



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

Room 4.201 – Moose Jaw, SK

Sunday, October 22, 2017

- Present:** Vann Cortez, President; Fred Entz, VP Finance & Internal Operations (Video/Teleconference); Jesse White, VP Prince Albert; Pamela MacArthur, VP Regina; Suketu Ramsnehi, VP Moose Jaw; Dallas Burnett, VP Saskatoon; Brooke Field, Director Prince Albert; Justin Skwark, Director Prince Albert; Parampreet Singh, Director Prince Albert; Ankita Rastogi, Director Saskatoon; Apoorav Joshi, Director Moose Jaw; Tanvir Singh, Director Moose Jaw; Megan Ngo, Director Moose Jaw; Andrew Pinay, Director Regina; Bethany Brochu, Director Regina; Dan Christopher (Staff); and Carol Tetreault (Staff)
- Absent:** Arushi Joshi, Director Saskatoon and Charmielaine Pangan, Director Saskatoon
- Guest:** Wallace Hurlbert, Sask Polytech Director for Health, Safety and Security
- 1. Subject: Call to Order**
Vann called the meeting to order at 9:35 a.m.
 - 2. Subject: Adoption of Agenda**
MOVED by Dallas, SECONDED by Jesse to accept the Agenda as amended. CARRIED.
 - 3. Subject: Adoption of Meeting Minutes**
MOVED by Brooke, SECONDED by Pamela to accept the April 30, 2017 Meeting Minutes as presented. CARRIED.
 - 4. Subject: Executive Reports**
MOVED by Justin, SECONDED by Ankita to accept the October 22, 2017 President's & Vice Presidents' Reports as presented. CARRIED.
ACTION: Fred
 - 5. Subject: Campus Council Reports**
MOVED by Parampreet, SECONDED by Dallas to accept the October 22, 2017 Directors' Reports as presented. CARRIED.

Newly elected Directors will submit their Reports beginning next General Council Meeting. It was agreed that all future Reports will be sent directly to Dan three days prior to the meeting and Dan will distribute the Reports collectively.

6. Subject: Business Arising From Previous Meeting

6.1 Bylaws Revisions

Bylaw amendments are required to be approved by SPSA membership at the Annual General Meeting or a Special Meeting as outlined in Bylaw 15 – Meetings. Being that the AGM is scheduled for November 8, 2017 members determined this is not an appropriate timeframe for Moose Jaw and Regina General Council members to sufficiently review to suggest Bylaws amendments.

MOVED by Andrew, SECONDED by Justin to defer Bylaws amendments to a Special Meeting. CARRIED. Refer to Subject 8.7 Special Meeting Date for Bylaws Revisions.

SPSA staff will review and compile amendments reflecting the recent province-wide organization for Executive Council to review prior to presentation to General Council members.

ACTION: Staff & Executive Council

6.2 Transition Policy

Fred reviewed the SPSA's intent for a transition policy which is to assist with tasks such as new member orientation. Fred indicated that such a policy is complex and he will be interviewing new members for feedback with the goal of creating a draft for such a policy.

ACTION: Fred

Apoorav joined at 9:45 a.m., Tanvir joined at 9:46 a.m.

7. Subject: Business For Future Discussion

There is no Business for Future Discussion at this time.

Closed Session began at 9:50 a.m.

8. Subject: New Business

8.1 Financial Statements

8.1.1 1st Quarter Financial Statements Ending September 30, 2017

Fred invited questions from members.

MOVED by Justin, SECONDED by Parampreet to accept the 1st Quarter Financial Statements ending September 30, 2017 as presented. CARRIED.

8.1.2 YE June 2017 Audited Financial Statements

The YE June 2017 Audited Financial Statements will be available to our membership upon approval by General Council.

Vann commended the operational staff led by Carol Tetreault for ensuring auditing requirements were met.



MOVED by Pamela, SECONDED by Brooke to present the YE June 2017 Audited Financial Statements as received to our membership at the upcoming Annual General Meeting November 8, 2017. CARRIED.

As the South Campuses officially joined the SPSA July 1, 2017, it was noted that the voting on the YE June 30, 2017 Audited Financial Statements will be for Saskatoon and Prince Albert only.

8.2 AGM – November 8, 2017

The next AGM is scheduled for November 8, 2017. Campus Councils are tasked with encouraging membership attendance.

ACTION: Campus Councils

Advertising has been or will be distributed. Staff will compile all documentation for the meeting by Wednesday, October 25, 2017.

ACTION: Carol & Dan

The AGM will take place during the November 8, 2017 noon hour. Room locations are as follows:

- Moose Jaw – Macoun Lounge
- Prince Albert – Rm 153 Academic Building
- Regina – Room 716 Main Campus
- Saskatoon – Room 312 Main Campus

8.3 Selection of Committee Representatives

As per Bylaw #12, Directors and VPs need to create the SPSA's Standing Committees; Governance and Policy Committee and Student Affairs Committee. According to the Bylaw, each General Council Member is required to act as a representative on at least one of the SPSA's Standing Committees. The assignment was determined as follows:

<u>Governance & Policy Committee</u>	<u>Student Affairs Committee</u>
Fred Entz (Chair)	Pamela MacArthur (Chair)
Jesse White	Brooke Field
Dallas Burnett	Andrew Pinay
Ankita Rastogi	Apoorav Joshi
Suketu Ramsnehi	Arushi Joshi
Megan Ngo	Charmielaine Pangan
Justin Skwark	Parampreet Singh
Tanvir Singh	Bethany Brochu

8.4 SPSA Policy Revisions

Fred has requested feedback and is awaiting responses from members. Fred noted that several amendments may be required depending on future Bylaws amendments.

ACTION: Governance & Policy Committee Members

Several policies (for example, ADMIN-2) will need to be updated to remove any specific reference to campus locations ie) Prince Albert and Saskatoon.



MOVED by Dallas, SECONDED by Bethany to direct staff to remove any specific Campus locations referenced in any and all SPSA Policies. CARRIED. Staff will forward complete revisions to members.

ACTION: Carol & Dan

SPSA Staff will also track other necessary changes based on the new Student Association Agreement which will be forwarded to the appropriate Council for approval.

ACTION: Carol & Dan

8.5 Ballot Destruction

Fred announced that no grievances have been filed in relation to the Fall 2017 By-Election. MOVED by Fred, SECONDED by Bethany to destroy the 2017 Fall By-Election ballots. CARRIED.

ACTION: Carol

8.6 Health & Dental Plan – Expand Service to Include Part-time Students

Core/base Programs part-time students have identified the desire to be included in the SPSA Health & Dental Plan as currently, the Plan does not extend to these part-time students.

Vann noted that students on student loans are not covered for fees that are not automatically assessed by the institution. Presently, part-time students are not automatically assessed this fee but do have the option to opt-in. In turn, if these students were automatically assessed this fee, they could opt-out as is process for other automatically assessed students.

Andrew inquired as to why Basic Education (BE) students are not automatically assessed the fee. BE students are not part of core/base programming but rather funded by the Provincial Training Allowance. Any student under a provincially funded model would not be automatically assessed the fee but could opt in by paying the appropriate fees. A copy of this information is available on the SPSA website under the Health and Dental Plan tab.

Dallas brought up program changes and how the definitions of part-time and full-time may change with the modifications to the Academic Model. Staff will review the new Academic Model as it relates to program length prior to determining how best to adapt the Health & Dental Plan to meet the needs of our part-time students.

ACTION: Carol

The Student Association Agreement states that the SPSA fee structure must be submitted to Sask Polytechnic by February 28 for inclusion in the upcoming year's Tuition & Fee Policy. Carol will research various options for consideration.

ACTION: Carol

8.7 Special Meeting Date for Bylaws Revision

All members agreed that it is important for the new SPSA members to have appropriate time to ensure understanding of the SPSA Bylaws prior to suggesting any revisions. Members determined that a Special Meeting of our membership will be

scheduled for February 15, 2018 in order to present any such proposed amendments. Any proposed revisions for presentation will be reviewed and approved for presentation at the next General Council Meeting, set for January 27 and 28, 2018. Dan will coordinate logistics at the various campuses and include this topic on the AGM Agenda.

ACTION: Dan

8.8 Student Appeals Committee

Vann is in the process of researching Sask Polytech's proposed Policy and its Committee structure. The new Sask Polytech Student Appeal policy is slated to take effect January, 2018. In the previous policy, the Level 3 Appeal Committee included three faculty members and two students. The proposed policy only includes two faculty members and one student. Bias, fairness, and intimidation are now concerns. The SPSA feels the need to ensure that students are represented equally on the committee.

The Student Appeal process applies to issues such as being treated unfairly by an instructor. For example, being unnecessarily disciplined, put on probation, or locked out of classes. There are three levels to the appeal process, with this committee being the final level for appeal. The proposed Policy will continue to be reviewed to ensure proper representation and that the students' best interests are met.

ACTION: Vann

A current issue was brought up regarding an instructor possibly attempting to bias other institutions when providing a reference for a student. Carol will research whether or not Sask Polytechnic has a policy on providing a reference for a student.

ACTION: Carol

A copy of both the new and old Student Appeal Policy will be distributed to General Council members.

ACTION: Dan

8.9 Capital Asset Fund Disbursement

One priority for the SPSA is to ensure that the necessary computer and equipment is in place for Regina and Moose Jaw SA Offices.

MOVED by Andrew, SECONDED by Justin to direct the Executive Council to access the 2017-2018 Moose Jaw and Regina Capital Asset Funds for essential equipment purchases. CARRIED.

ACTION: Executive Council

Closed session ended at 10:50 a.m.

9. Subject: Announcements

9.1 Meeting with Minister of Advanced Education

On October 24, 2017, Vann is meeting with the Minister of Advanced Education in Regina. The last meeting of this type was approximately two years ago.



9.2 General Council Meeting Logistics

Vann thanked Dan and Carol for the coordination of the General Council Itinerary.

10. Subject: Next Meeting

January 27th and 28th, 2018. Exact times TBD.

Location: Prince Albert. Exact room TBD.

The following meeting will be in Regina – essentially a South/North rotation. Jesse suggested adding a fourth General Council meeting to cover all locations within a year. This suggested change would require a Bylaw amendment.

11. Subject: Adjournment

MOVED by Pamela, SECONDED by Bethany to adjourn the meeting at 10:56 a.m.
CARRIED.

Date Accepted:

Signature: