



# SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

## EXECUTIVE COUNCIL MEETING MINUTES

**Videoconference Centres – Moose Jaw, SK, Prince Albert, SK, Regina, SK, & Saskatoon, SK**

**Wednesday, May 2, 2018**

**Present:** Justin Skwark, President; Dustin Hunt, VP Regina; Anna Lueke, VP Prince Albert; Chiragkumar Patel, VP Finance & Internal Operations; Dallas Burnett, VP Saskatoon; Arvinder Singh, VP Moose Jaw; Dan Christopher, Staff and Carol Tetreault, Staff

**Absent:** N/A

**1. Subject: Call to Order**

Justin called the meeting to order at 4:08 p.m.

**2. Subject: Adoption of Agenda**

MOVED by Chirag, SECONDED by Dustin to accept the Agenda as amended. CARRIED.

**3. Subject: Adoption of Meeting Minutes**

Deferred.

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

MOVED by Chirag, SECONDED by Arvinder to accept the May 2, 2018 President's Report as presented. CARRIED.

**ACTION: VPs**

**5. Subject: Action Items**

5.1 Vice Presidents' Reports

Justin submitted his report. Suketu and Jesse have completed their terms with the SPSA.

5.2 Open Textbook Initiative Advocacy Strategy – Request for Sask Polytech Update

The Executive Council decided that a new council member will be tasked with taking the lead on this initiative. Carol provided background on this initiative. Justin suggested having a VP Campus take the role.

Rian Misfeldt, Library Services, Regina is the Sask Polytech contact person for this initiative. Someone will need to contact him for an update or to check-in to get his feedback on what textbooks can be shared between programs.

Carol will provide additional background information to the member who will take the lead on this initiative.

**ACTION: Executive Council**

5.3 Signage – Operations – Rebranding

Deferred.

**ACTION: Carol**

5.4 Lobby Efforts for Sask Polytechnic Campuses – Sask Polytech’s Master Plan Request

Deferred.

**ACTION: Carol**

5.5 Review Other SAs/SUs re: Institutional Representation

Deferred.

**ACTION: Carol & Dan**

Dallas joined the meeting at 4:24 p.m.

5.6 Student Association Agreement – Review of Agreement

Carol suggested reviewing the agreement outside of the regular biweekly meetings. It was decided that this item should not be considered “complete” as the eventual objective is to discuss the Agreement with Sask Polytech. The review will start when summer employment begins.

**ACTION: Executive Council**

5.7 Campus Cleanliness – Campus Tours

Dallas reported on the Ministry of Central Services’ participation in a Saskatoon campus tour. Assistant Deputy Minister Nancy Cherney and three of her subordinates visited the campus on April 25. Several examples of the lack of cleanliness were pointed out. They clarified which problems were ones MCS is responsible for, and which should be dealt with by Sask Polytech.

Dallas mentioned that he received a message from the Sask Polytech Library on May 1 regarding the cleanliness of the tables in that location as brought to the attention of Dallas at a recent SOFA Meeting. Library staff indicated that as they have now been made aware of the issue, they will be making an effort to correct it. Justin requested a copy of the email from the Library. Dallas will forward the email.

**ACTION: Dallas**

5.8 Student Affairs Committee Update – Withdrawals and Refunds

Ongoing.

**ACTION: Dallas**

5.9 Tracking Committee Attendance – VP Saskatoon Confirming Meeting Attendance  
Complete.

5.10 Policy GOV-5 Changes – Distribution to GC

Complete.

5.11 Leaders Hall – Letters and Tags

Complete.

5.12 Policy Review – Capitalization in Policies

Dan had been waiting for GOV-5 final changes to be approved. He will proceed with the corrections.

**ACTION: Dan**

5.13 Moose Jaw Grand Opening

Chirag has not had a chance to speak with Will, Campus Manager Moose Jaw. Carol clarified that the item is specifically regarding Arvinder, Chirag, and Moose Jaw staff working on the promotion over the summer. Ongoing.

**ACTION: Arvinder, Chirag, & Staff**

**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)
- 6.8 Bookstore Concerns (January 10, 2018)
- 6.9 Combining Saskatoon Campuses (March 7, 2018)
- 6.10 Campus Specific Awards Nights (April 4, 2018)

**7. Subject: General Manager's Report**

Deferred.

**8. Subject: Student Life Events**

There are no Student Life Events at this time.

**9. Subject: New Business**

9.1 SWAG Items

Every year, the SPSA purchases promotional items. Carol requested suggestions for this year's items so that we can begin pricing various options. Suggestions are to be in to Carol by the end of this week.

**ACTION: Executive Council**

9.2 Saskatoon Nursing Students' Society Club Re-Ratification



Dan received the re-ratification package. He will distribute to the Executive Council for review.

**ACTION: Dan**

Dallas wants to speak with one of the Society's representatives prior to the re-ratification process.

**ACTION: Dallas**

### 9.3 Number of General Council Meetings

Members discussed the possibility of increasing the number of General Council meetings and the procedures needed to amend the Bylaws as well as the applicable Policies. Dallas felt that the current number of meetings is acceptable. Members determined that further discussion is warranted on this topic.

Carol suggested more informal videoconferences to discuss these topics outside of EC Meetings. The first meeting has been scheduled for Monday where members will review the GC job descriptions. This item will be included as discussion at the informal meetings.

**ACTION: Executive Council**

Carol will have Dan contact all Campus Managers to schedule a meeting with their EC members and review office procedures.

**ACTION: Dan**

**10. Subject: In-Camera Session**

The in-camera session began at 4:54 p.m.

The in-camera session ended at 5:19 p.m.

**11. Subject: Announcements**

11.1 Dustin's Summer Availability

Dustin will have more information on his availability as of Friday.

11.2 Carol – Out of Office

Carol will be out of the office May 21-24.

**12. Subject: Next Meeting**

May 16, 2018. 4:00 p.m.

Location: Videoconference Centres

**13. Subject: Adjournment**

The meeting was adjourned at 5:32 p.m.

Date Accepted:



Signature: