



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Videoconference Centres – Prince Albert, SK, Moose Jaw, SK, Regina, SK & Saskatoon, SK Wednesday, December 6, 2017

Present: Vann Cortez, President; Jesse White, VP Prince Albert; Dallas Burnett, VP Saskatoon; Suketu Ramsnehi, VP Moose Jaw; Pamela MacArthur, VP Regina; Dan Christopher, Staff and Carol Tetreault, Staff

1. Subject: Call to Order

Vann called the meeting to order at 4:07 p.m.

2. Subject: Adoption of Agenda

MOVED by Jesse, SECONDED by Pam to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Suketu, SECONDED by Dallas to accept the November 22, 2017 Meeting Minutes as presented. CARRIED.

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

MOVED by Suketu, SECONDED by Pam to accept the December 6, 2017 President's, Vice Presidents' Moose Jaw and Regina Reports as presented. CARRIED.

ACTION: Dallas & Jesse

5. Subject: Business Arising From Previous Meeting

5.1 Vice President's Report – November 22, 2017

Refer to Subject #4 President's and Vice Presidents' Reports.

5.2 Reasonable Accommodation Policy, Alignment of Terminology, Grades Appeals, and Student Appeals

AVP Strohan provided notice that the new Grade Appeal and Student Appeal Policies which would have been rolled over on January 1, 2018 will not come into effect as Sask Polytech has been unable to secure appropriate staffing. The existing Policies will remain in effect until further notice.

The SPSA is concerned about the lack of clarity regarding when policy amendments take effect. Preparing to follow new policy and informally reverting to old policies could cause confusion for students.



Not knowing which policy the SPSA should be following affects our ability to guide our membership appropriately. Jesse suggested focusing on the issue of why the SPSA was notified quite late about the need to maintain the old policies. Dan will research Sask Polytech's policy on policy amendments.

ACTION: Dan

5.3 Meeting with City of Saskatoon re: Subsidized Student Transit – City Transit Campus Visit

Deferred.

ACTION: Dallas

5.4 Open Textbook Initiative Advocacy Strategy

Jesse mentioned that Prince Albert SAC discussed the Open Textbook Initiative and suggested an awareness campaign through social media. Dallas pointed out that the Open Textbook Initiative at Sask Polytech is a bit more complex than it is at the U of S because Sask Polytech textbooks are very course-specific. The strategy moving forward would be to focus on textbooks that are common to several classes. Vann informed members that Sask Polytech has already set aside funding for this but needs to determine an action plan, and has welcomed the SPSA's assistance by engaging students in this initiative.

Vann clarified that the initiative is still being developed and that the message from the SPSA is to alert students that this option is in development stages and will hopefully become a reality soon. It was suggested that the SPSA inquire as to the status of this initiative. Jesse and Dallas will request an update from Rian Misfeldt, Library Services who is leading this initiative on behalf of Sask Polytech.

ACTION: Jesse & Dallas

5.5 Sask Polytech Board of Directors Student Representative Appointment by Legislature

Deferred.

ACTION: Vann

5.6 Transition Policy Draft Meetings

Carol suggested getting access to the correspondence relating to this initiative to review prior to handing over to the new VP Finance & Internal Operations. Vann will be responsible to gather the files. Dan will make arrangements with Ashley to get Vann access.

ACTION: Vann & Dan

5.7 Signage – Operations

5.7.1 Rebranding

Deferred.

ACTION: Carol

5.7.2 Prince Albert Staffing Update



The Prince Albert canteen interviews held today and yesterday went very well. With the gate repairs slated to be complete by the end of next week, the planned start date is December 27, 2017 for training, with the canteen opening January 2, 2018.

The Campus Manager's position will be reposted on December 11, 2017 closing December 22, 2017. Dan has asked Sask Polytech to help advertise the position through Student Employment Services. Carol hopes to schedule interviews for December 27-29, 2017.

ACTION: Carol

5.7.3 Prince Albert Events

Prince Albert's Holiday Party is happening tomorrow. Ashley and Vanessa from Saskatoon will attend this event as coordinators. The Prince Albert Campus Council has been heavily promoting the event.

5.8 Lobby Efforts for Sask Polytechnic Campuses

5.8.1 Discussion with Dr. Dennis Johnson, VP Strategy
Deferred.

ACTION: Executive Council

5.8.2 Campus Strategies

Deferred.

ACTION: Campus VPs

5.9 Feedback from SAC – SA/SU Council Structures - PowerPoint Presentation Distribution.

Complete.

5.10 SCBScN Agreement

Complete.

5.11 Review Other SAs/SUs re: Institutional Representation

Deferred.

ACTION: Carol & Dan

5.12 Schedules to Dan for EC Meeting Coordination

Deferred.

ACTION: Jesse

5.13 Elections Follow-Up

5.13.1 Support Email from AVP Strohan

Deferred.

ACTION: Jesse

5.13.2 Mass-Emailing Request

Vann will forward Fred's emails requesting student email addresses to Carol. Sask Polytech has developed a report which contains student name, program, start and end dates but is still missing their email addresses.

ACTION: Vann

5.14 Review of Student Association Agreement

Ongoing.

ACTION: Executive Council

5.15 Bylaws Revisions

Progress has been made. However, the Council structure needs to be determined before the remaining Bylaws can be reviewed.

ACTION: Dan & Carol

5.16 Meeting with AVP Strohan re: Student Services Strategy

Dallas notified VPs that the tentative meeting date and time is January 25, 2018 from 2:00 p.m. to 4:30 p.m. The meeting will likely be via video- or tele-conference. As Pam did not receive Dallas' email, she will notify Dallas of her availability.

ACTION: Pam

5.17 January General Council Meeting

5.17.1 Confirm Specific Dates

The January General Council Meeting will be held Saturday and Sunday, January 27-28, 2018. An itinerary and agenda are presently being developed.

ACTION: Dan & Vann

5.17.2 Prince Albert Activity Options

Vann, Jesse, and Dan continue discussing options.

ACTION: Jesse, Dan & Vann

5.18 Advertising Vacant VP Finance & Internal Operations Position

Complete.

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 Pam, SECONDED by Suketu to accept the December 6, 2017 General Manager's Report as presented. CARRIED.

8. Subject: Student Life Events

8.1 Campus Specific Awards Night

8.1.1 Awards Listings Distribution

Complete.

8.1.2 VPs' Meetings with Campus Managers to Discuss Campus Awards Night

Jesse will meet with Carol to discuss the event for the Prince Albert Campus. The date and time for the meeting is TBD. The Saskatoon Campus Council will be meeting with Andrew tomorrow. Suketu's plan for Moose Jaw is TBD. Pam is meeting with Crystal on Friday.

ACTION: Campus VPs & Carol

8.2 Provincial Gaming Event Consultation – Design

Deferred.

ACTION: Carol

9. Subject: In-Camera Session

The in-camera session began at 4:48 p.m. and ended at 5:29 p.m.

10. Subject: New Business

10.1 Financial Statements ME October, 2017

MOVED by Pam, SECONDED by Suketu to accept the October, 2017 Month End Financial Statements as presented. CARRIED.

10.2 Transit/U-PASS SurveyMonkey Survey

Carol believes a survey is a very realistic option for all campuses. The format would be a simple survey asking two questions: what campus the respondent attends and if they are in favor of a mandatory U-PASS fee. Fees for the survey are minimal and should not be a deterrent. The survey will be emailed to all Sask Polytech students, once the mailing list has been made available. Ideally, this would be sent out for the January intake. Dan will talk to Ashley about coordinating this. Ashley can liaise with Carol as necessary.

ACTION: Dan

10.3 Director Honorariums

Dan has been making some changes to how Directors' activities are being monitored. He suggested ensuring that Directors are aware of Policy GOV-5 Director's Honorariums highlighting on points such as having maximum payouts for activities and minimum requirements for job bonuses.

Jesse asked about prorating requirements for the job bonus for Directors elected later in the year. Carol indicated that prorating job bonuses in this case is an option. There was concern regarding the job functions that depend upon Sask Polytech committees and councils. Directors cannot do anything if they are not given the opportunity. All agreed. It was noted that the Governance & Policy Committee is in review of Policy GOV-5.



11. Subject: Announcements

11.1 New VP Finance & Internal Operations

The new VP Finance & Internal Operations will be voted in prior to the December 20, 2017 Executive Council Meeting. This position will be elected as per Bylaw 7 via email vote. The cut deadline date for nominee submission will be December 8, 2017. Vann will provide the listing to VPs for consideration and voting. Dan will ensure the appropriate paperwork is maintained. Carol will inquire with Laura Anholt, RBC regarding amendments to SPSA signing authority.

ACTION: Vann, Carol & Dan

11.2 Campus Council Dinners

Carol indicated that traditionally the Campus VPs host a Holiday Dinner at a local restaurant for their Council members. VPs will arrange with their respective Councils.

11.3 Council Zip-up Bunny Hugs

Dan will speak with Ashley about ordering more SPSA bunny hugs/hoodies for the new SPSA members.

ACTION: Dan

11.4 Interview for Director of Student Engagement & Learning

Vann will be attending an interview for Sask Polytech's Director of Student Engagement & Learning. The interview will be on December 15, 2017 in Regina. Dan will assist with travel arrangements.

ACTION: Dan

11.5 Scholarships, Loans and Bursaries Meeting

The next Scholarships, Loans and Bursaries Meeting will be occurring on January 23, 2018.

12. Subject: Next Meeting

Next Meeting: Time TBD. Wednesday, December 20, 2017

Location: TBD

13. Subject: Adjournment

MOVED by Jesse, SECONDED by Dallas to adjourn the meeting at 5:45 p.m. CARRIED.

Date Accepted:

Signature: