



# SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

## EXECUTIVE COUNCIL MEETING MINUTES

### Video Conference Centres – Prince Albert, Moose Jaw, Regina and Saskatoon Campuses

Wednesday, October 10, 2018

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

**1. Subject: Call to Order**

Justin called the meeting to order at 4:10 p.m.

**2. Subject: Adoption of Agenda**

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

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

MOVED by Chiragkumar, SECONDED by Dallas to accept the September 26, 2018 Meeting Minutes as presented. CARRIED.

**4. Subject: Closed Session**

There were no items for the Closed Session.

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

MOVED by Dallas, SECONDED by Anna to accept the October 10, 2018 President, Vice President Prince Albert Campus, Vice President Finance & Internal Operations, Vice President Saskatoon Campus and Vice President Regina Campus Reports as presented. CARRIED.

**ACTION: Sukhjot**

**6. Subject: Action Items**

6.1 September 26, 2018 VP Finance & Internal Operations' Report  
Refer to Subject #4 – President's & Vice Presidents' Reports.

6.2 Open Educational Resource Initiative Committee  
Deferred.

**ACTION: Chiragkumar**

### 6.3 Signage – Operations – Rebranding

Deferred.

**ACTION: Carol**

### 6.4 Saskatchewan Polytechnic Campuses Improvements - Lobby Efforts

Chiragkumar, Anna and Dallas provided their feedback. Dustin, Justin and Sukhjot will forward their feedback.

**ACTION: Dustin, Justin & Sukhjot**

### 6.5 Review Other SAs/SUs re: Institutional Representation

Members discussed the lack of student representation when recent amendments to the Policy Development Policy and the Tuition & Fee Policy were approved; the April 28, 2017 and June 23, 2017 Board of Directors' Meeting Minutes under Attendance, states, "No student representative – currently awaiting new appointment."

Members discussed various options as to how and who to address our concerns with in regards to the lack of the student voice at the decision making table. As this decision was approved by Saskatchewan Polytechnic Board of Directors, Justin will contact Board of Directors' Executive Assistant, Trish Schmidt to inquire as to options to address our concerns.

**ACTION: Justin**

### 6.6 SA Agreement

#### 6.6.1 Review of Student Association Agreement

This item will be added to the GC Agenda.

**ACTION: Executive Council**

### 6.7 SP Policy Consultation Process

#### 6.7.1 Distribution of Timing of Approval of new SP Policy Process

Complete.

#### 6.7.2 Feedback from Advocacy re: SP Academic Council Terms of Reference

Complete.

### 6.8 Tuition & Fees Policy Revisions for this Academic Year – Student Affairs Committee Review

Dallas informed members that this meeting has been rescheduled to October 16, 2018.

Chiragkumar indicated that he met with AVP Strohan regarding the specifics in relation to the Tuition & Fee Policy Item #4.5 International Education Programming and Service Fee of \$50.00 (\$25/semester). Chiragkumar's understanding is that this fee may not necessarily be for specific services but rather to develop a fund for future services. AVP Strohan further indicated that this fee is in line with that of other institutions. Prior to determining the SPSA's position, members determined that additional information is required:

- Chiragkumar will request Sask Polytech's research into other institutions.

**ACTION: Chiragkumar**

- Carol will gather research on international student's fee structures from other institutions.

**ACTION: Carol**

- Carol will contact Jason Mazzei, International Education to request a listing of the services that students receive or will receive for this fee.

**ACTION: Carol**

Members agreed that if there are "focused" services available for specific student groups to access, these services should be advertised to the students. Members expressed concern that other groups of students receive "focused" services and are not charged an additional fee. In turn, this charge could appear as if a specific group of students is being segregated and not treated equitably. Dallas will also request clarification at his meeting with AVP Strohan on October 16, 2018.

**ACTION: Dallas**

#### 6.9 Saskatoon Nursing Students' Society Club Inquiry

Complete.

#### 6.10 Verification of Content in Program Handbooks/Guidelines

Deferred.

**ACTION: Carol**

#### 6.11 Campus Specific Awards Nights

Deferred.

**ACTION: Sukhjot, Anna & Carol**

#### 6.12 Campus Specific Face Page Logistics

Deferred.

**ACTION: Carol**

#### 6.13 Library Collection Development Fund Status

Carol spoke with Juliet Nielsen, Library Services who provided the following information:

- Accessing the fund by instructors was restricted at the end of last academic year.
- During the restriction, materials could be accessed through a borrowing arrangement with other Libraries of which Sask Polytech would cover the cost.
- Borrowing resource materials from other Libraries could take up to 10 days to receive.
- The restriction was lifted mid-September.
- The fund was reduced significantly for this year as well as for subsequent years.

Dallas will contact Rian Misfeldt, Library Services to gain additional information, to include: was the fund being utilized, is this a "fund" or a "budget line", and where have the funds that were cut gone to?

**ACTION: Dallas**

#### 6.14 Michael Landsberg's Presentations

Michael Landsberg's booking agency responded with the following information:

- A keynote speaking engagement ranges from \$12,000 -15,000/booking. Four campuses would equal four bookings.
- If we were booking multiple engagements, the agency would consider a price reduction.
- Michael Landsberg is fairly flexible with his bookings -- doing two engagements a day (PA and Saskatoon on one day/MJ and Regina another) could be realistic.
- Travel expenses are an additional cost – she noted that he is an economy traveler.
- It was suggested that we provide three “windows” of time that would work for our students of which the agency believes he could accommodate at least one of our time slots.

Justin will provide Dr. Rosia with this information and get direction as to whether or not he approves hosting these events.

**ACTION: Justin**

#### 6.15 General Council Meeting – October, 2018

The first General Council Meeting will be held in Prince Albert October 20 – 21, 2018.

Carol to coordinate meeting logistics.

**ACTION: Carol**

#### 6.16 AGM Logistics

The SPSA Annual General Meeting is scheduled for Tuesday, November 6, 2018. Staff will coordinate Campus logistics.

**ACTION: Carol**

#### 6.17 Online Counselling Services – Gallivan & Associates

##### 6.17.1 Distribution of Information

Complete.

##### 6.17.2 Discussion with SOFA Representatives

Deferred.

**ACTION: VP Campuses**

#### **7. Subject: Business for Future Discussion**

- 7.1 Daycare Services during Exam Week (April 13, 2016)
- 7.2 Student Advisory Council Incentives/Rewards Program (March 21, 2017)
- 7.3 Input into the Development of Sask Polytech Student Satisfaction/Faculty Assessment Surveys (April 18, 2017)
- 7.4 Bookstore Concerns (January 10, 2018)
- 7.5 Combining Saskatoon Campuses (March 7, 2018)

#### **8. Subject: General Manager's Report**



MOVED by Chiragkumar, SECONDED by Dallas to accept the October 10, 2018 General Manager's Report as presented. CARRIED.

**9. Subject: Student Life Events**

There are no Student Life Events at this time.

**10. Subject: New Business**

10.1 SPSA Trust Funds

Carol shared documentation outlining the request and subsequent follow up correspondence to Donor & Alumni Relations regarding SPSA's options as they relate to the SPSA Trust Funds. To date no response has been received. MOVED by Dallas, SECONDED by Anna to request this information by October 19, 2018. Should this information not be received, the SPSA will request that Donor & Alumni Relations return the Woodland Campus and Kelsey Campus Trust Funds to the SPSA. CARRIED.

**ACTION: Carol**

10.2 SPSA Audited Financial Statements

MOVED by Chiragkumar, SECONDED by Dallas to request General Council endorsement to present the Audited Financial Statements Year Ending June 30, 2018 to the membership at the November 6, 2018 Annual General Meeting. CARRIED.

**ACTION: Carol**

10.3 Clubs' Policies Amendments

Review of proposed Policies amendments with General Council.

**ACTION: Executive Council**

10.4 ME July/August 2018 Financial Statements

MOVED by Chiragkumar, SECONDED by Dallas to accept the July, 2018 and August, 2018 Month End Financial Statements as presented. CARRIED.

10.5 Directors' Vacant Position

Campus VPs will provide information on their vacant Directors' positions at the next SOFA Meeting.

**ACTION: Campus VPs**

10.6 Library Advisory Council Meetings

Campus VPs will delegate an individual to attend their respective Campus' meeting.

**ACTION: Campus VPs**

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

The in-camera session began at 5:39 p.m.

In camera session closed at 5:48 a.m.



**12. Subject: Announcements**

12.1 Clubs

Newly ratified clubs are as follows:

Saskatoon

- Animal Welfare Club – Vet Tech

PA

- Indigenous Student Leadership Council (Re-ratification)

Moose Jaw

- Dungeons & Dragons
- Moose Jaw ESports Club

12.2 SOFA Meetings Saskatoon

Dallas reported that upcoming Saskatoon SOFA Meetings will include Saskatchewan Polytechnic representatives from the Intercultural Department, Library Services and Registration Services.

12.3 Regina Campus Director

Dustin welcomed newly appointed Director Regina Campus – Tessa Dougherty.

**13. Subject: Next Meeting**

Video Conference Centres – October 24, 2018 Time – TBA.

**14. Subject: Adjournment**

The meeting was adjourned at 6:05 p.m.

Date Accepted:

Signature: