

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Monday, April 29, 2013
Teleconference – Prince Albert, SK & Saskatoon, SK**

Present: Caitlin Grant (Chairperson), Ashley Charlette, Andrew Lui and Carol Tetreault (Staff)

- 1. Subject: Call to Order**
Caitlin called the meeting to order at 3:09 p.m.
- 2. Subject: Adoption of Agenda**
MOVED by Andrew, SECONDED by Ashley to accept the Agenda as amended.
CARRIED.
- 3. Subject: Adoption of Meeting Minutes**
MOVED by Ashley, SECONDED by Andrew to accept the April 2, 2013 Meeting Minutes as presented. CARRIED.
- 4. Subject: Vice Presidents' & President's Reports**
MOVED by Andrew, SECONDED by Ashley to accept the April 25, 2013 VP Woodland Campus, April 25, 2013 VP Kelsey Campus and the President's Reports as presented. CARRIED.
- 5. Subject: Business Arising From Previous Meeting**
5.1 April 2, 2013 President's Report
Refer to Subject #4 – Vice Presidents' & President's Reports.

5.2 March 14, 2013 President's Report
Refer to Subject #4 – Vice Presidents' & President's Reports.

5.3 Meeting Date with Premier Wall
Deferred.

ACTION: Carol

5.4 Strategic Plan Review
Deferred.

ACTION: Executive Council

5.5 Attendance Practices Research Review & Distribution of Information
Deferred.

ACTION: Caitlin

5.6 Meeting with Ward Councillor/City of PA Re: Transit Petition
Ashley reported that as a result of her meeting with the Ward Councillor Don Cody, a meeting with City Transit Manager, Kerry Sexsmith was held on

April 24, 2013. Joseph and Carol also attended the meeting, with the following areas discussed:

- Student U-pass
- Reduced student fares
- Increase to ridership
- Needs of SIAST students as well as staff
- Survey students in order to determine their needs

Additional data outlining the numbers of student riders was requested in order to develop a survey for our members. Kerry indicated that she will forward this information to the Ashley for review prior to holding further discussions.

ACTION: Ashley

5.7 Deans' Council Attendance re: SIAST Policies

Caitlin reported that she attended Deans' Council on April 9, 2013 to present an overview on the role of the SSA Student Advocate - what it means for students and what staff can expect from our Advocate. Deans' Council members brought forward the following:

- Concerns with how the Advocate will interpret Policy. Arnold Boldt, acting VP Programs, indicated that there is a common understanding among Policy developers with regards to the intent of a Policy and expressed concerns that the Student Advocate may not interpret Policy the way it was intended.
- Questions were raised regarding the qualifications and education of the Student Advocate.
- Privacy issues relating to the disclosure of student information. A written request from the student is needed in order to discuss circumstances with Faculty/Dean. Rationale provided was that this would eliminate any question as to whether or not the student will allow discussions between Faculty/Dean and the Advocate and in turn, mitigate any risk to SIAST regarding privacy.

Caitlin will provide a written summary of these discussions to Deans' Council members.

ACTION: Caitlin

Members shared concerns regarding the discussion surrounding Policy development. Areas of concern:

- Students not being privy to the background information of Policy development or so-called common understanding of a Policy.
- How can anyone interpret Policy the way it was intended if there is an underlining understanding? Interpretation would then be at the discretion of the Policy developers.
- How does this practice lend itself to student success?
- Policy should be clear and concise and should not be open for interpretation.

Caitlin will request another meeting to further discuss these areas of concern as well as what processes will be put in effect to ensure the student voice is heard during the various levels of the approval process.

ACTION: Caitlin

5.8 Coordination of Management Team Meeting re: SAs' Board Seat Agreement

The Committee met to address the correspondence received from Palliser SA and Wascana SA. Caitlin informed Council of the discussions and will compile the information for distribution to Council members.

ACTION: Caitlin

6. Subject: General Manager's Report

MOVED by Ashley, SECONDED by Andrew to accept the April 25, 2013 General Manager's Report as presented. CARRIED.

Carol noted that she will be away from the office on holidays from May 2 – 6, 2013.

7. Subject: New Business

7.1 Honorarium Bonus Committee Members Selection

As per Policy GOV-5 a Committee comprised of Roger, Carol, Joseph, Andrew and Ashley will meet on Wednesday at noon to award job bonus amounts to the Directors. Carol to distribute the peer evaluations to members for review prior to the meeting.

7.2 SIAST Strategic Plan Refresh

The SIAST Board of Directors contracted Facilitator, Laura Soparlo to review and gather feedback regarding the SIAST Strategic Plan. Caitlin and Carol provided feedback, highlighting on recruitment and retention, student success, expansion of support services, facilities and accountability.

Caitlin will forward the outline to members and asked members to review and provide any additional feedback to her so she may forward to the Facilitator.

The Facilitator has agreed to compile a raw version of our discussions and will forward it to us to ensure our themes were captured accurately. Laura will distribute to stakeholders the condensed theme version this fall but will forward the summary of our discussions within the next few weeks. Caitlin will distribute this to Executive Council members for review and feedback.

ACTION: Caitlin

8. Subject: Announcements

There are no Announcements at this time.

9. Subject: Next Meeting

The next meeting will be determined by the incoming Executive Council.

10. Subject: Adjournment

MOVED by Andrew, SECONDED by Ashley to adjourn the meeting at 3:42 p.m. CARRIED.

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Friday, February 1, 2013
Video Conference Centres – Prince Albert, SK & Saskatoon, SK**

- Present:** Caitlin Grant (Chairperson), Nicole Beckett, Ashley Charlette (telephone), Andrew Lui and Carol Tetreault (Staff)
- 1.Subject: Call to Order**
Caitlin called the meeting to order at 3:09 p.m.
- 2.Subject: Adoption of Agenda**
MOVED by Andrew, SECONDED by Ashley to accept the Agenda as amended.
CARRIED.
- 3.Subject: Adoption of Meeting Minutes**
MOVED by Ashley, SECONDED by Nicole to accept the January 17, 2013 Meeting Minutes as presented. CARRIED.
- 4.Subject: Vice Presidents & President Reports**
MOVED by Andrew, SECONDED by Ashley to accept the February 1, 2013 VP Finance & Operations, President, VP Woodland Campus and VP Kelsey Campus Reports as presented. CARRIED.
- 5.Subject: Business Arising From Previous Meeting**
5.1 Health and Dental Guidelines & Policy Development
Carol distributed a copy of the proposed Policy. Members are asked to forward their suggested revisions to Carol for compilation.
ACTION: Executive Council
- 5.2 Meeting Date with Premier Wall
Deferred.
ACTION: Carol
- 5.3 Executive/Campus Council Job Descriptions Alignment
Deferred.
ACTION: Caitlin & Carol
- 5.4 Strategic Plan Review
Deferred.
ACTION: Executive Council
- 5.5 Equity Awareness Committee Representative
The meeting will take place in Saskatoon and the date will be either, Wednesday, February 13, 2013, Monday, February 25, 2013 or Wednesday, February 27, 2013. Caitlin or Andrew will attend on behalf of the SSA.

5.6 Executive Retreat Logistics

Members discussed the upcoming costs and logistics of the Budget Retreat and agreed to proceed with booking the Retreat in Calgary March 8 – 10, 2013.

5.7 Annual Services Review Committee Meeting

Nicole will chair the Annual Services Review Meeting on Tuesday, February 5, 2013 at 12:00 noon.

ACTION: Nicole

Ashley and Andrew will each recruit a student through Campus Council to sit on this Committee.

ACTION: Ashley & Andrew

Caitlin will look into scheduling the Video Conference Centres.

ACTION: Caitlin

5.8 SIAST WiFi & MySIAST Access Focus Groups

Ashley reported that the Woodland Campus Council solicited student feedback through a question and answer table display. Concerns identified include:

- Tech Centre - ground level has cold spots thus connection difficulties
- speed of WiFi is extremely slow
- WiFi tends to drop off, connectively not consistent
- connectively issues or lack of connectively in shops/labs

Andrew reported that the Kelsey Campus Council, through discussions with students, identified the following concerns:

- mySIAST is too wordy
- too many links, not direct, not straight forward
- not enough e-mail account storage space
- instructors do not use it, so therefore the students do not use it
- after the account is not used for a period of time, when a student does attempt to use it, they either forget their password or the password has expired

Caitlin will work with Carol to schedule a meeting with the appropriate SIAST Administration to discuss these ongoing issues.

ACTION: Caitlin & Carol

It was also noted that the turn around time for the Application/Acceptance process is too slow and not convenient for international students.

5.9 SIAST WiFi Update to Student

Complete.

5.10 Attendance Practices Research Review & Distribution of Information

Deferred.

ACTION: Caitlin

5.11 PA Transit Petition

Ashley indicated that she met with Carol and Joseph regarding presenting the Transit Petition to the City of Prince Albert. Joseph will research the requirements for inclusion on their Agenda. Ashley will contact the Ward Councillor to explain the rationale for the petition in hopes of receiving the Councillor's support for our initiative.

ACTION: Ashley

6. Subject: General Manager's Report
MOVED by Ashley, SECONDED by Nicole to accept the February 1, 2013 General Manager's Report as presented. CARRIED.

7. Subject: New Business
7.1 Elections Promotions
Carol to meet with Nicole to review information relating to the duties of the CRO position.

ACTION: Carol & Nicole

- Visit First year classrooms – Staff to begin scheduling same
ACTION: Carol
- Promotion of the benefits directors receive
- Election Booth in hallways or pub night

Campus Council – agenda to discuss with ideas for their campuses
ACTION: Ashley & Andrew

7.2 Annual Services Review Committee Meeting Date
Refer to Item #5.7 Annual Services Review Committee Meeting.

7.3 Continuation of Review of Reasonable Accommodation Policy
Deferred.
ACTION: Nicole

7.4 International Students' On-line Application Process Discussion with Registration
Deferred.
ACTION: Ashley

8. Subject: Announcements
There are no Announcements at this time.

9. Subject: Next Meeting
The next meeting is scheduled for February 14, 2013 at 3:00 p.m. – Video Conference Centres, Prince Albert and Saskatoon.

10. Subject: Adjournment
MOVED by Nicole, SECONDED by Andrew to adjourn the meeting at 3:45 p.m. CARRIED.

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Thursday, January 17, 2013
Teleconference Centres – Prince Albert, SK & Saskatoon, SK**

- Present:** Caitlin Grant (Chairperson), Ashley Charlette, Andrew Lui and Carol Tetreault (Staff)
- Absent:** Nicole Beckett
- 1.Subject: Call to Order**
Caitlin called the meeting to order at 3:02 p.m.
- 2.Subject: Adoption of Agenda**
MOVED by Andrew, SECONDED by Ashley to accept the Agenda as amended.
CARRIED.
- 3.Subject: Adoption of Meeting Minutes**
MOVED by Ashley, SECONDED by Andrew to accept the January 3, 2013 Meeting Minutes as presented. CARRIED.
- 4.Subject: Vice Presidents & President Reports**
MOVED by Andrew, SECONDED by Ashley to accept the January 17, 2013 VP Finance & Operations, President, VP Woodland Campus and VP Kelsey Campus Reports as presented. CARRIED.
- 5.Subject: Business Arising From Previous Meeting**
- 5.1 Health and Dental Guidelines & Policy Development
Deferred.
ACTION: Carol
- 5.2 Meeting Date with Premier Wall
Deferred.
ACTION: Carol
- 5.3 Executive/Campus Council Job Descriptions Alignment
Deferred.
ACTION: Caitlin & Carol
- 5.4 Strategic Plan Review
Deferred.
ACTION: Executive Council
- 5.5 Equity Awareness Committee Representative
Deferred.
ACTION: Executive Council

6.Subject: General Manager's Report
MOVED by Ashley, SECONDED by Andrew to accept the January 17, 2013 General Manager's Report as presented. CARRIED.

7.Subject: Business For Future Discussion
Item 7.1 Daycare Services and Item 7.2 TV Communications Systems at HETT/4th Ave/Fred Davies have been forwarded to the Kelsey Campus Council for further follow up.

8.Subject: New Business
8.1 Executive Retreat
The Budget Retreat has been scheduled for March 8 – 10, 2013 in Calgary. Carol will coordinate the logistics and distribute information to members.
ACTION: Carol

8.2 General Council Meeting
Documentation has been sent out to General Council members for the upcoming January 18 - 19, 2013 Meetings. A brainstorming session for SSA services will be held Friday evening. This information will be forwarded to the upcoming Annual Services Review Committee Meeting.
ACTION: Nicole

8.3 Partnership with International Department
Carol reported that the International Department has agreed to move forward on developing a partnership agreement with the SSA to provide services and events/activities for international students.

8.4 Office Coordinator
Carol informed members that Jocelyn de Hoop, Office Coordinator Saskatoon has resigned her position effective March 1, 2013 in order to continue her studies. Position advertisements have been placed and it is hoped that the interview process will begin Thursday, January 24, 2013.

8.5 SIAST WiFi Access
Caitlin indicated Saskatoon based students have brought forward concerns with the difficulties they are experiencing in accessing SIAST WiFi. Andrew added that SAC members have also identified issues, namely internet speed. Andrew will continue to solicit student feedback regarding this issue. Ashley will solicit student feedback from students located in Prince Albert.
ACTION: Ashley & Andrew

Caitlin will provide an update to the student who brought forward these concerns.
ACTION: Caitlin

8.6 Attendance Policy
Caitlin is in the process of reviewing research compiled by our SSA Advocate highlighting attendance practices from 21 post-secondary institutions across Canada. After Caitlin completes the process of reviewing this information, she will forward to Council members in order to develop our position to present to SIAST.

ACTION: Caitlin

9. Subject: Announcements

9.1 Harassment & Discrimination Meeting

Ashley announced that the next Harassment & Discrimination Committee Meeting is scheduled for May 1, 2013. The SSA Representative will be selected and forwarded from the newly elected Council.

9.2 Prince Albert Transit Petition

Ashley will meet with Carol to assist in the process required to present this petition to the Prince Albert City Council.

ACTION: Ashley

10. Subject: Next Meeting

The next meeting is scheduled for January 31, 2013 at 3:00 p.m. – Video Conference Centres, Prince Albert and Saskatoon.

11. Subject: Adjournment

MOVED by Ashley, SECONDED by Andrew to adjourn the meeting at 3:31 p.m. CARRIED.

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Thursday, January 3, 2013
Teleconference Centres – Prince Albert, SK & Saskatoon, SK**

Present: Caitlin Grant (Chairperson), Nicole Beckett, Ashley Charlette, Andrew Lui and Carol Tetreault (Staff)

1.Subject: Call to Order
Caitlin called the meeting to order at 3:06 p.m.

2.Subject: Adoption of Agenda
MOVED by Andrew, SECONDED by Nicole to accept the Agenda as amended.
CARRIED.

3.Subject: Adoption of Meeting Minutes
MOVED by Ashley, SECONDED by Andrew to accept the December 20, 2012 Meeting Minutes as presented. CARRIED.

4.Subject: Vice Presidents & President Reports
Deferred.

ACTION: Executive Council

5.Subject: Business Arising From Previous Meeting
5.1 December 20, 2012 VP Woodland Campus Report
MOVED by Andrew, SECONDED by Ashley to accept the December 20, 2012 VP Woodland Campus Report as presented. CARRIED.

5.2 Health and Dental Guidelines & Policy Development
Carol reported that practices and procedures pertaining to eligibility, out-outs, opt-ins and provision of services are outlined in the contract with our broker and therefore believes outlining this information in a policy would be redundant. Carol suggested and members agreed, to create a Policy that would outline information pertaining to confidentiality, consent and consultant/provider selection process. Carol will draft this policy and provide historical documentation to members for review.

ACTION: Carol

5.3 Meeting Date with Premier Wall
Deferred.

ACTION: Carol

5.4 Executive/Campus Council Job Descriptions Alignment
Deferred.

ACTION: Caitlin & Carol

5.5 Policy Review – GOV-5 – Director Honorarium; GOV 6 – Executive Remuneration

Nicole is scheduled to meet with the Remuneration/Honorarium Committee Monday, January 7th to review and set honorarium and salary amounts. These recommendations along with Executive Council's Policy amendments will be presented for discussion/approval at the upcoming General Council Meeting.

5.6 Strategic Plan Review

Deferred.

ACTION: Executive Council

5.7 Internal Committees

This item will be forwarded to the General Council Meeting Itinerary.

5.8 Equity Awareness Committee Representative

Deferred.

ACTION: Executive Council

5.9 Proposed Policies

5.9.1 Business Advertising

MOVED by Andrew, SECONDED by Nicole to accept the Business Advertising Policy as presented. CARRIED.

5.9.2 SSA Logo

Members endorsed presenting this draft Policy to General Council members at the upcoming Meeting.

5.9.3 Website/Social Media

MOVED by Ashley, SECONDED by Nicole to accept the Website/Social Media Policy as presented. CARRIED.

5.10 Draft – Bylaw 7 Amendments

Members supported the amendments outlined and this item will be forwarded to the General Council Meeting Agenda.

5.11 General Council Meeting Dates

The General Council Meeting date has been scheduled for January 18 & 19, 2013.

6.Subject: General Manager's Report
Deferred.

ACTION: Carol

7.Subject: Business For Future Discussion
7.1 Daycare Services (September 24, 2006)
7.2 TV Communications Systems at HETT/4th Ave/Fred Davies

8.Subject: New Business
There is no New Business at this time.

9. **Subject: Announcements**

There are no Announcements at this time.

10. **Subject: Next Meeting**

The next meeting is scheduled for January 17, 2013 at 3:00 p.m. -Location - TBA.

11. **Subject: Adjournment**

MOVED by Ashley, SECONDED by Andrew to adjourn the meeting at 3:40 p.m. CARRIED.

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Thursday, December 20, 2012
Teleconference Centres – Prince Albert, SK & Saskatoon, SK**

Present: Caitlin Grant (Chairperson), Nicole Beckett, Ashley Charlette, Andrew Lui and Carol Tetreault (Staff)

1.Subject: Call to Order
Caitlin called the meeting to order at 12:06 p.m.

2.Subject: Adoption of Agenda
MOVED by Andrew, SECONDED by Ashley to accept the Agenda as amended.
CARRIED.

3.Subject: Adoption of Meeting Minutes
MOVED by Ashley, SECONDED by Nicole to accept the December 16, 2012 Meeting Minutes as presented. CARRIED.

4.Subject: Vice Presidents & President Reports
MOVED by Andrew, SECONDED by Nicole to accept the December 20, 2012 President, VP Kelsey Campus and VP Finance & Operations Reports as presented. CARRIED.

ACTION: Ashley

5.Subject: Business Arising From Previous Meeting
5.1 Health and Dental Guidelines & Policy Development
Deferred.

ACTION: Carol

5.2 Meeting Date with Premier Wall
Deferred.

ACTION: Carol

5.3 Executive/Campus Council Job Descriptions Alignment
Deferred.

ACTION: Caitlin & Carol

5.4 Policy Review – GOV-5 – Director Honorarium; GOV 6 – Executive Remuneration
Deferred.

ACTION: Caitlin & Carol

5.5 Strategic Plan Review
Deferred.

ACTION: Executive Council

5.6 Internal Committees

Deferred to General Council Meeting Agenda.

ACTION: Caitlin & Carol

5.7 Equity Awareness Committee Representative

Deferred.

ACTION: Executive Council

5.8 Proposed Policies

5.8.1 Business Advertising

Deferred.

ACTION: Carol

5.8.2 SIAST SA Logo

Members endorsed presenting this draft policy to members at the upcoming General Council Meeting.

ACTION: Caitlin & Carol

5.8.3 Website/Social Media

As additional time is needed to review this draft policy, members agreed to further review at the next meeting.

ACTION: Executive Council

6. Subject: General Manager's Report

MOVED by Nicole, SECONDED by Ashley to accept the December 20, 2012 General Manager's Report as presented. CARRIED.

7. Subject: Business For Future Discussion

7.1 Daycare Services (September 24, 2006)

7.2 TV Communications Systems at HETT/4th Ave/Fred Davies

8. Subject: New Business

8.1 Mental Health Initiative

Caitlin outlined the Alberta Students' Executive Council's (ASEC) initiative to lobby their provincial government to pledge additional funds in support of mental health issues in the post secondary sector due to the increase in student demand. Caitlin is working alongside Student Development Counsellor, Gayle in order to gather research relating to the needs of our SIAST students. Caitlin will forward this information once compiled.

8.2 Proposed Amendments – Bylaw 7

Members reviewed the proposed Bylaw amendments and endorsed presenting the draft at the upcoming General Council for support to put forward these amendments to the student membership at a Special Meeting.

ACTION: Caitlin

9. Subject: Announcements

9.1 General Council Meeting Date

Ashley and Andrew will confirm General Council Meetings dates with their Directors. They are asked to forward this information to Carol in order for the coordination of Meeting logistics.

ACTION: Ashley & Andrew

9.2 Director of Student Life – Woodland Campus

Ashley announced that Roshan Devassy, Esthetics has been named Director of Student Life, Woodland Campus.

10. Subject: Next Meeting

The next meeting is scheduled for January 3, 2013 at 3:00 p.m. – Video Conference Centres.

11. Subject: Adjournment

MOVED by Andrew, SECONDED by Nicole to adjourn the meeting at 12:42 p.m. CARRIED.

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Sunday, December 16, 2012
Executive Retreat, Regina, SK**

Present: Caitlin Grant (Chairperson), Nicole Beckett, Ashley Charlette, Andrew Lui and Carol Tetreault (Staff)

1.Subject: Call to Order
Caitlin called the meeting to order at 10:59 a.m.

2.Subject: Adoption of Agenda
MOVED by Ashley, SECONDED by Nicole to accept the Agenda as amended.
CARRIED.

3.Subject: Adoption of Meeting Minutes
MOVED by Ashley, SECONDED by Andrew to accept the November 22, 2012 Meeting Minutes as presented. CARRIED.

4.Subject: Vice Presidents & President Reports
Deferred.

ACTION: Executive Council

5.Subject: Business Arising From Previous Meeting
5.1 Health and Dental Guidelines & Policy Development
Deferred.

ACTION: Carol

5.2 Meeting Date with Premier Wall
Deferred.

ACTION: Carol

5.3 Executive/Campus Council Job Descriptions Alignment
Members reviewed job descriptions and proposed changes to the job functions. Caitlin and Carol will compile the suggestions and distribute to members for review prior to presentation to General Council members.

ACTION: Caitlin & Carol

5.4 Policy Review – GOV-5 – Director Honorarium; GOV 6 – Executive Remuneration

Members reviewed and proposed amendments to these policies. Caitlin and Carol will compile the suggestions and distribute to members for input prior to presentation to the Honorarium & Remuneration Committee, January 7, 2013.

ACTION: Caitlin & Carol

5.5 Strategic Plan Review

Members discussed the ideas forwarded by the Campus Councils in relation to the expansion on internal communications within the Strategic Plan. Campus Council members suggested that this function be included in the Council members' job descriptions. Further discussion will take place at the upcoming General Council Meeting.

ACTION: Executive Council

5.6 Executive Retreat

Complete.

5.7 Internal Committees

Discussions took place regarding amendments to the Committees as outlined in Bylaw 12. It was agreed that prior to any amendments being drafted, further discussions will take place at the General Council Meeting. This item will be included on General Council Meeting Agenda.

ACTION: Caitlin & Carol

5.8 Equity Awareness Committee Representative

Deferred.

ACTION: Executive Council

5.9 Proposed Policies

5.9.1 Business Advertising

Members suggested that two areas be included in this draft Policy. First, the inclusion of a posting period and second, a statement indicating that the SSA does not show preferential treatment to any business advertiser. Carol to compile.

ACTION: Carol

5.9.2 SIAST SA Logo

Deferred.

ACTION: Executive Council

5.9.3 Website/Social Media

Deferred.

ACTION: Executive Council

5.10 Vacant VP Kelsey Campus Position

Caitlin announced that Andrew Lui has been appointed VP Kelsey Campus.

6.Subject: General Manager's Report

Deferred.

ACTION: Executive Council

7.Subject: Business For Future Discussion

7.1 Daycare Services (September 24, 2006)

7.2 TV Communications Systems at HETT/4th Ave/Fred Davies

8.Subject: New Business

There is no New Business at this time.

9. Subject: Announcements

9.1 SAC Woodland and Kelsey Campuses

The Kelsey Campus SAC Xmas party was held December 12, 2012.

10. Subject: Next Meeting

The next meeting is scheduled for Thursday, December 20th at 12:00 noon – Teleconference Centres.

11. Subject: Adjournment

MOVED by Nicole, SECONDED by Andrew to adjourn the meeting at 11:31 p.m. CARRIED.

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Thursday, November 22, 2012
Teleconference Centres, Kelsey & Woodland Campuses**

- Present:** Caitlin Grant (Chairperson), Nicole Beckett, Ashley Charlette and Carol Tetreault (Staff)
- 1.Subject: Call to Order**
Caitlin called the meeting to order at 3:01 p.m.
- 2.Subject: Adoption of Agenda**
MOVED by Ashley, SECONDED by Nicole to accept the Agenda as amended.
CARRIED.
- 3.Subject: Adoption of Meeting Minutes**
MOVED by Ashley, SECONDED by Nicole to accept the November 8, 2012 Meeting Minutes as presented. CARRIED.
- 4.Subject: Vice Presidents & President Reports**
MOVED by Ashley, SECONDED by Nicole to accept the President, VP Finance & Operations and VP Woodland Campus Reports as presented. CARRIED.
- 5.Subject: Business Arising From Previous Meeting**
5.1 VP Finance & Operations November 8, 2012 Report
The VP Finance & Operations November 8, 2012 Report was included with the VP's November 22, 2012 Report and approved by Council, refer to Agenda Item #4.
- 5.2 Traffic Lights Petition, Re: 33rd Street & Ontario Avenue, Saskatoon
Kelsey Campus Council will continue to work on this initiative. As information becomes available it will be announced at Executive Council Meetings.
- 5.3 Health and Dental Guidelines & Policy Development
Deferred.
ACTION: Carol
- 5.4 Meeting Date with Premier Wall
Deferred.
ACTION: Carol
- 5.5 Executive/Campus Council Job Descriptions Alignment
Deferred to Executive Retreat.
ACTION: Executive Council

5.6 Policy Review – GOV-5 – Director Honorarium; GOV 6 – Executive Remuneration

Deferred to Executive Retreat.

ACTION: Executive Council

5.7 Strategic Plan Review

Caitlin reported that the Kelsey Campus Council is in support of enhancing internal communications. Members discussed whether the appropriate area for this item is within the Strategic Plan, job descriptions or an external document.

Ashley reported that the Woodland Campus Council also supports enhancing internal communications. Members suggested increasing direct communication between counterparts within the Campus Councils. Both Campus Councils will continue discussion on this item.

ACTION: Caitlin & Ashley

5.8 International Student Partnership Proposal to Senior Administration

Caitlin presented our proposal to David Walls, SIAST Provost & Vice President Academic. David will gather feedback from other senior administrators. If SIAST chooses to endorse our concept, we will develop a business plan which will be presented to SIAST for their consideration.

Caitlin will be attending a meeting on November 29, 2012 with the SIAST International Department to discuss services for international students.

5.9 Executive Retreat

Caitlin announced and members agreed that a final date will be set once a the VP Kelsey Campus is named.

ACTION: Caitlin

5.10 Meet and Greet with Palliser SA Executive

Caitlin reported that Emily Weekes, PSA President declined the opportunity for our SAs to meet citing limited budget and time constraints.

5.11 Internal Committees

Deferred to Executive Retreat.

ACTION: Caitlin

5.12 Equity Awareness Committee Representative

Caitlin indicated that the next meeting date has not been set. Once information is received, Council will appoint our representative.

ACTION: Executive Council

5.13 PAC Championship Involvement of Erin Roy-Woytas

Complete.

6.Subject: General Manager's Report

MOVED by Nicole, SECONDED by Ashley to accept the General Manager's Report as presented. CARRIED.

7.Subject: Business For Future Discussion

7.1 Daycare Services (September 24, 2006)

7.2 TV Communications Systems at HETT/4th Ave/Fred Davies

8. Subject: New Business

8.1 Proposed Policies

The following proposed draft policies were distributed to Members:

8.1.1 Business Advertising

8.1.2 SIAST SA Logo

8.1.3 Website/Social Media

Nicole asked members to review these policies for discussion at the next Executive Council Meeting.

ACTION: Executive Council

8.2 Vacant VP Kelsey Campus Position

Caitlin informed members that all Kelsey Campus Council Directors let their names stand for the vacant VP position. Executive Council will hold interviews and an appointment should be named early next week.

ACTION: Caitlin

9. Subject: Announcements

9.1 SAC Woodland and Kelsey Campuses

Ashley announced that the November 14, 2012 SAC Meeting was well attended. She is in the process of coordinating the Woodland SAC Xmas Party.

Caitlin announced the Kelsey Campus SAC Xmas Party is scheduled for December 12, 2012.

10. Subject: Next Meeting

The next meeting is scheduled for Thursday, December 6th at 3:00 p.m. – Teleconference Centres.

11. Subject: Adjournment

MOVED by Nicole, SECONDED by Ashley to adjourn the meeting at 3:28 p.m. CARRIED.

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Thursday, November 8, 2012
Teleconference Centres, Kelsey & Woodland Campuses**

Present: Caitlin Grant (Chairperson), Erica Wiebe, Ashley Charlette and Carol Tetreault (Staff)

Absent: Nicole Beckett

1.Subject: Call to Order
Caitlin called the meeting to order at 3:04 p.m.

2.Subject: Adoption of Agenda
MOVED by Erica, SECONDED by Ashley to accept the Agenda as amended.
CARRIED.

3.Subject: Adoption of Meeting Minutes
MOVED by Ashley, SECONDED by Erica to accept the October 25, 2012 Meeting Minutes as presented. CARRIED.

4.Subject: Vice Presidents & President Reports
MOVED by Erica, SECONDED by Ashley to accept the President, VP Kelsey Campus and VP Woodland Campus Reports as presented. CARRIED.

Presentation of VP Finance & Operations' Report November 8, 2012.

ACTION: Nicole

5.Subject: Business Arising From Previous Meeting
5.1 Traffic Lights Petition, Re: 33rd Street & Ontario Avenue, Saskatoon
Erica will contact to Darren Hill to gather additional information on the plans for this intersection.

ACTION: Erica

5.2 Health and Dental Guidelines & Policy Development
Deferred.

ACTION: Carol

5.3 Meeting Date with Premier Wall
Deferred.

ACTION: Carol

5.4 Executive/Campus Council Job Descriptions Alignment
Members agreed to add this item to the Executive Retreat Agenda.

ACTION: Executive Council

5.5 Policy Review – GOV-5 – Director Honorarium; GOV 6 – Executive Remuneration

Members agreed to add this item to the Executive Retreat Agenda.

ACTION: Executive Council

5.6 Strategic Plan Review

Caitlin indicated that General Council reviewed the Strategic Plan highlighting on the need to increase internal communications. General Council members agreed to take this topic back to their respective Campus Councils for discussion and input. Ashley and Erica will submit their findings to Executive Council prior to the Executive Retreat. This item will be added to the Retreat Agenda so that Council can compile information for presentation to General Council.

ACTION: Erica & Ashley

5.7 SIAT Policy Workshop for Students

Complete.

5.8 Oath of Office

Complete.

5.9 International Student Partnership Proposal

Caitlin reviewed the finalized proposal with Carol and Tara. Caitlin forwarded a copy of the proposal to David Walls for review prior to tomorrow's meeting. Caitlin will report back to Council after the meeting.

ACTION: Caitlin

5.10 Executive Retreat

Caitlin will contact members next week in order to secure a date for the Executive Retreat.

ACTION: Caitlin

5.11 Meet and Greet with Palliser SA Executive

Caitlin emailed Emily Weekes, PSA President proposing the end of November and is awaiting her response.

ACTION: Caitlin

6.Subject: General Manager's Report

MOVED by Ashley, SECONDED by Erica to accept the General Manager's Report as presented. CARRIED.

7.Subject: Business For Future Discussion

7.1 Daycare Services (September 24, 2006)

7.2 TV Communications Systems at HETT/4th Ave/Fred Davies

8.Subject: New Business

8.1 Internal Committees

Caitlin led a discussion on streamlining the SSA's Committees as outlined in Bylaw 12. Members agreed that discussion around this topic would need to include several areas of the SSA operations. This item has been deferred to the Executive Retreat Agenda.

ACTION: Executive Council

8.2 Equity Awareness Committee New Representative

Caitlin informed members that Erica Wiebe, VP Kelsey Campus has officially resigned from her position effective November 9, 2012. As such, Caitlin will look into when the next meeting will take place prior to a new representative being named.

ACTION: Caitlin

8.2 Director of Recreation

Ashley indicated that Woodland Director of Recreation, Erin would like to assist with the upcoming PAC Provincial Volleyball Championships. Carol will ask Ashley Poole to contact Erin to provide an outline of the event.]

ACTION: Carol

9. Subject: Announcements

9.1 Harassment & Discrimination Meeting

Ashley announced that she will be in attendance at the December 10, 2012 Meeting.

9.2 Director of Student Affairs Appointment

Ashley announced that Marcelo Lince was the successful candidate for the position of Director of Student Affairs effective November 7, 2012.

10. Subject: Next Meeting

The next meeting is scheduled for Thursday, November 22nd at 3:00 p.m. – Teleconference Centres.

11. Subject: Adjournment

MOVED by Ashley, SECONDED by Erica to adjourn the meeting at 3:39 p.m.
CARRIED.

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Thursday, October 25, 2012
Teleconference Centres, Kelsey & Woodland Campuses**

Present: Caitlin Grant (Chairperson), Erica Wiebe, Ashley Charlette and Carol Tetreault (Staff)

1.Subject: Call to Order
Caitlin called the meeting to order at 2:40 p.m.

2.Subject: Adoption of Agenda
MOVED by Ashley, SECONDED by Erica to accept the Agenda as amended. CARRIED.

3.Subject: Adoption of Meeting Minutes
MOVED by Erica, SECONDED by Ashley to accept the April 30, 2012 and October 9, 2012 Meeting Minutes as presented. CARRIED.

4.Subject: Vice Presidents & President Reports
MOVED by Ashley, SECONDED by Erica to accept the President, VP Kelsey Campus and VP Woodland Campus Reports as presented. CARRIED.

5.Subject: Business Arising From Previous Meeting
5.1 Traffic Lights Petition, Re: 33rd Street & Ontario Avenue, Saskatoon
Caitlin reported that she and Erica meet with Gail Hendry, St. Michael's School Community Coordinator regarding our petition for traffic lights at 33rd Street & Ontario Avenue. Gail indicated that St. Michael's school remains committed to acquiring signatures and further suggested that our SSA meet with their Police liaison. Erica will bring this item up with the Kelsey Campus Council to further research options in order to keep this initiative moving forward.
ACTION: Erica

5.2 Health and Dental Guidelines & Policy Development
Deferred.
ACTION: Carol

5.3 Meeting Date with Premier Wall
Caitlin informed members that we are on the waitlist to meet with the Premier Brad Wall. Carol will notify members when she receives confirmation of our meeting request.
ACTION: Carol

5.4 Executive/Campus Council Job Descriptions Alignment
Deferred.
ACTION: Caitlin

5.5 Distribution of SIAST Board Representative Court Application
Complete.

5.6 Policy Review – GOV-5 – Director Honorarium; GOV 6 – Executive Remuneration
Deferred.

ACTION: Executive Council

5.7 Peer Evaluation Template Distribution
Complete.

5.8 Peer Evaluations Submission
Members agreed to submit their monthly peer evaluations by the 3rd day of the following month.

5.9 Distribution of Audited Financial Statements
Complete.

5.10 General Council Fall Meeting Date
Caitlin announced that the Fall General Council Meeting is scheduled for November 2 & 3, 2012. Meeting agenda and logistics are being coordinated and should be distributed this coming Monday.

5.11 Strategic Plan Review
Deferred.

ACTION: Executive Council

5.12 SIAT Policy Workshop for Students
Due to poor weather conditions and travel advisory warnings, the October 24th workshop scheduled for PA was postponed. Ashley and Tara are in the process of rescheduling this workshop.

ACTION: Ashley

6.Subject: General Manager's Report
MOVED by Ashley, SECONDED by Erica to accept the General Manager's Report as presented. CARRIED.

7.Subject: Business For Future Discussion
7.1 Daycare Services (September 24, 2006)
7.2 TV Communications Systems at HETT/4th Ave/Fred Davies

8.Subject: New Business
8.1 Harassment & Discrimination Prevention Committee Student Representation
Ashley will act as our SSA representative on this Committee.

8.2 Oath of Office
Carol to coordinate the signing of General Council members' Oath of Offices at the upcoming General Council Meeting November 2, 2012.

ACTION: Carol

8.3 International Student Partnership Proposal

Members received and discussed our proposal regarding a partnership with SIAST to provide support services to international students. Executive Council endorsed the proposal and Caitlin will arrange to present to the appropriate SIAST Senior Administrators.

ACTION: Caitlin

8.4 Executive Retreat

Caitlin will research and provide options to members for review.

ACTION: Caitlin

8.5 Equity Awareness Committee

Erica will act as our SSA representative on this Committee.

8.6 Meet and Greet with Palliser SA Executive

Caitlin will further discuss and coordinate with Emily Weekes, PSA President.

ACTION: Caitlin

9. Subject: Announcements

9.1 Petition PA Transit

Ashley indicated that Woodland student Justine Dulie is collecting signatures in order to petition the City of Prince Albert to lower bus pass fares for disabled students. Ashley will bring this up with the Woodland Campus Council to determine options for the SSA's involvement.

9.2 Minister/SIAST Board Tour of SAIT

Caitlin indicated that she received support from Dr. Rosia to attend the upcoming tour of SAIT (Calgary) with Minister Morgan and SIAST Board members.

10. Subject: Next Meeting

The next meeting is scheduled for Thursday, November 8th at 3:00 p.m. and will take place every second Thursday thereafter.

11. Subject: Adjournment

MOVED by Erica, SECONDED by Ashley to adjourn the meeting at 3:33 p.m.
CARRIED.

**SIAST STUDENTS' ASSOCIATION
KELSEY & WOODLAND CAMPUSES INC.
EXECUTIVE COUNCIL MEETING MINUTES
Tuesday, October 9, 2012
Teleconference Centres, Kelsey & Woodland Campuses**

Present: Caitlin Grant (Chairperson), Erica Wiebe, Ashley Charlette and Carol Tetreault (Staff)

1.Subject: Call to Order
Caitlin called the meeting to order at 3:11 p.m.

2.Subject: Adoption of Agenda
MOVED by Erica, SECONDED by Ashley to accept the Agenda as developed.
CARRIED.

3.Subject: Adoption of Meeting Minutes
3.1 April 30, 2012 Meeting Minutes
Carol to distribute a copy of the Minutes for members to review for approval at the next meeting.
ACTION: Carol
Clarification on any items can be sought from either Caitlin or Carol.

4.Subject: Vice Presidents & President Reports
In order to ensure that Executive Council members are meeting their minimum office hours, Caitlin reviewed the information that should be included in these Reports. Presentation of Reports will begin next meeting.

In order to give ample time for members to review each report, members agreed to distribute their Reports by noon the day of the meeting.

5.Subject: Business Arising From Previous Meeting
5.1 Traffic Lights Petition, Re: 33rd Street & Ontario Avenue
Deferred.
ACTION: Caitlin & Erica

5.2 SSA/URSU Nursing Degree Partnership Contract Review
Complete.

5.3 Health and Dental Guidelines & Policy Development
Deferred.

ACTION: Carol

5.4 Meeting Date with Premier Wall
Caitlin notified members that we are on the waitlist to meet with the Premier Brad Wall.

ACTION: Carol

5.5 Meeting with SIAST Board and Minister Norris

Caitlin provided the background for our meeting request. With the recent Cabinet shuffle and the naming of a new Advanced Education Minister (Don Morgan), members will further discuss whether or not this will remain an Executive priority.

ACTION: Executive Council

5.6 Campus Council/Executive Council Job Description Alignment

Deferred.

ACTION: Caitlin

5.7 Master Partnership Agreement

Caitlin and Carol met with SIAST VP, David Walls and SIAST President, Larry Rosie to discuss accountability of our partnership. Caitlin believes that ongoing discussions will be welcomed by the new President.

5.8 SIAST Board Representative Court Application

Caitlin provided an overview of the history/circumstances surrounding our rationale for moving forward to the Court system to request a binding interpretation of the SAs' Agreement. Carol will forward the draft application for members to review.

ACTION: Carol

5.9 Year End Wind Ups

Complete.

5.10 Directors' Bonus Committees

Complete.

5.11 Equity Awareness Committee Representative

Caitlin indicated that this meeting was cancelled. When and if we receive a new meeting date, an SSA representative's name will be determined and forwarded.

6.Subject: General Manager's Report
Deferred to next Executive Council Meeting.

7.Subject: Business For Future Discussion
7.1 Daycare Services (September 24, 2006)
7.2 TV Communications Systems at HETT/4th Ave/Fred Davies

8.Subject: New Business
8.1 Policy Review – GOV-5 Director Honorarium; GOV-6 Executive Remuneration
Caitlin asked members to review by next meeting these Policies as discussion will begin with regards to aligned the stipulations of both these policies.
ACTION: Executive Council

8.2 Peer Evaluations

Carol will distribute the template to all Council members. Executive Council agreed to have their Reports in to Carol by the end of October.

ACTION: Carol & Executive Council

8.3 General Council Meeting

Members discussed meeting options because of the lack of quorum for the General Council Meeting slated for October 13th. Members agreed to reschedule the meeting to October 18th in order to review the Auditor's Reports which are required to be presented at the upcoming November 7th AGM. Carol to distribute the Statements.

ACTION: Carol

Caitlin will coordinate through Erica and Ashley, a new meeting date for Fall General Council Meeting.

ACTION: Caitlin, Erica & Ashley

8.4 Strategic Plan Review

Caitlin asked members to review the Plan for discussion at the next Meeting.

ACTION: Executive Council

8.5 SIAST Policy Workshop

SSA Advocate, Tara Pejski will be hosting workshops for students on students' rights and SIAST Student Policies:

- Woodland Campus – October 24th 12:00 p.m.
- Kelsey Campus – October 24th 4:00 p.m.

Carol to have Tara contact Joseph with logistics for Woodland Campus.

ACTION: Carol

9. Subject: Announcements

There are no Announcements at this time.

10. Subject: Next Meeting

The next meeting is scheduled for Thursday, October 25th at 2:00 p.m. Caitlin will confirm meeting time.

11. Subject: Adjournment

MOVED by Ashley, SECONDED by Erica to adjourn the meeting at 4:22 p.m.
CARRIED.