



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES Teleconference Centres – Prince Albert, SK & Saskatoon, SK Saturday, April 30, 2017

Present: Sam Ojo, VP Prince Albert; Emilio Conde, VP Saskatoon; Stacia Selinger, President; Jiakun Zhao, Director Saskatoon; Vann Cortez, VP Finance & Internal Operations; Natasha Roenspies, Director Prince Albert; Tammy Dunn, Director Prince Albert; Hao Chung, Director Saskatoon and Carol Tetreault (Staff)

2017 - 2018 General Council members: Fred Entz, VP Finance & Internal Operations; Jesse White; VP Prince Albert and Dallas Burnett, VP Saskatoon

- 1. Subject: Call to Order**
Stacia called the meeting to order at 2:02 p.m.
- 2. Subject: Adoption of Agenda**
MOVED by Vann, SECONDED by Natasha to accept the Agenda as amended. CARRIED.
- 3. Subject: Adoption of Meeting Minutes**
MOVED by Tammy, SECONDED by Natasha to accept the April 1, 2017 Meeting Minutes as presented. CARRIED.
- 4. Subject: New Business**
4.1 3rd Quarter Financial Statements Ending March 31, 2017
MOVED by Hao, SECONDED by Emilio to accept the 3rd Quarter Financial Statements Ending March 31, 2017 as presented. CARRIED.

4.2 Campus Director's Job Description Amendments
MOVED by Jiakun, SECONDED by Natasha to accept the amendments to the Campus Director's Job Description as presented. CARRIED.

4.3 GOV-5 Director Honorarium Policy Amendments
MOVED by Natasha, SECONDED by Vann to accept the amendments to GOV-5 Director Honorarium Policy effective July 1, 2017 as presented. CARRIED.

4.4 GOV-6 Executive Remuneration Policy Amendments
MOVED by Hao, SECONDED by Emilio to accept the amendments to GOV-6 Executive Remuneration Policy July 1, 2017 as presented. CARRIED.



5. Subject: General Council Service Award

5.1 Award Recipient

This award is presented to a member of the General Council, as selected by his/her peers, who has best performed both one's designated role, duties and has extended oneself in the service of the Students' Association. Members selected Vann Cortez as this year's recipient. Congratulations!

6. Subject: Next Meeting

To be arranged.

7. Subject: Adjournment

MOVED by Natasha, SECONDED by Tammy to adjourn the meeting at 2:14 p.m.
CARRIED.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

Room 128 – Saskatoon, SK

Saturday, April 1, 2017

Present: 2016 - 2017 General Council members: Sam Ojo, VP Prince Albert; Emilio Conde, VP Saskatoon; Stacia Selinger, President; Jiakun Zhao, Director Saskatoon; Vann Cortez, VP Finance & Internal Operations; Natasha Roenspies, Director Prince Albert; Tammy Dunn, Director Prince Albert (Proxy); Hao Chung, Director Saskatoon and Carol Tetreault (Staff)

2017 - 2018 General Council members: Fred Entz, VP Finance & Internal Operations; Jesse White; VP Prince Albert; Dallas Burnett, VP Saskatoon; Brooke Field, Director Prince Albert; Arushi Joshi, Director Saskatoon and Ankita Rastogi, Director Saskatoon

1. Subject: Call to Order

Stacia called the meeting to order at 1:56 p.m.

Stacia commended members and thanked them for their work at the General Council Meeting Review Sessions Friday, 5:00 p.m. – 7:45 p.m. and Saturday, 9:00 a.m. – 1:55 p.m.

Voter eligibility and speaker's list procedures were reviewed.

Tammy Dunn, Director Prince Albert sent her congratulations to newly elected Council members and the outgoing Council on an extremely productive year.

2. Subject: Adoption of Agenda

MOVED by Natasha, SECONDED by Hao to accept the Agenda as presented. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Vann, SECONDED by Natasha to accept the January 21, 2017 Meeting Minutes as presented. CARRIED.

4. Subject: Executive Reports

MOVED by Natasha, SECONDED by Emilio to accept the April 1, 2017 President's and Vice Presidents' Reports as presented. CARRIED.

5. Subject: Campus Council Directors' Reports

MOVED by Hao, SECONDED by Emilio to accept the April 1, 2017 Campus Directors' Reports as presented. CARRIED.

ACTION: Tammy

6. Subject: Business Arising From Previous Meeting

6.1 General Council Manual

Members reviewed and agreed to the proposed outline. Carol to compile and distribute manuals.

ACTION: Carol

6.2 Directors' Job Description Amendments

On behalf of the Governance and Policy Committee, Natasha provided an overview of proposed amendments to the Campus Director's Job Descriptions and GOV-5 Director Honorarium Policy.

MOVED by Jiakun, SECONDED by Natasha to accept the amendments to the Campus Director's Job Description as presented. CARRIED.

General Council members were in support of the direction to develop a schedule to compensate Directors based on participation levels. Council further directed this Committee to review and present any amendments required to GOV-5 Executive Remuneration Policy in order to ensure alignment with amendments to GOV-6 Director Honorarium Policy.

ACTION: Governance & Policy

6.3 Political Committee Representatives from Student Advisory Council

Complete.

6.4 Elections Campaign Promotions

Complete.

6.5 Information Session on SPSA Services to SP Staff

This topic will be brought forward at the upcoming Sask Polytech Orientation Committee Meeting April 6, 2017.

ACTION: Vann & Carol

6.6 Communicating with our Membership

Emilio led the discussion on how to enhance communication with our membership. Discussion centered on social media, mass emails, twitter, facebook. Members supported a review of our use of social media avenues of which Carol will coordinate.

ACTION: Carol

Members were very supportive of the direction to communicate with our membership through real connection ie) hallway booths, prize giveaways, face-to-face discussions. This function will be included in the Director's Honorarium fee schedule.

ACTION: Governance & Policy Committee

6.7 SPSA Messages on SP TV Communication System

Carol reported that the SPSA can advertise on the Sask Polytech television communication system as long as Sask Polytech guidelines are followed. Anyone wishing to post via this system will be required to send information through Ashley.

Jiakun left meeting at 2:55 p.m., proxy vote was forwarded to Emilio Conde, VP Saskatoon.

6.8 Media re: South Campuses

Complete.

6.9 Student Consultation on Facilities – Representative Coordination

Complete.

7. Subject: Business for Future Discussion

There are no items for business for future discussion at this time.

8. Subject: New Business

8.1 Ballot Destruction

MOVED by Natasha, SECONDED by Vann to destroy the Spring 2017 Election Ballots. CARRIED.

ACTION: Emilio

8.2 Operating Budget 2017-2018

MOVED by Natasha, SECONDED by Hao to accept the 2017 – 2018 SPSA Operating Budget as presented. CARRIED.

8.3 Students' Association Agreement Update

Complete.

8.4 Transition Policy Draft

Members reviewed the initial draft and determined that additional considerations need to be addressed prior to this draft Policy being presented to General Council for approval.

ACTION: Incoming Council

8.5 Strategic Plan Amendments

MOVED by Natasha, SECONDED by Vann to accept the amendments to the SPSA Strategic Plan as presented. CARRIED.

8.6 Bylaws' Amendments

With the completion of the Student Association Agreement and subsequent outsourcing Agreements with Saskatchewan Polytechnic, a formal review of the SPSA Bylaws and Policies and Procedures will be undertaken.

ACTION: Incoming Council

8.7 Organizational Staffing Structure

A review of the newly approved SPSA staff structure was provided. The SPSA staffing structure was received by General Council as information.

8.8 Additional Meeting for Financial Statements

Due to the timing of this meeting, the 3rd Quarter Financial Statements ending March 31, 2017 were unavailable for review and approval. A teleconference will be scheduled before the end of April 2017 to review and approve the statements. The Director Honorarium fee schedule, if completed will be presented at this time.

ACTION: Vann

8.9 Office Orientations

Incoming Council members are to set up office orientations with Jessica in Saskatoon and Fiona/Ryan in Prince Albert. Carol to confirm with staff and send out notification to incoming Council.

ACTION: Carol

8.10 Upcoming Meeting Dates

- Executive Council Meeting - Tuesday, April 4, 2017 – 4:30 p.m.
- Saskatchewan Polytechnic Board of Directors' Meeting – April 28, 2017 Moose Jaw - Logistics – tba

8.11 Health & Dental Plan

8.11.1 PST Inclusion

On March 22, 2017 the Saskatchewan Government proposed the introduction of a 6% provincial sales tax on insurance plans effective July 1, 2017. The regulations detailing the application of the tax and other details are expected to be made available by April 30, 2017. It appears that the student health and dental plan will be subject to this new tax effective July 1, 2017. This new development will need to be considered in our plan renewal pricing.

MOVED by Natasha, SECONDED by Jiakun to direct Executive Council to ensure PST is added to the costing of the newly approved student health & dental plan fees.
CARRIED.

8.11.2 Inclusion of Staff Group Benefits

MOVED by Natasha, SECONDED by Hao to amalgamate the Staff Group Benefits Plan, under a separate division, with Student Health & Dental Plan effective September 1, 2017. CARRIED.

8.12 Directors' Honorarium Job Bonus Allocation Committee

As per Director Honorarium – GOV-5 Policy, a committee is required to allocate the Director's performance bonus sums. The respective VP Campus and the General Manager are included as outlined in Policy and Council agreed to appoint the following:

- one Sask Polytechnic Staff member – Lisa Davis, Garry Ayotte (alternate)
- one other relevant individual as decided by Executive Council – Vanessa Hildebrand

Carol to schedule the Committee meeting.

ACTION: Carol

9. Subject: Announcements

9.1 Thank You

Natasha acknowledged her appreciation for being a part of the SPSA over the past year and wished incoming Council members success in the coming year.

Jesse thanks the outgoing Council for their efforts in providing a strong transition for General Council members.

9.2 Campus Visit

Stacia announced that Prime Minister Trudeau visited the Saskatchewan Polytechnic Saskatoon Campus Thursday, March 29, 2017.

10. Subject: Next Meeting

To be arranged.

11. Subject: Adjournment

MOVED by Natasha, SECONDED by Emilio to adjourn the meeting at 3:44 p.m.
CARRIED.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

Room H104 – Prince Albert, SK

Saturday, January 21, 2017

Present: Sam Ojo, VP Prince Albert; Emilio Conde, VP Saskatoon; Stacia Selinger, President; Jiakun Zhao, Director Saskatoon; Vann Cortez, VP Finance & Internal Operations; Natasha Roenspies, Director Prince Albert; Godwin Ezizor, Director Saskatoon; Tammy Dunn, Director Prince Albert; Hao Chung, Director Saskatoon and Carol Tetreault (Staff)

Stacia commended members and thanked them for their work at the General Council Meeting Review Sessions Friday, 6:15 p.m. – 7:45 p.m. and Saturday, 9:00 a.m. – 1:00 p.m.

- 1. Subject: Call to Order**
Stacia called the meeting to order at 1:00 p.m.
- 2. Subject: Adoption of Agenda**
MOVED by Natasha, SECONDED by Emilio to accept the Agenda as amended.
CARRIED.
- 3. Subject: Adoption of Meeting Minutes**
MOVED by Natasha, SECONDED by Emilio to accept the October 22, 2016 Meeting Minutes as presented. CARRIED.
- 4. Subject: Executive Reports**
MOVED by Natasha, SECONDED by Hao to accept the January 21, 2017 President's and Vice Presidents' Reports as presented. CARRIED.
- 5. Subject: Campus Council Directors' Reports**
MOVED by Vann, SECONDED by Emilio to accept the January 21, 2017 Campus Councils Directors' Reports as presented. CARRIED.
- 6. Subject: Business Arising From Previous Meeting**
6.1 Directors' October, 2016 Reports
MOVED by Natasha, SECONDED by Vann to accept the October, 2016 Directors' Reports of Tammy, Hao, Danica, Godwin and Jiakun as presented. CARRIED.

6.2 Discussion with Administration on Impact of lack of Representation on SPT Policy Review Committee

Members agreed that the Master Partnership Agreement effective July 1, 2017 addresses our position in regards to student representation on Saskatchewan Polytechnic Committees/Councils. Members will revisit student representation/involvement should the need arise.

6.3 General Council Manual

Carol reported that a draft manual will be forwarded to members at the March, 2017 General Council Meeting.

ACTION: Carol

6.4 Directors' Job Description Amendments

Natasha provided an update on behalf of the Governance & Policy Committee regarding amendments to Directors' job descriptions and honorarium disbursement requirements. Amendments will ensure accountability and reassurance to our membership that their dollars are being allocated in accordance with the SPSA mandate. The following will be incorporated in the draft documents:

- Honoraria for committee representation
- Time in, time out procedures at Meetings, including Student Advisory Council
- Directors will provide a monthly job functions evaluation
- Directors will present a written report on meeting/committee outcomes at Student Advisory/General Council Meetings

The proposed amendments will be presented at the March 31, 2017 General Council Meeting.

ACTION: Vann

6.5 Distribution of AGM promotional material

Complete.

6.6 AGM Email Distribution

Complete.

7. Subject: Business for Future Discussion

There are no items for future discussion at this time.

8. Subject: New Business

8.1 Financial Statements

8.1.1 2nd Quarter Ending December 31, 2016

MOVED by Emilio, SECONDED by Hao to accept the Financial Statements – 2nd Quarter Ending December 31, 2016 as presented. CARRIED.

8.1.2 Budget vs. Actual

Members received document as information.

8.2 Spring Elections

Nominations open Monday, March 6, 2017 and close Friday, March 17, 2017. The All-Candidates' Meeting will be held Monday, March 20, 2017 and Election Day is Wednesday, March 22, 2017.

Vann announced his intent to run for Office for academic year 2017-18 and declares a conflict of interest in acting as Chief Returning Officer. Executive Council has appointed Emilio Conde as the Chief Returning Officer. Emilio reviewed the job functions of the Deputy Returning Officers. Natasha, Prince Albert and Jiakun, Saskatoon was appointed as DROs for their respective campuses.

Emilio announced that as per the SPSA Elections Policy, a Political Committee needs to be established to assist in the upcoming spring elections. Representatives from each Campus Student Advisory Council Meeting will need to be appointed.

ACTION: Natasha & Emilio

Members agreed on an Elections' promotional campaign to include informational sessions for first year/returning students, APP push notifications, mass emails, table displays as well as pamphlets and informational brochures at the all campus locations.

Council members who are not letting their name stand for next year's Council will be required to participate in the promoting of Elections. A portion of the Director's job performance bonus will be allocated to this initiative.

ACTION: Directors

8.3 Transition Retreat

The General Council Transition Retreat is scheduled for March 31, 2017 – April 1, 2017 in Saskatoon.

8.4 SPSA Information Session for Saskatchewan Polytechnic Staff

Members discussed the possibility of providing an information session on SPSA services to Saskatchewan Polytechnic staff. Carol to gather information in order to coordinate such an event.

ACTION: Carol

8.5 Discussion with SAC Members re: Communication Methods/Strategies

Members discussed possible ways to promote SPSA services to our members.

Suggestions include:

- table displays/booths in hallways
- handouts at SPSA offices
- imprinted advertising on office handouts ie) locker rental agreement forms
- send emails to students and program heads
- APP push notifications advertising the SAC Meetings

- develop initiatives to raise profile of SAC members
- advertise SPSA leadership awards ie) SAC Award
- advertising on TV communication system both SPSA and SP

Sam and Emilio will gather additional input from Student Advisory Council.

ACTION: Sam & Emilio

Carol will inquire about using SP TV Communication Systems.

ACTION: Carol

8.6 Media Position re: South Student Associations

Members reviewed the SPSA's position statement on the actions at the South Campuses and determined that the SPSA position remains the same. Stacia will follow up with media.

ACTION: Stacia

8.7 LBS

Members discussed the information they received in regards to the Labour Relations Board ruling that the Saskatchewan Government has no jurisdiction to hear an employer's application to remove supervisors from an existing bargaining unit. Stacia will contact Dr. Rosia for information as to how this may affect the newly proposed Saskatchewan Polytechnic organizational structure.

ACTION: Stacia

9. Subject: Announcements

9.1 SLAC Meeting

The next meeting is scheduled for February 3, 2017. Discussion topics:

- Tutor registry – encourage SP staff to promote involvement, either staff or students
- SP Administration to support SP's staff attendance at the proposed SPSA orientation session
- SP Program requirements for distributing class schedules to students in a timely manner
- Student Consultation of the Facilities – improve efficiencies in scheduling classrooms/boardrooms, etc. Student participation will be solicited through SLAC meeting. Stacia will also request SAC members attendance for Prince Albert Wednesday, February 8, 2017 and Saskatoon Thursday, February 9 & 10, 2017.

ACTION: Stacia

9.2 Danica Moore

Sam, on behalf of the PA Campus Council would to thank Danica Moore for her contribution to the SPSA during her term as Director. As per Bylaw 7 – Electoral Regulations, the remaining Campus Council members will assume the responsibilities for this Director.

9.3 Executive Council Budget Retreat



The Executive Council Budget Retreat will be held February 2 – 5, 2017.

9.4 Meeting with Dr. Rosia and Dr. Neufeld

Vann and Stacia attended the January 18, 2017 Meeting. The next meeting is scheduled for February 28, 2017. All Executive Council members are encouraged to attend.

10. Subject: Next Meeting

The next meeting date is scheduled for March 31, 2017 and April 1, 2017 in Saskatoon.

11. Subject: Adjournment

MOVED by Natasha, SECONDED by Tammy to adjourn the meeting at 2:13 p.m.
CARRIED.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

Room 312 – Saskatoon, SK

Saturday, October 22, 2016

Present: Sam Ojo, VP Prince Albert; Emilio Conde, VP Saskatoon; Stacia Selinger, President; Jiakun Zhao, Director Saskatoon; Vann Cortez, VP Finance & Internal Operations; Natasha Roenspies, Director Prince Albert; , Godwin Ezizor, Director Saskatoon; Tammy Dun, Director Prince Albert; Hao Chung, Director Saskatoon; Tim Hazen (Staff) and Carol Tetreault (Staff)

Regrets: Danica Moore, Director Prince Albert

Stacia commended members and thanked them for their work at this morning's General Council Meeting Review Session (9:00 a.m. – 2:00 p.m.).

- 1. Subject: Call to Order**
Stacia called the meeting to order at 1:59 p.m.

- 2. Subject: Adoption of Agenda**
MOVED by Emilio, SECONDED by Vann to accept the Agenda as amended.
CARRIED.

- 3. Subject: Adoption of Meeting Minutes**
MOVED by Natasha, SECONDED by Sam to accept the March 19, 2016 Meeting Minutes as presented. CARRIED.

- 4. Subject: Executive Reports**
MOVED by Natasha, SECONDED by Tammy to accept the October 22, 2016 President's and Vice Presidents' Reports as presented. CARRIED.

- 5. Subject: Campus Council Reports**
MOVED by Vann, SECONDED by Sam to accept the October 22, 2016 Report of Natasha Roenspies, Director Prince Albert as presented. CARRIED.

Other Directors are asked to submit reports to Tim by Friday, October 28, 2016.

ACTION: Hao, Godwin, Tammy, Jiakun & Danica

- 6. Subject: Business Arising From Previous Meeting**

6.1 Master Partnership Agreement Negotiations

Stacia and Carol will be in attendance. The following meeting dates have been scheduled: October 27 and 28, November 3 and 18. Progress reports will be provided to Council on an on-going basis.

6.2 Discussion with Administration on Impact of lack of Representation on SPT Policy Review Committee

Ongoing.

ACTION: Executive Council

6.3 General Council Manual

Carol will complete a review of this document, provide updates and distribute to members for review and feedback.

ACTION: Carol

6.4 Timing of Elections

Complete.

6.5 Renaming of Operations

Complete.

6.6 Council Job Description Amendments

General Council has tasked the Governance & Policy Committee to review and provide drafted recommendations relating to Council members' job descriptions. Vann will coordinate meeting time.

ACTION: Governance & Policy Committee

6.7 Capital Asset Budget – Transition Retreat April 2 – 30, 2016

Complete.

6.8 Committee Representation

Council determined SPSA representation as follows:

Governance & Policy Committee Members

- Vann Cortez, Chair
- Natasha Roenspies, Director Prince Albert
- Tammy Dunn, Director Prince Albert
- Danica Moore, Director Prince Albert

Student Affairs Committee

- Emilio Conde, Chair
- Godwin Ezizor, Director Saskatoon
- Hao Chung, Director Saskatoon
- Jiakun Zhao, Director Saskatoon

Saskatchewan Polytechnic Councils/Committees

- Board of Directors (nominated) – Stacia Selinger, President

- Library Advisory Committee – Natasha Roenspies, Director Prince Albert & Jiakun Zhao, Director Saskatoon
- Harassment Prevention – Hao Chung, Director Saskatoon
- Policy Review Committee – Vann Cortez, VP Finance & Internal Operations
- New Academic Model – Emilio Conde, VP Saskatoon
- Connect SK – Sam Ojo, VP Prince Albert
- Program Council – Godwin Ezizor, Director Saskatoon
- Strategic Enrollment Management – Tammy Dunn, Director Prince Albert
- Student Leadership Advisory Council – Stacia Selinger, President; Emilio Conde, VP Saskatoon & Sam Ojo, VP Prince Albert
- International Education Council – Sam Ojo, VP Prince Albert & Emilio Conde, VP Saskatoon

7. Subject: Business for Future Discussion

There are no items for future discussion at this time.

8. Subject: New Business

8.1 Financial Statements – 1st Quarter Ending September 30, 2016

MOVED by Natasha, SECONDED by Tammy to accept the Financial Statements – 1st Quarter Ending September 30, 2016. CARRIED.

8.2 Audited Financial Statements YE June 30, 2016

MOVED by Sam, SECONDED by Natasha to present to the SPSA membership, the audited Financial Statements Year Ending June 30, 2016 as prepared by Deloitte. CARRIED.

8.3 Annual General Meeting

The Annual General Meeting will be held in both Saskatoon and Prince Albert Wednesday, November 2, 2016 12:00 noon: Room 252 Prince Albert; Room 312 Saskatoon.

Directors have been tasked with distributing AGM promotional flyers on Monday, October 31, 2016 and Tuesday, November 1, 2016 during the lunch hour.

ACTION: Directors

Carol to coordinate a mass email distribution promoting AGM.

ACTION: Carol

8.4 Bylaws Amendments

MOVED by Vann, SECONDED by Emilio to present the proposed Bylaws amendments to the SPSA membership at the upcoming Annual General Meeting in November 2, 2016. CARRIED.

8.5 Ballot Destruction

MOVED by Vann, SECONDED by Natasha to destroy the September, 2016 By-Election Ballots. CARRIED.

8.6 Policy Amendments

MOVED by Sam, SECONDED by Emilio to accept the amendments to the GOV-5 Director Honorarium and GOV-6 Executive Remuneration Policies as presented. CARRIED.

8.7 Policy Amendments

MOVED by Natasha, SECONDED by Tammy to accept the amendments to the GOV-2 Code of Ethics and Moral Integrity as presented. CARRIED.

9. Subject: Announcements

9.1 Student Advisory Council

The next Student Advisory Council Meeting is scheduled for Wednesday, October 26, 2016 in Prince Albert 12:00 noon and Saskatoon 4:00 p.m.

9.2 Recreation Services Review

Sam and Carol will attend the presentation of the Recreation Services Review this Monday, October 24, 2016.

9.3 Municipal Elections

Municipal Election Day is Wednesday, October 26, 2016.

10. Subject: Next Meeting

The next meeting date is slated for January 20 & 21, 2017 in Prince Albert.

11. Subject: Adjournment

MOVED by Natasha, SECONDED by Emilio to adjourn the meeting at 2:57 p.m. CARRIED.

Date Accepted:

Signature: