SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES
Moose Jaw, Prince Albert, Regina & Saskatoon Campuses
Video Conference Centres
Wednesday, February 13, 2019

Present: Justin Skwark, President; Chiragkumar Patel, VP Finance & Internal Operations; Anna Lueke, VP Prince Albert Campus; Dustin Hunt, VP Regina Campus; Dallas Burnett, VP Saskatoon Campus; Carol Tetreault, General Manager; and Louie Ramos, Executive Assistant

Absent: Sukhjot Samra, VP Moose Jaw Campus

1. **Subject:** **Call to Order**
   Justin called the meeting to order at 4:28 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 Anna, SECONDED by Dustin to accept the January 30, 2019 Meeting Minutes as presented. CARRIED.

4. **Subject:** **President's & Vice President's Reports**
   MOVED by Chiragkumar, SECONDED by Anna to accept the January 30, 2018 and February 13, 2019 President's & Vice Presidents' Reports as presented. CARRIED.

5. **Subject:** **Action Items**
   5.1 January 30, 2019 President's & Vice Presidents' Reports
   Refer to Subject #4 – President's & Vice Presidents' Reports.

   5.2 Open Educational Resource Initiative Committee
   Deferred.

   ACTION: Chiragkumar

5.3 Signage Samples

Complete. Signage samples have been distributed to the Executive Council for review and input. Members expressed no concerns with the new signage and branding of which now will be ordered shortly.

5.4 Lack of Student Voice at the Institutional Level/Policy Consultation Process – Letter to Dr. Johnson, Provost & VP Academic (Interim)

Anna, Dallas, Dustin, Carol & Tara have met to review the topic history and draft a letter regarding SPSA concerns. On behalf of the Executive Council, Dustin forwarded this letter to Dr. Johnson on February 7, 2019 of which a response has been requested by February 16, 2019.

ACTION: Dustin

5.5 Tuition & Fees Policy

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

Deferred.

ACTION: Dallas

5.5.2 Review of Information Gathered

Deferred.

ACTION: Executive Council

5.5.3 Forwarding the Issue re: Fees Assessed to Specific Student Groups to Student Affairs Committee

Deferred.

ACTION: Dallas

5.5.4 Assessed International Service/Programming Fee – Next Steps

Deferred.

ACTION: Executive Council

5.6 Update on November 26, 2018 Meeting with Sask Polytech Administration

Justin and Carol have met with AVP Strohan and Kendra Strong-Garcia to revisit the Harry Bailey Aquatic Centre Usage Agreement. The SPSA has completed their final review of this document and forwarded to Sask Polytech to complete the executable version.

ACTION: Justin & Carol

5.7 Sask Polytech Academic Regulations Handbook

Anna has met with Dr. Mike Gillespie, AVP Learning & Teaching. AVP Gillespie agreed that a consistent regulations handbook would be more beneficial to have a basic structure that all programs would have to follow. Anna will follow-up on this matter.

ACTION: Anna

5.8 Library Collection Development Fund Status

5.8.1 Capital Planning Committee

AVP Gillespie has replied to Dallas indicating that he does not have a list of the members but has a general idea of which program areas are representing various academic schools. Dallas will contact these schools and inquire about their representatives for the Capital Planning Committee.

ACTION: Dallas

5.9 Michael Landsberg's Presentations

Deferred.

ACTION: Justin

5.10 G&A Online Counselling Service – Logistics

MOVED by Chiragkumar, SECONDED by Dallas to implement the Gallivan & Associates Online Counselling Service. CARRIED.

Carol to continue working on logistics, including implementation date.

ACTION: Carol

5.11 SPSA Trust Fund Reimbursement

Carol is currently awaiting response and will follow-up on this matter.

ACTION: Carol

5.12 Eligibility Criteria – SPSA Council

Deferred.

ACTION: Chiragkumar & Governance Committee

5.13 Budget Retreat Information

Hotel accommodations have been booked. The Budget Retreat Itinerary will be sent to the Executive Council tomorrow. Louie will coordinate airport transportation for Chiragkumar and Sukhjot.

ACTION: Louie

5.14 Welcome Week Discussion with Kendra Strong-Garcia

Kendra Strong Garcia, Manager of Campus Student Experience has joined the meeting to discuss Welcome Week and to hear the Executive Council's feedback on previous years' Welcome Week Committee and initiatives.

Dallas has informed Kendra that there was little to no support coming from Sask Polytech regarding Welcome Week. There was a lack of support from instructors and programs heads for students to take in events, even after support was received by the Deans. Dustin has indicated that the Welcome Week Committee should be a space wherein both parties can share their ideas for Welcome Week but instead it became a planning meeting for Sask Polytech. Dustin also indicated that he felt it was a very hostile environment to be in.

It was suggested that the Welcome Week Committee be treated as a Blue Sky Meeting instead of an event planning committee. It has also been suggested that Welcome Week should focus on helping students transition into the post-secondary environment. Students from different programs interacting with each other will be beneficial as well. Welcome Week will not be successful without the full support of Sask Polytech.

The Executive Council is tasked to capture into words what they believe Welcome Week is and what students want welcome week to be. This response will be sent to Kendra.

ACTION: Executive Council

5.15 Health and Dental Plan RFP

MOVED by Dallas, SECONDED by Dustin to meet with Gallivan & Associates to negotiate an extension to our current Health and Dental Plan Contract. CARRIED.

Carol to work on logistics.

ACTION: Carol

5.16 Remuneration and Honorarium Committee – Campus Representatives

A proposal will be created during the Budget Retreat and will be presented to the Remuneration and Honorarium Committee.

ACTION: Chiragkumar & Carol

5.17 Student Association Fees Appendix F Update to Sask Polytech

Deferred.

ACTION: Carol

5.18 Scanner E-Newsletter

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)
6.6 Campus Specific Awards Night (January 16, 2019)

7. Subject: General Manager's Report

MOVED by Anna, SECONDED by Chiragkumar to accept the February 13, 2019 General Manager's Report as presented. CARRIED.

8. Subject: Student Life Events

There are currently no Student Life Events at this time.

9. Subject: New Business

9.1 January 2019, ME Financial Statements

MOVED by Dallas, SECONDED by Anna to accept the January, 2019 Month End Financial Statements as presented. CARRIED.

9.2 Transition Policy Draft

Deferred.

ACTION: Chiragkumar & Governance Policy Committee

10. Subject: Closed Session

The closed session began at 5:38 p.m.

The closed session ended at 5:49 p.m.

11. Subject: Announcements

11.1 Information Night

Debra Stevenson, Student Recruitment Advisor has contacted SPSA regarding setting up a SPSA table for an Information night on March 27, 2019. This event is a biannual evening for prospective students to explore the campus and ask questions regarding offered programs.

Louie will distribute this information to the Executive Council to review and determine direction.

ACTION: Louie & Executive Council

12. Subject: Next Meeting

Video Conference Centres – February 27, 2019 at 5:00 p.m.

13. Subject: Adjournment

The meeting was adjourned at 5:52 p.m.

Date Accepted:

Signature: