

SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

**EXECUTIVE COUNCIL MEETING MINUTES
Teleconference Centres – Prince Albert, SK & Saskatoon, SK
Wednesday, September 13, 2017**

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

1. Subject: Call to Order

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

2. Subject: Adoption of Agenda

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

3. Subject: Adoption of Meeting Minutes

Request made regarding September 1, 2017 Meeting Minutes Item #5.9 Signage – Operations to change wording. Item had read ...
... need for care and attention to detail to avoid hypocrisy.

Will now read ...

... need for care and attention to detail to ensure alignment with Students' Association Agreement.

Decision made to move General Council Meeting Agenda Items from the Executive Council Meeting Minutes to the Executive Council Meeting Agenda.

MOVED by Fred, SECONDED by Jesse to accept September 1, 2017 Meeting Minutes as amended. CARRIED.

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

MOVED by Jesse, SECONDED by Fred to accept the September 13, 2017 Vice Presidents' Reports as presented. CARRIED.

ACTION: Vann

5. Subject: Business Arising From Previous Meeting

5.1 GC Agenda – Strategic Plan Review & Suggestions
Complete.

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

ACTION: Vann

5.3 Meeting with City of Saskatoon re: Subsidized Student Transit

5.3.1 Contacting Darren Hill

Emails were sent from VP Saskatoon to Darren Hill, Charlie Clark, and Saskatoon Transit. Dallas will phone Thursday, September 14th if no response is received by then.

ACTION: Dallas

5.3.2 City Transit Discount Forms

Deferred.

ACTION: Carol

5.4 Alignment of Terminology within Sask Polytech Policies

5.4.1 Meetings with Policy Sponsors

Deferred.

ACTION: Vann

5.4.2 Distribution of Student Appeals Policy Draft Changes

Complete.

5.5 Open Textbook Initiative Advocacy Strategy

Deferred.

ACTION: Jesse & Dallas

5.6 Sask Polytech Board of Directors Student Representative Appointment by Legislature

Deferred.

ACTION: Vann

5.7 Transition Policy Draft Meetings

Fred to schedule a meeting with remaining Executive Council members.

ACTION: Fred

5.8 Bylaws Revisions

Deferred.

ACTION: Vann

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: Jesse, Fred, & Carol

5.10.3 Inclusion on SAC Agenda

Complete. Dallas reported that students have been experiencing significant IT problems, bookstore issues, and outreach buildings reporting lack of services such as fitness access at Ave. W Campus.

Dallas forwarded information to Jesse and Fred to assist in the development of the SPSA position statements which will be discussed with AVP Strohan prior to discussion with the Ministry.

Carol to distribute SAC Meeting Minutes to Executive Council.

ACTION: Carol

5.11 Campus Specific Awards Night Surveys

Deferred.

ACTION: Jesse & Dallas

5.12 Elections Campaign Schedule

5.12.1 Political Electoral Committee SAC Representative

Saskatoon - Erin Roy-Woytas, ECE II

Regina - Andrew Pinay, BE 11

Moose Jaw – TBA

Prince Albert – TBA

Vann will act as DRO for Moose Jaw and Regina Campuses. If necessary, SPSA staff will act as Executive Council agents at All-Candidates' Meeting in Moose Jaw and Regina.

Fred, Jesse, and Vann will discuss the options for Council members' presence at the south Campuses during Elections.

ACTION Fred, Jesse & Vann

5.12.2 Saskatoon Campus DRO

Ankita has agreed to act as DRO Saskatoon Campus.

5.12.3 Directors - Face-to-Face Interaction

Jesse reported that Prince Albert Director Brooke is ready and eager to begin responsibilities with the SPSA. Dallas will review this directive with the Saskatoon Directors.

ACTION: Dallas

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

ACTION: Vann

5.14 Research of Other SAs/SUs Fee Structures
Complete.

5.15 Communication of Carpooling Registry Decision to AVP Strohan
Complete.

5.16 H & D Survey/Part-time Students GC Agenda Addition
Complete.

5.17 SLAC Direction 2017-18

Jesse spoke with AVP Strohan regarding the SPSA's position, Sask Polytech's direction for this Committee for the AY 2017-18 as the appointment of a co-chair. Members agreed that the main purpose of SLAC is to get input from communities/student groups that may be more difficult to reach.

AVP Strohan encouraged the SPSA to continue to contribute to the SLAC Agenda. Members discussed the perception that this representation could hold for the SPSA among Sask Polytech boards; would it delay the ability to bring forward SPSA issues or would it impede the SPSA's ability to act as representatives on others Sask Polytech boards? AVP Strohan indicated that she was not aware of this concern. Carol indicated that discussions with regards to representation have been held in the past and will forward meeting notes to Council members for review.

ACTION: Carol

Executive Council discussed how SLAC may be a more inclusive way to communicate with Sask Polytech. It was suggested and members agreed to work with SLAC similar to that of Sask Polytech ie) focus group/feedback on initiatives as SPSA's SAC exists for the purpose of providing direction on student advocacy/concerns.

Members supported the direction to begin research into other Council structures, namely the makeup of the Council ie) program based, school based, club based. Dan and Carol will work with the Student Advocates to begin researching other SA/SU structures.

ACTION: Dan & Carol

Dan to add this item to the General Council Meeting Agenda.

ACTION: Dan

5.18 ScBScN Agreement

Fred will meet with Derrick, URSU VP Finance to continue with negotiations on this agreement.

ACTION: Fred

5.19 Representation on Student Loans & Bursary Committee

Deferred.

ACTION: Vann

5.20 Saskatchewan Student Coalition Information Sessions

The SSC website and social media avenues will be going live in the very near future.

5.21 Student Advisory Council First Meeting Notification

Complete.

5.22 June 2017 Month End Financial Statements

MOVED by Dallas, SECONDED by Jesse to accept the June 2017 Month End Financial Statements as presented. CARRIED.

5.23 Research Other SAs/SUs re: Institutional Representation

Carol and Dan have begun researching other organizations' practices as they relate to the SA/SU involvement on institutional decision-making bodies.

ACTION: Carol & Dan

5.24 iPads – Student Survey

Complete.

5.25 Directors' Time Sheets

Dan distributed a draft document discussion and input. Members were in agreement to utilize this document to track for Director's monthly honorariums. Dan will update Director's participation on a weekly basis. In order for the Executive Council to monitor participation, read-only access will be given to members. At the end of each month, Dan will distribute Director's timesheets to respective VP for verification prior to submission for payment.

ACTION: Dan

5.26 Schedules to Dan for EC Meeting Coordination

Executive Council members are to submit their schedules to the Executive Assistant in order to arrange future meetings.

ACTION: Executive Council

5.27 Report Templates

Complete. The Executive Assistant will distribute report template at beginning of each month to Directors.

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 Fred to accept the September 13, 2017 General Manager's Report as presented. CARRIED.

Points of Interest:

- A new alternative to the cancelled STC bus route from Regina to Moose Jaw may be available. This company has proposed options to buy 1-way passes for \$12.00, return passes for \$20.00, and monthly passes for \$380.00 with the SPSA receiving a commission. There is no obligation to guarantee or subsidize ridership. Carol and Fred to review the proposal.

ACTION: Carol & Fred

- Carol informed members she met with AVP Strohan and Wally Hurlbert, Health, Safety & Security regarding an alleged incident at the recent SPSA sponsored pub in Moose Jaw. AVP Strohan and Wally Hurlbert reviewed the practices and protocols as set out in the Student Association Agreement of which Carol indicated the SPSA complied with. The next pub is scheduled for Thursday, September 21st of which Fred and Carol will meet to determine travel arrangements for staffing.

ACTION: Fred & Carol

8. Subject: New Business

8.1 Program Council Representative

Vann received an email requesting SPSA representative for the Saskatchewan Polytechnic Program Council by September 22, 2017. Members discussed previous involvement on this Committee and determined that a Director could fill this representative seat. As the next meeting is scheduled for October 17, 2017, an interim representative could be named prior to representative selection at the October 20-21, 2017 General Council Meeting. Dallas and Jesse will contact their respective Directors.

ACTION: Dallas & Jesse

8.2 SSC Upcoming Events

An upcoming rally will be held in Saskatoon in front of cabinet minister's office on 22nd Street September 29, 2017 1:00 p.m. SIIT, SPSA and U of S students have been encouraged to attend in order to raise awareness on advocating for educational priorities.

Vann to follow up and provide more details such as activity, duration and if assistance is required by staff.

ACTION: Vann

8.3 Clarification on Communications, Roles, & Responsibilities

Dallas requested clarification of VPs' roles and responsibilities as they relate to event/activity selection and implementation. Members raised concern with the lack

of input from Executive Council in Welcome Week activities. This year was the first year that Welcome Week was a joint effort between Sask Polytech and the SPSA. Members feel it extremely important to have a presence at the Welcome Week follow-up meeting with Sask Polytech. This item will be placed on the SAC Agenda in order to gather feedback from students. As well, Dallas and Jesse to approach Directors for input.

ACTION: Dallas & Jesse

Dallas suggested that more activities/events be implemented on Campus ie) October pie day. Dallas will speak with Campus Manager to bring ideas forward. Campus Managers will investigate costing and provide information to VPs in order to determine direction.

ACTION: Dallas

8.4 SAC Update

Numerous concerns were brought forward:

- Information Technology issues are a big concern, such as not being able to access Sask Polytech email/website, no one answering the Helpdesk telephone and program information is incomplete, missing or obsolete
- Bookstore - booklist inconsistency, accuracy, and availability in bookstore.
- Increase/doubling of the locker rental fee.
- The increase to Thirsty Thursday pricing was questioned. It was noted that the name of the function could deter people from attending. Carol and Fred to monitor financial impact.

ACTION: Carol & Fred

8.5 Elections Update

VPs will send a follow up email to the Programs who did not have a representative at the September 12, 2017 Student Advisory Council Meeting. Vann will contact Regina and Moose Jaw Programs.

ACTION: Jesse, Dallas & Vann

Vann will contact AVP Strohan to request an email from Sask Polytech in support of the SPSA and the Student Advisory Council.

ACTION: Vann

Directors will also be asked to encourage student involvement.

ACTION: Jesse & Dallas

8.6 Halloween Event

Suggestion made for SPSA initiated events such as "Pumpkin Pie Day", which could involve activities such as free pies for students, and "pie-in-face" contests. Possible dates include after Thanksgiving, or on October 31 as an alternative to Halloween specific activities.

Following that, Monday morning gestures were discussed, including suggestions of free coffee or food in the student lounge. The Food Services Agreement will need to

be reviewed in order to ensure compliance prior to implementation of any new initiatives. Alternatives could include free sample products.

ACTION: VPs

8.7 Re-ratification Package in Saskatoon for the BE Adult 12 SRC

BE12 SRC put forward an application for re-ratification. MOVED by Fred, SECONDED by Dallas to re-ratify the BE12 SRC Club for 2017-18 as presented. CARRIED.

9. Subject: Announcements

9.1 Rescheduling of Meeting

Vann reported that this meeting scheduled for September 18, 2017 with Sask Polytech President Dr. Larry Rosia has been rescheduled to September 22, 2017 from 7:00 a.m. to 8:00 a.m. Vann will send an email to Dr. Rosia requesting attendance by all Executive Council members.

10. Subject: Next Meeting

Executive Council members are asked to send their schedules to Dan in order to coordinate future meetings.

ACTION: Executive Council

Next Meeting: 4:00 p.m. – 6:00 p.m., September 27th, 2017, teleconference.

11. Subject: Adjournment

MOVED by Fred, SECONDED by Dallas to adjourn the meeting at 5:53 p.m. CARRIED.

Date Accepted:

Signature: