

SIASST STUDENTS' ASSOCIATION KELSEY & WOODLAND INC.
GENERAL COUNCIL MEETING MINUTES
Wednesday April 20, 2011
Videoconference Centres – Kelsey & Woodland Campuses

Present: Jeanette Murphy (Chairperson), Jaelyn Willness, Tara Pejski, Nyssa McDonald, Jeff Harder, Carol Tetreault (Staff), and Holly Thompson (Staff)

Absent: Trinity McKay (Proxy), Josh Poetker, Laura Hopper, Tristan Aitken

1. Subject: Call to Order

Jeanette called the meeting to order at 4:38 p.m.

2. Subject: Adoption of Agenda

MOVED by Jaelyn, SECONDED by Nyssa to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes – March 22, 2011

MOVED by Tara, SECONDED by Jeff to accept the March 22, 2011 Meeting Minutes as presented. CARRIED.

4. Subject: Executive Reports

Defer to new Council members.

5. Subject: Campus Council Updates

Defer to new Council members.

6. Subject: Old Business

6.1 Reserve Funds Policy

MOVED by Jaelyn, SECONDED by Nyssa to accept the ADMIN-9 Reserve Funds Policy as presented. CARRIED.

6.2 Bylaw Amendments

6.2.1 Executive & Council Member Job Descriptions

Jeanette announced that there will be no amendments to the Executive and Council member job descriptions at this time.

6.3 External & Internal Committee Terms of Reference Update

Carol and Jaelyn to review the TORs and put forth required Bylaw amendments.

ACTION: Carol & Jaelyn

6.4 Travel Policy
Complete.

6.5 SIAST Board Seat

A draft Agreement has been forwarded to the other SAs outlining a 3-way organizational rotation requiring an Executive member to hold the student representative on the SIAST Board. Wascana has indicated their agreement to this draft, however Palliser has not yet responded.

As it is our SAs' turn in the rotation, Jeanette will forward Jaelyn's name as the representative for our SA.

ACTION: Jeanette

6.6 Aboriginal Student Action Plan (ASAP) Representative

Jeanette indicated that the Terms of Reference for the Aboriginal Student Action Plan is being updated. The Council will need to put a representative's name forward in the new academic year.

6.7 Bear Pit Campus Sessions
Complete.

6.8 Contingency Plan Update

Jeanette indicated that based on legal council's opinion, there will be no organizational structure amendment at this time. Executive Council will review other Colleges' structures for possible options.

Jaelyn indicated that it cost the SA approximately \$1,200 for legal council to formalize in writing the discussions previously held with Executive members.

7. Subject: New Business

7.1 3rd Quarter Financials-Quarter Ending March 31, 2011

MOVED by Jeff, SECONDED by Jaelyn to accept the 3rd Quarter Financial Statements ending March 31, 2011 as presented.
CARRIED.

7.2 Ballot Destruction

MOVED by Nyssa, SECONDED by Jeff to destroy the Spring 2011 Election ballots. CARRIED.

8. Subject: Announcements

8.1 End of Term

In order to ensure the necessary operational adjustments for end of term, Carol asked members to provide her with their intentions. All

BlackBerries, credit cards, office keys, and parking passes are to be returned to the SA prior to the morning of April 27, 2011, unless other arrangements are made.

9. Subject: Next Meeting
To be announced.

11. Subject: Adjournment
MOVED by Jeff, SECONDED by Nyssa to adjourn the meeting at 4:54 p.m. CARRIED.

SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND INC.
GENERAL COUNCIL MEETING MINUTES
Tuesday March 22, 2011
Teleconference Centres - Kelsey and Woodland Campuses

Present: Collin Holderness (Chairperson), Jaelyn Willness, Tara Pejski, Josh Poetker, Laura Hopper, Nyssa McDonald, Trinity McKay, Jeff Harder, Tristan Aitken, Carol Tetreault (Staff), and Holly Thompson (Staff)

Absent: Jeanette Murphy (Proxy)

1. Subject: Call to Order

Collin called meeting to order at 4:07 p.m.

2. Subject: Adoption of Agenda

MOVED by Jaelyn, SECONDED by Josh to accept the Agenda as presented. CARRIED.

3. Subject: Adoption of Meeting Minutes – January 15, 2011

MOVED by Jaelyn, SECONDED by Jeff to accept the January 15, 2011 Meeting Minutes as presented. CARRIED.

4. Subject: New Business

4.1 Proposed Budget 2011-2012

Jaelyn presented the proposed SA Budget for the 2011-2012 year highlighting on the following:

- Five percent allocation to the increase to the SA employees salary scales.
- Capital Funding of \$50 000.00 has been allocated primarily to renovating Woody's, Canteen, and the SA Office at Woodland Campus.
- An additional 10 percent total of employees' salaries has been allocated to the development of an employee bonus structure.

MOVED by Jaelyn, SECONDED by Tara to accept the proposed budget for the 2010-2011 year as presented. CARRIED.

5. Subject: Announcements

5.1 Contingency Plan

Jaelyn reported that she and Jeanette met with legal council to discuss proposed Bylaw and job description amendments brought forth by the Executive Council developed at the Transition Retreat. Jaelyn announced that legal council's recommendation was not to move in this direction as it would change the entire structure of the organization. Executive members will meet to discuss recommendations in order to develop a revised plan.

ACTION: Executive Council

6. Subject: Next Meeting

The next meeting will be in April, 2011 (specific date and time TBA).

7. Subject: Adjournment

MOVED by Jeff, SECONDED by Jaelyn to adjourn the meeting at 4:23 p.m. CARRIED.

SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND INC.
GENERAL COUNCIL MEETING MINUTES
Saturday January 15, 2011
SIAST Kelsey Campus – Room 147

Present: Jeanette Murphy, Jaelyn Willness, Tara Pejski, Collin Holderness, Josh Poetker, Laura Hopper, Nyssa McDonald, Trinity McKay, Jeff Harder, Tristan Aitken, Carol Tetreault (staff), Holly Thompson (staff), Katie Thebaud (chairperson)

1. Subject: Call to Order

Katie called the meeting to order at 9:36 a.m.

2. Subject: Adoption of Agenda

MOVED by Jeanette, SECONDED by Collin to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes – October 23, 2010

MOVED by Jaelyn, SECONDED by Collin to accept the October 23, 2010 Meeting Minutes as presented. CARRIED.

4. Subject: Executive Reports

MOVED by Collin, SECONDED by Josh to accept the Executive Reports as presented. CARRIED.

5. Subject: Campus Council Reports

Reports were presented verbally. It was noted that if a motion is put forth to accept these reports at the Campus Council Meetings, Subject 5 will be amended to "Campus Council Updates".

6. Subject: Old Business

6.1 Saskatoon Chamber of Commerce Application
Complete.

6.2 Reserve Funds Policy
This Policy has been drafted and will be distributed to the appropriate approval body.

ACTION: Jaelyn & Carol

6.3 Development of Committee Representatives' Listing
Complete.

6.4 SA Fees
MOVED by Jaelyn, SECONDED by Laura to increase the operating student fee from \$95.00 to \$100.00 and increase the building student fee from \$5.00 to \$20.00. The 2011-2012 student fee will be assessed at \$120.00 per full-time student , and pro-rated accordingly for other fee-paying categories. CARRIED.

6.5 Bylaw Amendments

6.5.1 Meeting Structure
Complete.

6.5.2 Executive & Council Member Job Descriptions

The External Policy and Strategic Positioning Committee will research and review other campuses' job positions.

ACTION: External Policy & Strategic Positioning Committee & Jeanette

6.6 Policy and Bylaw Review
Complete.

6.7 Executive Remuneration Policy/Amendment
Complete.

6.8 Reciprocal Agreement Draft Between SIAST Union & SA
Complete.

7. Subject: New Business

7.1 General Council Committees

Jeanette to update the Terms of Reference document for the External Committee and Jaelyn to update the Terms of Reference for the Internal Committee. It was decided that this General Council meeting will see all members attending committee meetings, referred to as Committee of the Whole.

ACTION: Jeanette & Jaelyn

7.2 Travel Policy Review

The travel policy has been revised and will be brought forward to Executive Council for approval.

ACTION: Jaelyn

7.3 Annual Services Review

The Committee met to review our services. Guidelines and procedures may be adjusted to maximize student access, usage and budget dollars. New service recommendations include: a postal outlet to assist in student loan processing and a multicultural/pride centre.

7.4 SIAST Board Seat

Jeanette had met with the SA Presidents from Wascana and Palliser regarding the rotation of the representation on the SIAST Board. Presently the rotation is by Campus (four-way). The other SAs would like to see a three-way rotation alternating representation based on the number of SAs. Being that our SA has the majority of SIAST students, Jeanette will continue to lobby for representation based on population. Jeanette to request an in-person meeting with the other SAs' Presidents to further discuss.

ACTION: Jeanette

7.5 2nd Quarter Financials- Quarter Ending December 31, 2010

MOVED by Jaelyn, SECONDED by Laura to accept the 2nd Quarter Financials – Quarter Ending December 31, 2010 as presented. CARRIED.

7.6 Student Appeal Committee Members

Campus Council members have agreed to have their names forwarded to act as representatives for the Student Appeals Committee.

7.7 Aboriginal Student Action Plan (ASAP) Representative

Jeanette to contact Alison Pickrell to amend the representative status from an aboriginal student to an executive member.

ACTION: Jeanette

7.8 Bear Pit Campus Council Sessions

In order to better educate incoming members, an orientation checklist for elected or appointed members will be created to ensure appropriate information is received. VP Kelsey and VP Woodland will discuss with their Councils and the information gathered will be compiled into the checklist.

ACTION: Collin & Tara

8. Subject: Announcements

There are no announcements at this time.

9. Subject: Next Meeting

The next meeting will be in March 2011 (specific date and time TBA).

11. Subject: Adjournment

MOVED by Collin, SECONDED by Tristan to adjourn the meeting at 11:43 a.m. CARRIED.

SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND INC.
GENERAL COUNCIL - MEETING MINUTES
Saturday, October 23, 2010
SIAST Woodland Campus – Room F211

PRESENT: Nyssa McDonald, TrinityMcKay, Tara Pejski, Adrian Knievel, Laura Hopper, Patricia Albert, Jeanette Murphy, Jaelyn Willness, Joel MacFarlane, Josh Poetker (Proxy), Collin Holderness (Chair), Carol Tetreault (Staff), Sheila Gilbertson (Staff)

ABSENT: Josh Poetker (Proxy)

1. Call to Order

Collin called the meeting to order at 9:17 a.m.

2. Adoption of Agenda

MOVED by Tara, SECONDED by Jaelyn to accept the Agenda as presented. CARRIED.

3. Adoption of Meeting Minutes – May 11, 2010

MOVED by Jeanette, SECONDED by Adrian to accept the May 11, 2010 Meeting Minutes as presented. CARRIED.

4. Executive Reports

MOVED by Jeanette, SECONDED by Jaelyn to accept the Executive Reports as presented. CARRIED.

5. Campus Council Reports

MOVED by Jeanette, SECONDED by Jaelyn to accept the Campus Council Reports as presented. CARRIED.

6. Old Business

6.1. Saskatoon Chamber of Commerce Fees

Tara reviewed the benefits of becoming a member.

MOVED by Jeanette SECONDED by Patricia that the SIAST SA Kelsey & Woodland Campuses, Kelsey Campus becomes a member of the Saskatoon Chamber of Commerce. CARRIED

Sheila will coordinate the preparation of the application.

ACTION: Sheila

6.2. Reserve Funds Policy

Research has been completed. Jaelyn and Carol will draft a policy.

ACTION: Jaelyn & Carol

6.3. SIAST Programs – Raising Funds as Course Curriculum

Members agreed that these concerns are at present no longer an issue.

6.4. Development of Committee Representatives' Listing

Jeanette will create a listing of Committee Representatives.

ACTION: Jeanette

6.5. SA Fees

Jaelyn and Carol will research SA fees for colleges and technical institutes across Western Canada.

ACTION: Jaelyn & Carol

6.6. Signing of Oath of Office

Complete.

7. New Business

7.1. Org Structure of Council

Refer to 7.2 Bylaw Amendments

7.2. Bylaw Amendments

7.2.1. General Council Membership

MOVED by Jaelyn, SECONDED by Tara to remove 2c. of Bylaw 7 Electoral Regulations and amend 2b. to read 'Executive Council and Campus Council Elections shall be held in the spring academic term and completed by March 31st of each year.' CARRIED.

7.2.2. Meeting Structures

To be redefined based on AGM results.

ACTION: Jeanette

7.3. Policy Review

The Internal Policy and Governance Committee will review all Bylaws and Policies to ensure consistency and an index will be created for quick reference.

ACTION: Internal Policy & Governance Committee & Sheila

7.4. Executive Remuneration Policy

The hours required to fulfill the duties of the Executive Council will be monitored and a recommendation put forward prior to the Budget Planning Meeting. The amendment would then be drafted for approval at an AGM or Special Meeting.

ACTION: Executive Council & Carol

7.5. Job Descriptions Review (Accountability)

Complete.

7.6. Strategic Plan

MOVED by Jaelyn, SECONDED by Jeanette to accept the Strategic Plan as presented. CARRIED.

7.7. Quarterly Financials

MOVED by Jaelyn, SECONDED by Tara to accept the Financial Reports – First Quarter Ending September 30th, 2010 as presented. CARRIED.

7.8. Standing Committees & Terms of Reference

The Chairpersons for the following Committees were appointed:

- External Policy and Strategic Positioning Committee – Jeanette
- Internal Policy and Governance Committee – Jaelyn
- Academic Affairs Committee – Patricia
- Student Issues Committee - Tara

8. Announcements

Collin Holderness has been appointed the Director of Communications, Woodland Campus.

All members are to forward their availability for a meeting with SIAST President to their respective campus VP.

SIAST Academic Union has put forward a strike mandate. Jeanette will draft a reciprocal agreement between the union and the SA to authorize students and SA Executive and Staff to cross the picket line.

ACTION: Jeanette

9. Next Meeting

The next meeting will be in January (specific date and time TBA).

10. Adjournment

MOVED by Jeanette, SECONDED by Jaelyn to adjourn the meeting at 1:15 p.m.