**

As well, Dallas will move this issue forward to the Student Affairs Committee. Dallas will also send follow up questions to AVP Strohan.

**ACTION: Dallas**

The Executive Council discussed concerns with this direction and determined that VP Campuses will discuss this matter with their respective International student groups in order to develop an action plan moving forward.

**ACTION: VP Campuses**

#### 5.7 Sask Polytech Academic Regulations Handbook – SLAC Agenda

There are some issues regarding differing policies in specific Program's Regulation Handbooks. Students have brought forward concerns regarding differing late policies for programs and the inconsistencies between the campuses. Sask Polytech has received a suggestion of a more structured handbook. Anna is to follow up on this matter.

**ACTION: Anna**

#### 5.8 Campus Specific Awards Nights

Deferred.

**ACTION: Sukhjot, Anna & Carol**

#### 5.9 Campus Specific Face Page Logistics Meeting

Complete. The VP Campuses reported and Executive Council agreed to maintain a common Facebook page instead of individual pages for each campus.

#### 5.10 Library Collection Development Fund Status

Dallas has reached out to Rian Misfeldt, who suggested contacting AVP Strohan and AVP Gillespie. Currently, he is awaiting response from both of them.

**ACTION: Dallas**

#### 5.11 Michael Landsberg's Presentations

Justin has contacted Ev Slavin-Scharback and is waiting for her response.

**ACTION: Justin**



#### 5.12 G & A Online Counselling Service Discussion with SOFA Representatives

Dustin reported that the Regina student body was not in favor of adding this service. Dallas, Anna and Sukhjot will add this topic to their next SOFA agenda.

**ACTION: Dallas, Anna & Sukhjot**

#### 5.13 SPSA Trust Funds Documentation

Documentation requesting the return of funds has been signed and sent to the Donor and Alumni Relations Department and are currently waiting for a response.

**ACTION: Carol**

#### 5.14 Clubs' Policies Draft Amendments

Chiragkumar reported that he and Carol met and the draft amendments will be forwarded to the General Council in January to be considered.

**ACTION: Louie**

#### 5.15 Directors' Position

##### 5.15.1 Vacant Directors' Position

An application for the Vacant Director's Position in Saskatoon has been received and Justin and Dallas will hold the interview in the near future. A meeting with the Saskatoon Campus Council will then be held in order to make the final decision.

**ACTION: Dallas**

Regina and Prince Albert Campuses continue to accept applications.

**ACTION: Anna & Dustin**

##### 5.15.2 Legal Opinion re: Director's Citizenship

Deferred.

**ACTION: Justin & Carol**

#### 5.16 SLAC Meeting Honorarium Notification – AVP Strohan Response

Anna has contacted AVP Strohan and is awaiting response.

**ACTION: Anna**

#### 5.17 Welcome Week Debrief with Respective Campus Council

Dallas indicated that as the Campus Councils were not appointed in September; Directors' knowledge may be somewhat limited. The main concern brought forward is that of program buy in to support students attending Welcome Week events. It was suggested that a day without classes during Welcome Week would be a better option for socializing. Anna has not been able to discuss this matter with her Director. Sukhjot has indicated that the Moose Jaw Campus Manager is in the process of coordinating a meeting.

**ACTION: VP Campuses**

#### 5.18 Distribution of Reminders to Council i.e.) Report due dates

Deferred.

**ACTION: Carol**

#### 5.19 Strategic Plan Review with Campus Councils

Dallas has presented the Strategic Plan to the Saskatoon Campus Council and has scheduled a meeting on Monday, December 10, 2018 to discuss the Plan further. The Campus Council intends to work on a “student engagement plan” in which a variety of avenues to communicate with students are being considered.

Anna and Sukhjot have not been able to meet with their Campus Councils to review the Plan.

Dustin has some concerns regarding the ambiguity of the language used in the Strategic Plan. He has also brought forward his concern regarding the intent behind the school newsletter the “Scanner”. Some members of the Executive Council expressed that an electronic copy of the “Scanner” might be more beneficial moving forward. It was also suggested that a provincial paper between USSU, URSU and SPSA could also be beneficial. More discussion regarding this matter is still needed.

**ACTION: VP Campuses**

#### 5.20 Budget Retreat Dates

Deferred.

**ACTION: Carol**

#### **6. Subject: Business for Future Discussion**

- 6.1 Daycare Services during Exam Week (April 13, 2016)
- 6.2 Student Advisory Council Incentives/Rewards Program (March 21, 2017)
- 6.3 Input into the Development of Sask Polytech Student Satisfaction/Faculty Assessment Surveys (April 18, 2017)
- 6.4 Bookstore Concerns – Items Not Available for Students (January 10, 2018)
- 6.5 Combining Saskatoon Campuses & Previous Lounge/Bar Bid (March 7, 2018)

#### **7. Subject: General Manager’s Report**

Deferred.

#### **8. Subject: Student Life Events**

There are currently no Student Life Events at this time.

#### **9. Subject: New Business**

There is currently no New Business at this time.

#### **10. Subject: Closed Session**

The closed session began at 5:22p.m.

The closed session ended at 5:35 p.m.



**11. Subject: Announcements**

There are currently no Announcements at this time.

**12. Subject: Next Meeting**

Video Conference Centres – January 2, 2019, 4:00 p.m.

**13. Subject: Adjournment**

The meeting was adjourned at 5:38 p.m.

Date Accepted:

Signature: