



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Tuesday, May 11, 2021

Present: Jesse White, President; Kirsten Choumont, VP Prince Albert Campus;
Khushboo Lohat, VP Saskatoon Campus; Carol Tetreault, General Manager and
Louie Ramos, Executive Assistant

Absent: Marina Verchenova, VP Moose Jaw Campus;

- 1. Subject: Call to Order**
Jesse called the meeting to order at 5:10 p.m.

- 2. Subject: Adoption of Agenda**
MOVED by Kirsten, SECONDED by Khushboo to accept the Agenda as amended.
CARRIED.

- 3. Subject: Adoption of Meeting Minutes**
MOVED by Khushboo, SECONDED by Kirsten to accept the April 28, 2021 Meeting
Minutes and May 7, 2021 In-Camera Session as presented. CARRIED.

- 4. Subject: President's & Vice President's Reports**
Executive Council Reports will be required for submission at the next EC Meeting.
Members agreed that Reports should be submitted 24 hours prior to the next scheduled
meeting.

- 5. Subject: General Manager's Report**
MOVED by Kirsten, SECONDED by Khushboo to accept the May 11, 2021 General
Manager's Report as presented. CARRIED.

Carol informed Executive Council that the Office Administrator position has been filled by Kristina Blahitka. Executive Council and Carol would like to extend their warmest welcome to Krissy and look forward to working closer with her in the future.



6. Subject: Campus Councils Updates

There are currently no Campus Council Updates at this time.

7. Subject: Action Items

7.1 President's EC Report (April 28, 2021)

Complete.

7.2 Gift Card Distribution (April 28, 2021)

Complete.

7.3 Health & Wellness Credit (April 14, 2021)

Deferred. Jesse will reach out to other similar organizations who have this credit to develop a list of items that would be approved. Jesse and Carol will meet to discuss these items in further detail.

ACTION: Jesse & Carol

7.4 Student Concerns re: Response Time Recording by SPT (April 14, 2021)

Jesse has received the information from Bob. Jesse will bring forward this concern at the next SPT Senior Management Meeting. Jesse will provide an update once available.

7.5 SPSA Policies (April 14, 2021)

7.5.1 Executive Responsibilities Policy

Jesse and Louie will work on the Executive Responsibilities Policy over the summer for consideration at the October 2021 GC Meeting. This item will be moved to Ongoing Business.

8. Subject: New Business

8.1 Speak UP Campaign

Jesse, Khushboo, Carol and Tara met to discuss advocacy and one of the issues that was brought up was students not asking for help. Some students are afraid to speak up and ask for help as they are afraid that there may be repercussions from their instructors or program head. Executive Council agreed that a Speak UP Campaign will be beneficial to help students feel more comfortable asking for help without the fear of repercussions from their instructors or program heads. Jesse indicated that collaborating with SPT will be important for this campaign's success.

Jesse and Khushboo suggested creating translated materials for International Students to assist in understanding our services better. Carol and the staff will look into the logistics of translating our materials.

ACTION: Carol



8.2 Executive Council Assistance from a Distance

Executive Council agreed that Jesse will receive the inquiries for now. Khushboo will be added to the Assistance from a Distance once she is ready to receive inquiries.

8.3 Timeliness of SP Responses to Student Inquiries

Jesse indicated that some students are coming forward with concerns regarding instructors not responding in a timely manner. Jesse will bring forward this concern at the next SPT Senior Management Meeting. Jesse will also inquire if a policy addressing this issue exists or if they are willing to develop a policy regarding timely communication between instructors and students. Louie will reach out to other like institutions to see if they have any policies regarding timelines for responses.

ACTION: Louie

8.4 Mental Health Training

Carol indicated that a Mental Health Training was supposed to be provided to staff and Executive Council members but was postponed due to the pandemic. Carol will revisit into training options for Executive Council to review.

ACTION: Carol

8.5 Monthly Email Newsletter

The Monthly Email Newsletter draft was distributed to Executive Council for review. Executive Council agreed that the draft looks good. Louie will contact Ashley to join a meeting to discuss this option in depth.

ACTION: Louie

8.6 International Tuition Fee Concerns

Khushboo brought forward concerns regarding the tuition difference between Domestic and International students. Carol explained that the tuition fees for Domestic students in qualifying programs receive government subsidies while International students are charged the full amount as cost recovery.

8.7 Employment Services

Khushboo brought forward International student concerns regarding campus employment. Louie will forward the SPT Employment Services contact information to Khushboo.

ACTION: Louie

9. Subject: Ongoing Business

9.1 SPT – SPFA Agreement Request: March 31, 2021 (Executive Council)

Jesse and Marina will meet with Dr. Gillespie to discuss the development of Instructor Review Surveys in hopes of implementation in the upcoming fall semester.



10. Subject: Closed Session

The closed session began at 6:10 p.m.
The closed session ended at 6:32 p.m.

11. Subject: Announcements

There are currently no Announcements at this time.

12. Subject: Next Meeting

Tuesday, May 25, 2021 at 4:00 p.m.

13. Subject: Adjournment

The meeting was adjourned at 6:34 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Tuesday, May 25, 2021

Present: Jesse White, President; Marina Verchenova, VP Moose Jaw Campus;
Kirsten Choumont, VP Prince Albert Campus; Khushboo Lohat, VP Saskatoon Campus;
Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

- 1. Subject: Call to Order**
Jesse called the meeting to order at 4:14 p.m.

- 2. Subject: Adoption of Agenda**
MOVED by Marina, SECONDED by Kirsten to accept the Agenda as presented. CARRIED.

- 3. Subject: Adoption of Meeting Minutes**
MOVED by Marina, SECONDED by Khushboo to accept the May 11, 2021 Meeting Minutes as presented. CARRIED.

- 4. Subject: President's & Vice President's Reports**
MOVED by Marina, SECONDED by Kirsten to accept the President's and Vice Presidents' Reports as presented. CARRIED.

- 5. Subject: General Manager's Report**
MOVED by Kirsten, SECONDED by Marina to accept the May 25, 2021 General Manager's Report as presented. CARRIED.

- 6. Subject: Campus Councils Updates**
There are currently no Campus Council Updates at this time.

- 7. Subject: Action Items**
7.1 Health & Wellness Credit (April 14, 2021)
Deferred.

ACTION: Jesse & Carol

7.2 Speak UP Campaign (May 11, 2021)

Carol and Ashley forwarded pricing options for student orientation voiceover in various languages. Executive Council agreed that it is difficult to determine which voiceover languages will be appropriate as we cannot confirm current International Student enrolments. Carol also reached out to Jason Mazzei, Manager of International Education, who expressed concerns regarding accuracy of translation of the SPSA Orientation voiceovers to another language.

Another suggestion would be that a language transcripts of the SPSA Orientation Video be made available on our website to help students understand its' content better. Executive Council agreed that we should create content that students can easier understand. Carol and Louie to discuss with Staff the logistics of developing accessible content.

ACTION: Carol & Louie

7.3 Timeliness of SP Responses to Student Inquiries (May 11, 2021)

Louie provided a copy of policies from other like-institutions to Executive Council for review. Jesse met with Dr. Mike Gillespie, AVP Learning & Teaching, who indicated that SPT could not develop a policy regarding this issue due to the SPFA Agreement. Dr. Gillespie noted that SPT would be able to identify these issues once the Instructor Feedback is in place.

7.4 Mental Health Training (May 11, 2021)

Carol distributed pricing options for the Mental Health First Aid Training. Executive Council agreed that it will be beneficial for Council members and Staff members to receive this training, especially for Staff members who regularly interact with students. Louie will look at Parkland College's Training Sessions and schedule accordingly.

ACTION: Louie

7.5 Monthly Email Newsletter (May 11, 2021)

The meeting has been postponed for the time being. Louie will schedule the meeting once Ashley returns from her maternity leave.

7.6 Employment Services (May 11, 2021)

Complete. Jesse and Khushboo discussed addressing job opportunities for current students and recent graduates. Jesse suggested contacting SPT to suggest additional advertising of their Online Job Search to help alleviate student concerns.

8. Subject: New Business

8.1 Leader's Hall

The Leader's Hall is currently slated for July 6 – 9, 2021. Louie will register the Executive Council for this event.

ACTION: Louie

8.2 International Student Quarantine Plan & Traveling

Khushboo has received several inquiries from students regarding international travel and student quarantine plans. Jesse suggested forwarding these concerns to the International Department, as these restrictions are constantly changing. Carol and Louie will develop a blanket email template to assist Khushboo respond to inquiries.

ACTION: Carol & Louie

8.3 Bylaw 11 – Boards and Committees Amendments

At the last General Council Meeting, it was discussed that the division of Student Life Committee from the Academic Committee was a welcome change as committee members were able to focus on one subject at a time. Executive Council suggested moving forward with this division and amending Bylaw 11 – Boards and Committees to reflect this direction. Jesse, Carol, and Louie will draft the amendments to the relevant Bylaws and Policies for presentation at the AGM.

ACTION: Jesse, Carol & Louie

8.4 Director Roles

Executive Council discussed the previous General Council's suggestion to create distinct Director positions: International, Domestic, and Indigenous Campus Director. Kirsten noted that having these titles might help attract interested students in taking on the Director role. Jesse, Carol, and Louie will draft the amendments to the relevant Bylaws and Policies for presentation at the AGM.

ACTION: Jesse, Carol & Louie

9. Subject: Ongoing Business

9.1 SPT – SPFA Agreement Request: March 31, 2021 (Executive Council)

9.2 Executive Responsibilities Policy: April 14, 2021 (Jesse & Louie)

10. Subject: Closed Session

The closed session began at 5:34 p.m.

The closed session ended at 5:51 p.m.

11. Subject: Announcements

11.1 Ashley Poole

Congratulation to Ashley Poole, Marketing Manager on the safe arrival of daughter Tilly Jean on May 15, 2021.

12. Subject: Next Meeting

Tuesday, June 8, 2021 at 4:00 p.m.



13. Subject: Adjournment

The meeting was adjourned at 5:52 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Tuesday, June 8, 2021

Present: Jesse White, President; Marina Verchenova, VP Moose Jaw Campus;
Kirsten Choumont, VP Prince Albert Campus; Khushboo Lohat, VP Saskatoon Campus;
Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

- 1. Subject: Call to Order**
Jesse called the meeting to order at 4:05 p.m.

- 2. Subject: Adoption of Agenda**
MOVED by Marina, SECONDED by Kirsten to accept the Agenda as amended. CARRIED.

- 3. Subject: Adoption of Meeting Minutes**
MOVED by Kirsten, SECONDED by Marina to accept the May 25, 2021 Meeting Minutes as presented. CARRIED.

- 4. Subject: President's & Vice President's Reports**
MOVED by Marina, SECONDED by Kirsten to accept the President's and Vice Presidents' Reports as presented. CARRIED.

- 5. Subject: General Manager's Report**
MOVED by Khushboo, SECONDED by Marina to accept the June 8, 2021 General Manager's Report as presented. CARRIED.

- 6. Subject: Campus Councils Updates**
There are currently no Campus Council Updates at this time.

- 7. Subject: Action Items**
7.1 Health & Wellness Credit (April 14, 2021)
Deferred.

ACTION: Jesse & Carol

7.2 Speak UP Campaign (May 11, 2021)

Executive Council would like to run a Speak UP Campaign to help empower students to come forward should they have any issues with their studies. Executive Council would also like to partner with community organizations focused on providing English assistance to international students. Lastly, Executive Council would like to have accessible content on our website and social media.

Carol and Louie to discuss with Staff the logistics of developing these items.

ACTION: Carol & Louie

7.3 Mental Health Training (May 11, 2021)

Louie has informed Executive Council that the next scheduled training session will be in November. Executive Council agreed that this might be too late. Louie has contacted Kendra Strong-Garcia, Manager of Student Experience to see if we can access the Mental Health Training provided to Sask Polytech employees.

ACTION: Louie

7.4 Leader's Hall (May 25, 2021)

Louie will register the Executive Council for this event. Executive Council agreed to attend the following sessions:

- Jesse – President & External Relations
- Marina – International Relations
- Kirsten – Services
- Khushboo - Services

ACTION: Louie

7.5 Email Template (May 25, 2021)

Complete. Carol and Louie forwarded the template to Khushboo to assist Khushboo in responding to inquiries.

7.6 Bylaw 11 – Boards and Committees Amendments (May 25, 2021)

Jesse, Carol, and Louie will meet this Friday to discuss the amendments to our Bylaws.

ACTION: Jesse, Carol & Louie

7.7 Director Roles (May 25, 2021)

Jesse, Carol, and Louie will meet this Friday to discuss the Bylaw amendments.

ACTION: Jesse, Carol & Louie

8. Subject: New Business

8.1 SPSA Financials April 2021 ME

Deferred. Louie will schedule a meeting to review the SPSA Financials with Kirsten, Khushboo and Carol.

ACTION: Louie



8.2 SPT Orientations

Jesse informed Executive Council that the SPT Orientations will start on Wednesday. Tara will be involved in these orientations to provide information regarding SPSA Advocacy. Incoming students must register for these orientations, which will be a series of sessions discussing various departments of Sask Polytech.

9. Subject: Ongoing Business

9.1 SPT – SPFA Agreement Request: March 31, 2021 (Executive Council)

9.2 Executive Responsibilities Policy: April 14, 2021 (Jesse & Louie)

Jesse and Louie will discuss Executive Responsibilities at this Friday's meeting.

10. Subject: Closed Session

The closed session began at 4:48 p.m.

The closed session ended at 5:18 p.m.

11. Subject: Announcements

There are currently no Announcements at this time.

12. Subject: Next Meeting

Tuesday, June 22, 2021 at 4:00 p.m.

13. Subject: Adjournment

The meeting was adjourned at 5:20 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Tuesday, June 22, 2021

Present: Jesse White, President; Marina Verchenova, VP Moose Jaw Campus;
Kirsten Choumont, VP Prince Albert Campus; Khushboo Lohat, VP Saskatoon Campus;
Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

- 1. Subject: Call to Order**
Jesse called the meeting to order at 4:05 p.m.

- 2. Subject: Adoption of Agenda**
MOVED by Marina, SECONDED by Khushboo to accept the Agenda as amended.
CARRIED.

- 3. Subject: Adoption of Meeting Minutes**
MOVED by Marina, SECONDED by Khushboo to accept the June 8, 2021 Meeting Minutes as presented. CARRIED.

- 4. Subject: President's & Vice President's Reports**
MOVED by Marina, SECONDED by Khushboo to accept the President's and Vice Presidents' Reports as presented. CARRIED.

- 5. Subject: General Manager's Report**
MOVED by Khushboo, SECONDED by Marina to accept the June 22, 2021 General Manager's Report as presented. CARRIED.

Carol provided a staffing update to Executive Council. Job postings for the Administrative Assistant (Regina & Moose Jaw Campuses), the Student Advocates (North & South) and the Campus Manager, Saskatoon positions will be posted within the next few days. Carol anticipates a full operational staff by August 23, 2021.

- 6. Subject: Campus Councils Updates**
There are currently no Campus Council Updates at this time.

7. Subject: Action Items

7.1 Health & Wellness Credit (April 14, 2021)

Carol indicated that most organizations that provide this credit approve items that they deem appropriate. Carol has forwarded a list of items that would be approved with this credit. Jesse, Carol and Louie will schedule a meeting to discuss these items in further detail.

ACTION: Jesse, Carol & Louie

7.2 Content Accessibility Logistics (May 11, 2021)

Carol and Louie brought forward Executive Council's direction to staff in the last Staff Meeting. Carol and Louie will provide an update after tomorrow's Staff Meeting.

ACTION: Carol & Louie

7.3 Mental Health Training (May 11, 2021)

Louie has contacted Dr. Derek Tannis, Director of Student Engagement & Learning Services regarding accessing Sask Polytech's Mental Health Training.

ACTION: Louie

7.4 Leader's Hall (May 25, 2021)

Complete. Louie has registered the Executive Council for this conference.

7.5 Bylaw Amendments (May 25, 2021)

Jesse, Carol and Louie met to discuss the Bylaw amendments and the organization's potential new governance structure. Louie will schedule a meeting to discuss these items in further detail. This item will be moved to Ongoing Business.

ACTION: Louie

7.6 SPSA Financials April 2021 ME (June 8, 2021)

Complete. Kirsten, Khushboo and Carol met to review the SPSA Financials.

MOVED by Khushboo, SECONDED by Kirsten to accept the SPSA Financials ME April 2021 as presented. CARRIED.

8. Subject: New Business

8.1 On-Campus Vaccination Sites

Carol contacted Dr. Derek Tannis regarding providing an on-campus vaccination site to assist students who haven't had the chance to receive their vaccines. Carol noted that Dr. Tannis was receptive to this suggestion and has forwarded it to Deb Kemp-Koo, Director of Health, Counselling & Accessibility.

8.2 New Course Selection Technology

Jesse was contacted by Sask Polytech to test a new course selection technology that will be available for students to manage their course loads (i.e., adding or dropping classes). Executive Council will meet with Lianna Lillies, Manager of Campus Registration Services tomorrow to assess and provide student input into this new system.



8.3 Virtual Client Advisory Council

Executive Council and staff members have attended Gallivan's Virtual Client Advisory Council scheduled for June 21 – 22, 2021.

Sean Gallivan has also contacted us regarding providing information on the mylegalplan service. Executive Council agreed to meet Sean to learn more about this service as it might be beneficial for our student membership. A meeting has been scheduled for tomorrow to discuss the mylegalplan service in detail.

8.4 Monthly Meeting with Sask Polytech

Jesse noted that the monthly meeting with Sask Polytech is currently slated for tomorrow morning. Jesse will bring forward International Student inquiries regarding traveling guidelines and campus re-opening updates.

9. Subject: Ongoing Business

9.1 SPT – SPFA Agreement Request: March 31, 2021 (Executive Council)

9.2 Executive Responsibilities Policy: April 14, 2021 (Jesse & Louie)

10. Subject: Closed Session

The closed session began at 4:56 p.m.

The closed session ended at 5:18 p.m.

11. Subject: Announcements

There are currently no Announcements at this time.

12. Subject: Next Meeting

Tuesday, July 6, 2021 at 4:00 p.m.

13. Subject: Adjournment

The meeting was adjourned at 5:20 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Tuesday, July 6, 2021

Present: Jesse White, President; Marina Verchenova, VP Moose Jaw Campus;
Kirsten Choumont, VP Prince Albert Campus; Khushboo Lohat, VP Saskatoon Campus;
Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

- 1. Subject: Call to Order**
Jesse called the meeting to order at 4:12 p.m.

- 2. Subject: Adoption of Agenda**
MOVED by Kirsten, SECONDED by Marina to accept the Agenda as presented. CARRIED.

- 3. Subject: Adoption of Meeting Minutes**
MOVED by Marina, SECONDED by Kirsten to accept the June 22, 2021 Meeting Minutes as presented. CARRIED.

- 4. Subject: President's & Vice President's Reports**
MOVED by Marina, SECONDED by Kirsten to accept the President's and Vice Presidents' Reports as presented. CARRIED.

- 5. Subject: General Manager's Report**
MOVED by Kirsten, SECONDED by Khushboo to accept the July 6, 2021 General Manager's Report as presented. CARRIED.

- 6. Subject: Campus Councils Updates**
Marina has received some student concerns regarding the upcoming fall semester classes. Marina indicated that students are wary of moving back to their campus city as they are unsure of the frequency of in-person classes. Jesse noted that Sask Polytech Senior Admin indicated that they would provide more information to students by mid-July once space allocation has been developed for each campus. Jesse will bring this concern forward to SPT Senior Admin at their next meeting.

ACTION: Jesse



7. Subject: Monthly Newsletter Presentation – Ashley Poole, Marketing Manager

Ashley joined the meeting and provided an overview of the proposed monthly newsletter that will be distributed via Sask Polytech student emails. Ashley explained that the SPSA will use a mass mail out platform to ensure that the monthly newsletter will be consistent across all platforms. Article snippets will also be posted on the “Swipe” Instagram account to reach more students. Carol noted that the Campus Managers and Louie will write articles on what the Campus and Executive Councils have been working on. General Council members, with the help of Carol, Ashley and Louie can also submit articles on important student topics.

Executive Council agreed to move forward with this direction. Ashley will coordinate the logistics of distributing the monthly newsletter by the fall semester.

8. Subject: Action Items

8.1 Health & Wellness Credit (April 14, 2021)

Jesse, Carol and Louie met to discuss the list of items that would be approved under this credit. Louie has amended Admin 4 – General Council and Employee Discount Policy to reflect the changes discussed. Jesse, Carol and Louie will provide the draft to Executive Council for review once ready.

ACTION: Jesse, Carol & Louie

8.2 Content Accessibility Logistics (May 11, 2021)

Complete. Carol indicated that Ashley is working on adding the Orientation script onto the website.

8.3 Mental Health Training (May 11, 2021)

Deferred. Louie will contact Kendra for an update and look into other options.

ACTION: Louie

9. Subject: New Business

9.1 SPSA Financials May 2021 ME

MOVED by Kirsten, SECONDED by Marina to accept the SPSA Financials ME May 2021 as presented. CARRIED.

10. Subject: Ongoing Business

10.1 SPT – SPFA Agreement Request: March 31, 2021 (Executive Council)

10.2 Bylaw Amendments and Executive Responsibilities Policy: May 25, 2021 (Jesse, Carol & Louie)

Jesse, Carol and Louie met to discuss the proposed Governance Structure and Executive Portfolios. Jesse, Carol and Louie will lead a discussion on these suggestions at the Executive Council Retreat.



11. Subject: Closed Session

The closed session began at 4:40 p.m.
The closed session ended at 4:55 p.m.

12. Subject: Announcements

There are currently no Announcements at this time.

13. Subject: Next Meeting

Tuesday, July 27, 2021 at 9:00 a.m.

14. Subject: Adjournment

The meeting was adjourned at 5:00 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Wednesday, July 28, 2021

Present: Jesse White, President; Marina Verchenova, VP Moose Jaw Campus;
Kirsten Choumont, VP Prince Albert Campus; Khushboo Lohat, VP Saskatoon Campus;
Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

- 1. Subject: Call to Order**
Jesse called the meeting to order at 10:07 a.m.

- 2. Subject: Adoption of Agenda**
MOVED by Kirsten, SECONDED by Marina to accept the Agenda as presented. CARRIED.

- 3. Subject: Adoption of Meeting Minutes**
MOVED by Marina, SECONDED by Kirsten to accept the July 6, 2021 Meeting Minutes as presented. CARRIED.

- 4. Subject: President's & Vice President's Reports**
MOVED by Kirsten, SECONDED by Khushboo to accept the Vice Presidents Moose Jaw, Prince Albert and Saskatoon Campus' Reports as presented. CARRIED.
ACTION: Jesse

- 5. Subject: General Manager's Report**
MOVED by Khushboo, SECONDED by Kirsten to accept the July 28, 2021 General Manager's Report as presented. CARRIED.

- 6. Subject: Campus Councils Updates**
There are currently no updates from the Campus Council.

7. Subject: Action Items

7.1 Health & Wellness Credit (April 14, 2021)

Executive Council reviewed Admin 4 – General Council and Employee Discount Policy. It was suggested that prior approval must be received to ensure that the expenses meet the criteria. Carol and Louie will forward the policy draft to staff for recommendations.

ACTION: Carol & Louie

7.2 Mental Health Training (May 11, 2021)

Louie received a reply from Kendra Strong-Garcia, who indicated that Sask Polytech is currently not offering the Mental Health First Aid Training. Kendra also provided the contact information of their training provider. Louie will contact the training provider for pricing and minimum number of participants.

ACTION: Louie

7.3 Student Concerns (July 6, 2021)

Jesse and Khushboo met with a couple of International Students who expressed concerns regarding travel to Canada. Jesse will contact the International Department as it seems that students are trying to circumvent precautions in order to come to Canada.

Jesse will also contact Alice Miller, AVP Student Services to ask for an update regarding in-person classes information for the upcoming fall semester.

ACTION: Jesse

8. Subject: New Business

8.1 SOFA Level-up Program

Carol provided information to Executive Council regarding the proposed SOFA Level-up Program developed by Ashley. The intent was to create an incentive-based program to increase participation at SOFA and keep students engaged. Carol indicated that students who attend SOFA regularly will receive prizes based on their current level. The Campus Managers will work with Ashley to remind students of their current level and encourage them to attend the upcoming SOFA Meetings. Executive Council agrees with this idea and endorses the SOFA Level-up Program. Carol will contact Ashley regarding implementation of this program.

ACTION: Carol

8.2 mylegalplan

Carol provided additional information regarding the mylegalplan to Executive Council. Carol noted that we are able to implement this service without increasing the Health & Dental Plan fees.

MOVED by Marina, SECONDED by Kirsten to accept the addition of the mylegalplan to the SPSA's Health & Dental Plan as presented starting the upcoming academic year.
CARRIED.



9. Subject: Ongoing Business

9.1 SPT – SPFA Agreement Request: March 31, 2021 (Executive Council)

Complete. Jesse and Marina met with Dr. Gillespie, who indicated that Sask Polytech is currently developing Faculty Assessment Surveys.

9.2 Bylaw Amendments and Executive Responsibilities Policy: May 25, 2021 (Jesse, Carol & Louie)

Executive Council reviewed the proposed Governance Structure and Executive Portfolios during the Executive Council Retreat. Jesse, Carol, and Louie will continue working on this proposal with the intent to present to General Council at the October 2021 Meeting.

10. Subject: Closed Session

The closed session began at 10:45 a.m.

The closed session ended at 11:00 a.m.

11. Subject: Announcements

There are currently no Announcements at this time.

12. Subject: Next Meeting

Tuesday, August 17, 2021, at 4:00 p.m.

13. Subject: Adjournment

The meeting was adjourned at 11:05 a.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Tuesday, August 17, 2021

Present: Jesse White, President; Marina Verchenova, VP Moose Jaw Campus;
Kirsten Choumont, VP Prince Albert Campus and Carol Tetreault, General Manager

Absent: Louie Ramos, Executive Assistant

- 1. Subject: Call to Order**
Jesse called the meeting to order at 4:09 p.m.
- 2. Subject: Adoption of Agenda**
MOVED by Marina, SECONDED by Kirsten to accept the Agenda as amended. CARRIED.
- 3. Subject: Adoption of Meeting Minutes**
MOVED by Kirsten, SECONDED by Marina to accept the July 28, 2021 Meeting Minutes as presented. CARRIED.
- 4. Subject: President's & Vice President's Reports**
MOVED by Marina, SECONDED by Kirsten to accept the August 17, 2021 President's and Vice Presidents' Reports as presented. CARRIED.
- 5. Subject: General Manager's Report**
MOVED by Marina, SECONDED by Kirsten to accept the August 17, 2021 General Manager's Report as presented. CARRIED.
- 6. Subject: Campus Councils Updates**
Moose Jaw Campus
Marina reported that she and Campus Manager, Adeyemi Williams met to discuss the upcoming academic year.

Regina Campus
Jesse reported that preparations for the upcoming academic year are progressing.



Saskatoon Campus

Jesse indicated that with the resignation of Khushboo Lohat, emails have been forwarded to him along with the VP Finance emails.

7. Subject: Action Items

7.1 President's EC Report (July 28, 2021)

Refer to Item #4 – President's and Vice-President's Reports.

7.2 Health & Wellness Credit (April 14, 2021)

Carol provided input from the staff including potential concerns of SPSA liability in relation to non-approved medical procedures. Carol to conduct additional research on liability clauses.

ACTION: Carol

7.3 Mental Health Training (May 11, 2021)

Carol provided estimates along with the number of participants required to provide this training. Members determined to table this item to the first General Council meeting.

ACTION: Executive Council

7.4 Student Concerns (July 6, 2021)

Jesse reported that he met with Alice Miller who indicated that there could be a possibility of a deferred start date to September 15, 2021 to accommodate international travel. Sask Polytech is doing what they can to get students to Canada and has communicated this directly to students facing this situation. Student concerns will continue to be addressed as they come forward.

7.4 SOFA Level-up Program Implementation (July 28, 2021)

Members reviewed the budget for the implementation of this Program and agreed to move forward with this Program. Evaluation of same will be on an ongoing basis.

8. Subject: New Business

8.1 Q&A Chatbot

Historically the SPSA has provided a one-on-one approach to its' members as many of their inquiries are situational. Prior to allocating dollars to this initiative, Executive Council determined that a conversation will be held with SOFA members to determine the potential implementation of "SPSA Chatbot".

ACTION: Executive Council

8.2 Influence the Vote Campaign

Jesse informed Council that he has been in contact with Michael Gault, British Columbia Federation of Students who have launched a get-out-the-vote campaign called Influence the Vote. This campaign is geared to provide information to young people so they would be more informed to participate in the federal election. Participating organizations will encourage their members to register to vote, using on-campus and digital promotion. The Campaign will provide non-partisan voter information on how to



vote, where to vote, what ID they need and who their local candidate is, etc. As well, messages and videos from influencers across the country will be posted to encourage young people to vote. Jesse to speak with Michael to verify that the SPSA would have the ability to decline advertising materials that would go against SPSA Policy. Jesse will provide this information to members for endorsement at next meeting.

ACTION: Jesse

8.3 Welcome Week Ideas

Jesse suggested promoting the SPSA by walking the hallways of the various campuses distributing swag when a member displays the downloaded SPSA App. Marina and Kirsten can assist some at their respective campuses. Advertising outlining when and where an EC member will be on campus will be developed – campaign slogans could be Mask Up & Meet Up or Hey SPSA.

To assist with scheduling, EC members are asked to provide their program schedules to one another including Louie and Carol.

ACTION: Executive Council

8.4 Statutory Holiday Policy – HR Policy 4

MOVED by Marina, SECONDED by Kirsten to amend HR Policy 4 to include the National Day of Truth and Reconciliation Statutory Holiday September 30. CARRIED.

9. Subject: Ongoing Business

9.1 Bylaw Amendments and Executive Responsibilities Policy: May 25, 2021 (Jesse, Carol & Louie)

10. Subject: Closed Session

The closed session began at 4:45 p.m.

The closed session ended at 5:30 p.m.

11. Subject: Announcements

Executive Council welcome the following employees:

- Administrative Assistant Regina Campus – Tameko Kazema
- Administrative Assistant Moose Jaw Campus – Xeing Bronson
- Administrative Assistant Prince Albert Campus - MaRietta Cortez

12. Subject: Next Meeting

Monday, August 30, 2021, at 5:30 p.m.



13. Subject: Adjournment

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

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Monday, August 30, 2021

Present: Jesse White, President; Marina Verchenova, VP Moose Jaw Campus;
Kirsten Choumont, VP Prince Albert Campus, Louie Ramos, Executive Assistant and
Carol Tetreault, General Manager

- 1. Subject: Call to Order**
Jesse called the meeting to order at 5:37 p.m.

- 2. Subject: Adoption of Agenda**
MOVED by Marina, SECONDED by Kirsten to accept the Agenda as amended. CARRIED.

- 3. Subject: Adoption of Meeting Minutes**
MOVED by Marina, SECONDED by Kirsten to accept the August 17, 2021 Meeting Minutes as presented. CARRIED.

- 4. Subject: President's & Vice President's Reports**
MOVED by Kirsten, SECONDED by Marina to accept the August 30, 2021 Vice President Prince Albert and Moose Jaw Campus' Reports as presented. CARRIED.

ACTION: Jesse

- 5. Subject: General Manager's Report**
MOVED by Kirsten, SECONDED by Marina to accept the August 30, 2021 General Manager's Report as presented. CARRIED.

- 6. Subject: Campus Councils Updates**
Moose Jaw Campus
Marina met with Adeyemi Williams, MJ Campus Manager to discuss the upcoming academic year.

Regina Campus

Jesse went around the Campus today to inform students of the upcoming Elections and he indicated that a lot of students have expressed interest in the vacant positions.



Prince Albert Campus

Kirsten indicated that the PA Campus has a significant number of students for in-person classes but not as many as previous years.

7. Subject: Action Items

7.1 Health & Wellness Credit (April 14, 2021)

Deferred.

ACTION: Carol

7.2 Mental Health Training (May 11, 2021)

Deferred. Executive Council agreed to table this item to the first General Council meeting. This item will be moved to Ongoing Business.

7.3 Q&A Chatbot (August 17, 2021)

Deferred. Executive Council will forward this suggestion to SOFA members to determine its potential implementation. This item will be moved to Ongoing Business.

7.4 Influence the Vote Campaign (August 17, 2021)

Jesse will contact with Michael Gauld, British Columbia Federation of Students to verify that the SPSA would have the ability to decline advertising materials that may go against SPSA Policy. Jesse will provide this information to Executive Council for endorsement.

ACTION: Jesse

7.5 Welcome Week Ideas (August 17, 2021)

Executive Council members will forward their program schedules to one another including Carol and Louie.

ACTION: Executive Council

8. Subject: New Business

There is currently no New Business discussion at this time.

9. Subject: Ongoing Business

9.1 Bylaw Amendments and Executive Responsibilities Policy: May 25, 2021 (Jesse, Carol & Louie)

9.2 Mental Health Training: May 11, 2021 (Executive Council)

9.3 Q&A Chatbot: August 17, 2021 (Executive Council)



10. Subject: Closed Session

The closed session began at 5:45 p.m.
The closed session ended at 6:08 p.m.

11. Subject: Announcements

There are currently no Announcements at this time.

12. Subject: Next Meeting

Monday, September 13, 2021, at 5:30 p.m.

13. Subject: Adjournment

The meeting was adjourned at 6:10 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Monday, September 13, 2021

Present: Jesse White, President; Marina Verchenova, VP Moose Jaw Campus; Kirsten Choumont, VP Prince Albert Campus, Louie Ramos, Executive Assistant and Carol Tetreault, General Manager

- 1. Subject: Call to Order**
Jesse called the meeting to order at 5:37 p.m.

- 2. Subject: Adoption of Agenda**
MOVED by Marina, SECONDED by Kirsten to accept the Agenda as amended. CARRIED.

- 3. Subject: Adoption of Meeting Minutes**
MOVED by Kirsten, SECONDED by Marina to accept the August 30, 2021 Meeting Minutes as presented. CARRIED.

- 4. Subject: President's & Vice President's Reports**
MOVED by Marina, SECONDED by Kirsten to accept the September 13, 2021 President's and Vice Presidents' Reports as presented. CARRIED.

- 5. Subject: General Manager's Report**
MOVED by Kirsten, SECONDED by Marina to accept the September 13, 2021 General Manager's Report as presented. CARRIED.

Carol announced that Laura Leslie has accepted the position of SPSA Advocate South.

- 6. Subject: Campus Councils Updates**
Jesse indicated that there has been a lot of interest in the Vice President and Director positions for all campuses. Jesse will travel to all campuses next week to answer questions and encourage more students to run for the By-Election.



7. Subject: Action Items

7.1 President's EC Report (August 30, 2021)
Complete.

7.2 Health & Wellness Credit (April 14, 2021)

Carol is working on the draft of Admin 4 - General Council & Employee Wellness Account. Eligibility requirements has been added to the policy which states that General Council members and Staff members must complete 90 days in office in order to be eligible for the wellness credit. Executive Council also discussed the reimbursement eligibility of cannabis products. It has been decided that the SPSA will not reimburse any cannabis products. Carol will forward the draft once complete for Executive Council review.

ACTION: Carol

7.3 Influence the Vote Campaign (August 17, 2021)

Jesse has not received a response regarding our inquiry as to whether the SPSA would have the ability to decline advertising materials that may go against SPSA Policy. Executive Council agreed to publish our own Federal Election materials encouraging students to vote and informing them of vital election information. Louie will contact Ashley to request posters and social media advertising.

ACTION: Louie

7.4 Distribution of EC Schedules (August 17, 2021)

Deferred.

ACTION: Executive Council

8. Subject: New Business

8.1 Academic Integrity Sub-Committee

Louie will reach out to Kendra Strong-Garcia, Manager of Student Experience to inquire about the status of this committee.

ACTION: Louie

9. Subject: Ongoing Business

9.1 Bylaw Amendments and Executive Responsibilities Policy: May 25, 2021 (Jesse, Carol & Louie)

Jesse, Carol & Louie met last week to discuss the proposed Governance Structure. The Policy and Bylaw drafts should be ready for presentation at the General Council Meeting and the Annual General Meeting.

9.2 Mental Health Training: May 11, 2021 (Executive Council)

Carol and Louie were contacted by Kendra regarding a mental health awareness training called The Working Mind Virtual. Carol informed Kendra that the SPSA is interested in



taking this training and inquired about the content and cost. Carol will notify Executive Council once she receives a response from Kendra.

ACTION: Carol

9.3 Q&A Chatbot: August 17, 2021 (Executive Council)

10. Subject: Closed Session

The closed session began at 6:05 p.m.
The closed session ended at 6:40 p.m.

11. Subject: Announcements

There are currently no Announcements at this time.

12. Subject: Next Meeting

Monday, September 27, 2021, at 5:30 p.m.

13. Subject: Adjournment

The meeting was adjourned at 6:41 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Monday, September 27, 2021

Present: Jesse White, President; Marina Verchenova, VP Moose Jaw Campus;
Kirsten Choumont, VP Prince Albert Campus, Louie Ramos, Executive Assistant and
Carol Tetreault, General Manager

- 1. Subject: Call to Order**
Jesse called the meeting to order at 5:38 p.m.
- 2. Subject: Adoption of Agenda**
MOVED by Marina, SECONDED by Kirsten to accept the Agenda as amended. CARRIED.
- 3. Subject: Adoption of Meeting Minutes**
MOVED by Kirsten, SECONDED by Marina to accept the September 13, 2021 Meeting Minutes as presented. CARRIED.
- 4. Subject: President's & Vice President's Reports**
MOVED by Kirsten, SECONDED by Marina to accept the September 27, 2021 President's and Vice President Prince Albert Campus' Reports as presented. CARRIED.
ACTION: Marina
- 5. Subject: General Manager's Report**
MOVED by Marina, SECONDED by Kirsten to accept the September 27, 2021 General Manager's Report as presented. CARRIED.
- 6. Subject: Campus Councils Updates**
There are currently no updates from the Campus Council.



7. Subject: Action Items

7.1 Health & Wellness Credit (April 14, 2021)

Louie has forwarded the Admin 4 - General Council & Employee Wellness Account draft to Executive Council for review.

MOVED by Marina, SECONDED by Kirsten to accept Admin 4 - General Council & Employee Wellness Account effective October 1, 2021 as presented. CARRIED.

7.2 Influence the Vote Campaign (August 17, 2021)

Complete. Louie has contacted Ashley to request posters and social media advertising. Posters were posted on SPSA Bulletin Boards at all campuses.

7.3 Distribution of EC Schedules (August 17, 2021)

Complete. Marina and Kirsten have forwarded their schedules to Louie.

7.4 Academic Integrity Sub-Committee

Complete. Louie has contacted Kendra Strong-Garcia, Manager of Student Experience, who indicated that the Academic Integrity Sub-Committee will be moving forward and inquired about the individuals who will be joining the committee. Louie forwarded Marina and Tara's names as the SPSA Representatives for this committee.

8. Subject: New Business

8.1 General Council Logistics

Executive Council discussed whether the upcoming General Council Meeting will be taking place online or in-person. Executive Council agreed to plan for an in-person GC Meeting with the option of joining via Zoom for those unable to be there in person. Executive Council agreed that the GC Meeting will take place in the Regina Campus. Executive Council noted that should any restrictions change, the GC Meeting will proceed virtually. Louie will look into accommodations and prepare the draft of the Agenda and Itinerary.

ACTION: Louie

8.2 By-Election Update

Jesse indicated that we have one candidate each for the VP Finance & Internal Operations position and the VP Saskatoon Campus position. As there are no positions being challenged, the upcoming By-Election will be a vote of affirmation.

8.3 Instructor Feedback Sandbox

Jesse was contacted by Dr. Mike Gillespie, AVP Teaching and Learning regarding providing feedback for the recently developed Instructor Survey. Jesse indicated that Dr. Gillespie requested a minimum of 10 students to participate in providing their feedback by October 4, 2021. Executive Council will contact interested students to provide feedback on the Instructor Survey Sandbox.

ACTION: Executive Council



9. Subject: Ongoing Business

9.1 Bylaw Amendments and Executive Responsibilities Policy: May 25, 2021 (Jesse, Carol & Louie)

9.2 Mental Health Training: May 11, 2021 (Executive Council)

9.3 Q&A Chatbot: August 17, 2021 (Executive Council)

This item will be added to the GC Agenda for September 16-17, 2021

10. Subject: Closed Session

The closed session began at 6:15 p.m.

The closed session ended at 6:40 p.m.

11. Subject: Announcements

There are currently no Announcements at this time.

12. Subject: Next Meeting

Monday, October 12, 2021, at 5:30 p.m.

13. Subject: Adjournment

The meeting was adjourned at 6:41 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Tuesday, October 12, 2021

Present: Jesse White, President; Wura Adekoya, VP Finance & Internal Operations; Marina Verchenova, VP Moose Jaw Campus; Kirsten Choumont, VP Prince Albert Campus; Kaitlyn Bevan, VP Saskatoon Campus and Louie Ramos, Executive Assistant

Absent: Sydney Soloway, VP Regina Campus and Carol Tetreault, General Manager

1. Subject: Call to Order

Jesse called the meeting to order at 5:40 p.m.

2. Subject: Adoption of Agenda

MOVED by Marina, SECONDED by Wura to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Marina, SECONDED by Kirsten to accept the September 27, 2021 Meeting Minutes as presented. CARRIED.

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

MOVED by Marina, SECONDED by Wura to accept the Vice President Prince Albert and Moose Jaw Campus' Reports as presented. CARRIED.

ACTION: Jesse

5. Subject: General Manager's Report

Deferred.

ACTION: Carol

6. Subject: Campus Councils Updates

Jesse would like to congratulate Wura Adekoya, VP Finance & Internal Operations and Kaitlyn Bevan, VP Saskatoon Campus for their success in the SPSA By-Election. Jesse also congratulated the newly appointed Sydney Soloway, VP Regina Campus. Jesse noted that Campus Council Directors have been appointed and that VP Campuses are actively looking for more Campus Directors.



7. Subject: Action Items

7.1 VP Moose Jaw Campus' EC Report (September 27, 2021)
Complete.

7.2 General Council Logistics (September 27, 2021)

Complete. Louie has booked the accommodation and space for the upcoming GC Meeting. Jesse explained that for everyone's safety, each individual will have a separate room and will have to drive separately. Jesse noted that he will be meeting with each Campus Council prior to GC Meeting to start the onboarding process.

7.3 Instructor Feedback Sandbox (September 27, 2021)

Deferred. Jesse will contact Dr. Mike Gillespie, AVP Teaching and Learning to inquire if they still require student feedback for the recently developed Instructor Survey.

ACTION: Jesse

8. Subject: New Business

8.1 Course and Instructor Surveys

Executive Council received a student inquiry regarding the availability of student surveys for courses and instructors. Jesse will contact the student and inform them of available and upcoming surveys.

ACTION: Jesse

8.2 SPSA Financials July 2021 & August 2021 ME

Deferred.

ACTION: Executive Council

8.3 SPSA Financials Q1 September 2021

MOVED by Marina, SECONDED by Kirsten to forward the SPSA Financials Q1 ending September 30, 2021 to General Council as presented. CARRIED.

8.3 YE June 2021 Audited Financial Statements

MOVED by Marina, SECONDED by Kirsten to forward the YE June 2021 Audited Financial Statements to General Council as presented. CARRIED.

8.3 Health & Dental Card

Complete. Kirsten provided suggestions to help students access their Health & Dental Card easier. Kirsten also suggested providing information regarding the Health & Dental app and online submission of claim forms. Louie will contact Ashley regarding these suggestions.

ACTION: Louie



9. Subject: Ongoing Business

9.1 Bylaw Amendments and Executive Responsibilities Policy: May 25, 2021 (Jesse, Carol & Louie)

Jesse indicated that the document drafts are complete and will be forwarded to General Council for consideration and input prior to forwarding to membership for the AGM.

9.2 Mental Health Training: May 11, 2021 (Executive Council)

Louie received information regarding the Working Mind Virtual Session. Executive Council noted that this session's purpose may not align with Executive Council's end goal. Louie will look into the Mental Health First Aid Training sessions for January.

9.3 Q&A Chatbot: August 17, 2021 (Executive Council)

10. Subject: Closed Session

The closed session began at 6:15 p.m.
The closed session ended at 6:40 p.m.

11. Subject: Announcements

There are currently no Announcements at this time.

12. Subject: Next Meeting

Monday, October 25, 2021, at 5:30 p.m. (Tentative)

13. Subject: Adjournment

The meeting was adjourned at 6:42 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Wednesday, October 27, 2021

Present: Jesse White, President; Wura Adekoya, VP Finance & Internal Operations; Marina Verchenova, VP Moose Jaw Campus; Kirsten Choumont, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus; Kaitlyn Bevan, VP Saskatoon Campus; Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

1. Subject: Call to Order

Jesse called the meeting to order at 5:36 p.m.

The SPSA acknowledges that we are on Treaty 4 and 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

2. Subject: Adoption of Agenda

MOVED by Kaitlyn, SECONDED by Sydney to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Kirsten, SECONDED by Sydney to accept the October 12, 2021 Meeting Minutes as presented. CARRIED.

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

MOVED by Kaitlyn, SECONDED by Marina to accept the Vice Presidents' Reports as presented. CARRIED.

ACTION: Jesse

5. Subject: General Manager's Report

MOVED by Kirsten, SECONDED by Sydney to accept the October 12, 2021 & October 27, 2021 General Manager's Report as presented. CARRIED.

Kirsten inquired about the SPSA exceeding our credit card limit. Carol explained that one of the companies we have contracted have charged us twice due to a change to their e-commerce provider. Jesse and Wura were previously notified of this situation. Carol and Ashley are currently working on resolving this concern with both American Express and the company.

6. Subject: Campus Councils Updates

Prince Albert Campus

Kirsten indicated that there has been some interest in the Director position in the PA Campus. Current Campus Council members also participated in a successful Meet & Greet event last week.

Moose Jaw Campus

Marina indicated that the Campus Council Meetings have been scheduled and that the Directors are very eager to meet students and help with events.

Regina Campus

Campus Council members participated in a Spook & Greet event earlier today and handed out candies and pumpkin-spiced lattes.

7. Subject: Action Items

7.1 President's EC Report (October 12, 2021)

Deferred.

ACTION: Jesse

7.2 General Manager's Report (October 12, 2021)

Complete.

7.3 Instructor Feedback Sandbox (September 27, 2021)

Deferred. Jesse has contacted Dr. Mike Gillespie, AVP Teaching and Learning and is currently waiting for a reply.

ACTION: Jesse

7.4 Course and Instructor Surveys (October 12, 2021)

Deferred. Jesse has contacted Dr. Mike Gillespie, AVP Teaching and Learning and is currently waiting for a reply.

ACTION: Jesse

7.5 SPSA Financials July 2021 & August 2021 ME (October 12, 2021)

MOVED by Kaitlyn, SECONDED by Wura accept the SPSA Financials July 2021 & August 2021 ME as presented. CARRIED.

7.6 Health & Dental Card Suggestions (October 12, 2021)

Complete. Louie has forwarded Executive Council's suggestions to Ashley.

8. Subject: New Business

8.1 SOFA Meeting Chair

Jesse suggested having a SOFA Meeting Chair rotate to provide an opportunity to learn the mechanics of chairing a meeting. Executive Council agreed with this suggestion and have decided on the following:

- November 30, 2021: Sydney
- January 25, 2022: Kirsten
- February 15, 2022: Marina
- March 29, 2022: Kaitlyn
- April 26, 2022: Wura

8.2 Skill Development Symposium

The Executive Council has been invited to attend the 36th Annual Skills Development Symposium on November 5-7, 2021 hosted by the British Columbia Federation of Students (BCFS). Carol organized Council members' travel arrangements and is the process of finalizing Kaitlyn's and Kirsten's return flights. Carol reminded members to ensure that receipts are kept for reimbursement.

9. Subject: Ongoing Business

9.1 Bylaw Amendments and Executive Responsibilities Policy: May 25, 2021 (Jesse, Carol & Louie)

General Council has endorsed the proposal for governance structure changes which will be presented to the student membership for consideration at the upcoming Annual General Meeting in November 4, 2021.

9.2 Mental Health Training: May 11, 2021 (Executive Council)

9.3 Q&A Chatbot: August 17, 2021 (Executive Council)

General Council discussed the possibility of implementing a Q&A Chatbot on the SPSA Website for student inquiries. It was determined that a comprehensive FAQ page would be more beneficial. This item will be amended to Website FAQ. Louie will invite Ashley to the next EC Meeting to discuss these suggestions.

ACTION: Louie

10. Subject: Closed Session

The closed session began at 6:16 p.m.
The closed session ended at 6:32 p.m.

11. Subject: Announcements

There are currently no Announcements at this time.



12. Subject: Next Meeting
Wednesday, November 10, 2021, at 5:30 p.m.

13. Subject: Adjournment
The meeting was adjourned at 6:37 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Wednesday, November 10, 2021

Present: Jesse White, President; Wura Adekoya, VP Finance & Internal Operations; Marina Verchenova, VP Moose Jaw Campus; Kirsten Choumont, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus; Kaitlyn Bevan, VP Saskatoon Campus; Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

1. Subject: Call to Order

Jesse called the meeting to order at 5:32 p.m.

The SPSA acknowledges that we are on Treaty 4 and 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

2. Subject: Adoption of Agenda

MOVED by Marina, SECONDED by Sydney to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Kaitlyn, SECONDED by Kirsten to accept the October 27, 2021 Meeting Minutes as presented. CARRIED.

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

MOVED by Kirsten, SECONDED by Kaitlyn to accept the November 10, 2021 President's and Vice Presidents' Reports as presented. CARRIED.

5. Subject: General Manager's Report

MOVED by Marina, SECONDED by Kirsten to accept the November 10, 2021 General Manager's Report as presented. CARRIED.

6. Subject: Campus Councils Updates

Regina Campus

The Regina Campus Council had a meeting earlier today to discuss the upcoming events on campus. Campus Council members will meet again next Wednesday.

Moose Jaw Campus

Marina was contacted by the Youth Advisory Committee of the City of Moose Jaw to provide input on the subsidization of transportation for students. Executive Council agreed that Campus Representatives - Moose Jaw will fill out the applications to take part on this committee and inform Kirsten of any developments as the VP External.

Prince Albert Campus

The Prince Albert Campus Council met last week to discuss the upcoming events on campus. Several events have been planned on campus such as the Share the Warmth event where students can donate and take winter accessories that they might need. Kirsten indicated that she has been busy with Campus Representative interviews this past week and hopes to have a complete Campus Council by end of next week.

Saskatoon Campus

Kaitlyn will contact the Saskatoon Indigenous Advisor to recruit for the Campus Representative - Saskatoon positions. Kaitlyn has scheduled the Student Affairs Committee meeting and will provide an update to Executive Council once available.

ACTION: Kaitlyn

Louie will include "Standing Committee Update" to upcoming Executive Council agenda.

ACTION: Louie

7. Subject: Comprehensive Website FAQ Discussion – Ashley Poole, Marketing Director

Ashley Poole, Marketing Director joined the meeting to discuss General Council's suggestion regarding a comprehensive FAQ page. Executive Council explained that the aim was to update the SPSA FAQs to include a detailed contact information list for non-SPSA related student concerns (i.e., International Student information, Saskatchewan Health Card, etc.). It was suggested that an "External Links" page will be more suitable for our needs. This page will include links that will direct students to the appropriate Sask Polytech webpage. Campus Council members will compile a list of questions that students may inquire about and forward to Ashley for the development of the "External Links" page.

ACTION: VP Campuses

Ashley and Sydney left the meeting at 5:51 p.m.

8. Subject: Action Items

8.1 President's EC Report (October 12, 2021)

Complete.

8.2 Instructor Feedback Sandbox (September 27, 2021)

Deferred. Jesse has contacted Dr. Mike Gillespie, AVP Teaching and Learning and is currently waiting for a reply.

ACTION: Jesse



8.3 Course and Instructor Surveys (October 12, 2021)

Deferred. Jesse has contacted Dr. Mike Gillespie, AVP Teaching and Learning and is currently waiting for a reply.

ACTION: Jesse

9. Subject: New Business

9.1 Society Re-ratification

9.1.1 Canadian Nursing Students' Association – Saskatoon Chapter

MOVED by Kaitlyn, SECONDED by Wura accept the re-ratification of the Canadian Nursing Students' Association – Saskatoon Chapter as presented. CARRIED.

9.1.2 Integrated Resource Management Society

MOVED by Kaitlyn, SECONDED by Wura accept the re-ratification of the Integrated Resource Management Society as presented. CARRIED.

9.2 SPSA Financials October 2021 ME

MOVED by Wura, SECONDED by Kirsten accept the SPSA Financials October 2021 ME as presented. CARRIED.

9.3 Return to Campus Concerns

Jesse, Tara and Laura met with a group of students, who have expressed their concerns regarding returning to campus for the Winter Semester. The students indicated that it would be difficult for students to move to their campus city for a short period of time (i.e., 16 weeks) and that if restrictions change students might need to go back to online classes. Jesse indicated that these concerns have been forwarded to Alice Miller, AVP Student Services and a meeting has been scheduled on Friday, November 12, 2021 to discuss the issue.

ACTION: Jesse

9.4 Event Ideas

Kaitlyn and Sydney presented their idea of a Comedy and Pub Night for Welcome Week. Kaitlyn has prepared an event plan using a form provided at the Skill Development Symposium in BC which will be forwarded to Carol to determine its feasibility. Executive Council agreed that it would be beneficial to develop a similar form for General Council to use for event suggestions. This topic will be added to Ongoing Business, 9.4 Event Suggestions Procedure.

ACTION: Kaitlyn & Carol

10. Subject: Ongoing Business

9.1 Bylaw Amendments and Executive Responsibilities Policy: May 25, 2021 (Jesse, Carol & Louie)

Complete. The membership has approved the proposed Bylaw amendments. Louie will prepare a draft of the Executive Responsibilities Policy which will include the Executive



Council Accountability and Vice President Portfolios. Louie will forward this draft to the Governance & Policy Committee for review.

ACTION: Louie

9.2 Mental Health Training: May 11, 2021 (Executive Council)

Louie has contacted the Canadian Mental Health Association - Saskatoon to inquire about their availability in January 2022.

9.3 Q&A Chatbot: August 17, 2021 (Executive Council)

As per the discussion with Ashley Poole, Marketing Director, the SPSA will develop an "External Links" page on our website to direct students to the appropriate contact for non-SPSA inquiries.

11. Subject: Closed Session

The closed session began at 6:44 p.m.

The closed session ended at 6:48 p.m.

12. Subject: Announcements

12.1 Skill Development Symposium

Executive Council attended the 36th Annual Skills Development Symposium on November 5-7, 2021 hosted by the British Columbia Federation of Students (BCFS). Executive Council will prepare a report for the next Executive Council.

ACTION: Symposium Attendees

13. Subject: Next Meeting

Wednesday, November 24, 2021, at 5:30 p.m.

14. Subject: Adjournment

The meeting was adjourned at 6:55 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Wednesday, November 24, 2021

Present: Jesse White, President; Wura Adekoya, VP Finance & Internal Operations; Marina Verchenova, VP Moose Jaw Campus; Kirsten Choumont, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus; Kaitlyn Bevan, VP Saskatoon Campus; Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

1. Subject: Call to Order

Jesse called the meeting to order at 5:35 p.m.

The SPSA acknowledges that we are on Treaty 4 and 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

2. Subject: Adoption of Agenda

MOVED by Marina, SECONDED by Kirsten to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Kaitlyn, SECONDED by Sydney to accept the November 10, 2021 Meeting Minutes as presented. CARRIED.

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

MOVED by Sydney, SECONDED by Kirsten to accept the November 24, 2021 President's and Vice Presidents' Reports as presented. CARRIED.

5. Subject: General Manager's Report

MOVED by Kirsten, SECONDED by Marina to accept the November 24, 2021 General Manager's Report as presented. CARRIED.

Kirsten inquired about the cybersecurity incident and cybersecurity insurance. Carol indicated that the cybersecurity incident didn't affect any of the organization's functions. However, it was deemed necessary by previous Executive Council to acquire cybersecurity insurance in preparation for the future.

6. Subject: Campus Councils Updates

Moose Jaw Campus

Marina has contacted the Moose Jaw Youth Advisory Committee and is currently waiting for a response. Marina noted that the committee is still in the process of gathering participants.

Prince Albert Campus

Kirsten announced that she has appointed two Campus Representatives, Brock Neufeldt and Shannon Custer. The Prince Albert Campus Council also met last week to discuss the upcoming events on campus.

Regina Campus

The Regina Campus Council members discussed and provided social media engagement suggestions for consideration.

Saskatoon Campus

Kaitlyn indicated that a couple of students have reached out regarding the Campus Representative position. Kaitlyn will contact the Saskatoon Indigenous Advisor and Saskatoon International Student Advisor to assist in the recruitment of Campus Representative - Saskatoon positions.

ACTION: Kaitlyn

7. Subject: Standing Committee Update

Student Affairs Committee

The committee met last week and discussed event ideas and plans for upcoming meetings. Kaitlyn met with Carol to discuss the committee's suggestions and priorities for the academic year.

Finance Committee

The committee members met with Carol to review the Bylaws, Policies and Financial Statements. The committee also reviewed the audit and the auditor's recommendations of which have been implemented.

8. Subject: Action Items

8.1 Instructor Feedback Sandbox (September 27, 2021)

Complete. Jesse indicated that Sask Polytech will implement the Instructor Feedback Surveys by the end of the Winter Semester.

8.2 Course and Instructor Surveys (October 12, 2021)

Please refer to 8.1 Instructor Feedback Sandbox.

8.3 Return to Campus Concerns

Jesse met with Muthana Zouri, Dean School of Business to provide students' concerns regarding returning to campus for the Winter Semester. Different options for



international students were considered during this meeting, however, it was determined that the Immigration, Refugees and Citizenship Canada (IRCC) has the final say in this situation. The IRCC has mandated all institutions that international students must be back on campus by January 1, 2022. This information will be forwarded to the membership at the upcoming SOFA Meeting on November 30, 2021.

Kirsten and Jesse will contact the Ministry of Advanced Education and Ministry of Immigration, Refugees and Citizenship to advocate for flexible learning schedules for international students.

ACTION: Kirsten & Jesse

Kaitlyn and Carol will also look into transportation options for Regina-based students taking classes on the Moose Jaw Campus.

ACTION: Kaitlyn & Carol

8.4 Skill Development Symposium Reports

Deferred.

ACTION: Jesse, Wura, Kirsten & Sydney

9. Subject: New Business

9.1 Library Services Student Interview

The Library Services reached out to the SPSA about interviewing members of the General Council for Stress Better week. The topic would be “How Students Deal with Stress”, which would take place on Instagram Live during the week of December 6-10, 2021. Executive Council agreed that it would be beneficial for GC members to participate in this event. Louie will contact council members and forward interested individual’s information to Nadine so she may forward to Library Services.

ACTION: Louie

9.2 Locker Contents

Kaitlyn received an email from Sask Polytech requesting students to empty their lockers by December 23, 2021. Executive Council agreed that this might be due to the implementation of a new locker system for the Winter Semester. Kaitlyn will contact Kendra Strong-Garcia, Manager of Student Experience to request a meeting to discuss the new locker program and estimated locker prices.

ACTION: Kaitlyn

9.3 Virtual Healthcare

Jesse and Carol met with Gallivan earlier today and introduced a new service called Virtual Healthcare. This service will enable students to gain 24/7 access to licensed health experts, including doctors, nurse practitioners and care coordinators. Executive Council agreed that this service would be beneficial for the membership. Louie will schedule a meeting with Executive Council and Gallivan to learn more about this service.

ACTION: Louie

Louie will send out an invitation to Council members to participate in the free trial period.

ACTION: Louie

Below are questions and concerns Executive Council would like to inquire about regarding this service:

- What are the costs for the implementation of this service?
- The Virtual Healthcare is advertised as a 24/7 service. Does this mean that students can virtually meet with doctors, nurse practitioners and care coordinators at odd hours (e.g., 2:00 a.m.)?
- Are there any costs to referrals and doctor's notes?
- Would the doctors be able to prescribe medication? Is there certain medication that they would not be able to prescribe?
- Would this service be available to students residing in different provinces?
- Would students have the option to speak to someone in their own language?
- Can doctors virtually provide a physical test and medical clearance if needed?

10. Subject: Ongoing Business

10.1 Executive Responsibilities Policy: May 25, 2021 (Jesse, Carol & Louie)

Louie has completed the Executive Responsibilities Draft and will forward to the Governance & Policy Committee for review and input.

ACTION: Louie

10.2 Mental Health Training: May 11, 2021 (Executive Council)

Louie has contacted the Canadian Mental Health Association – Saskatoon, who indicated that January 12-13 and February 16-17 are their current availability. Louie will try coordinating the training session for February.

ACTION: Louie

10.3 External Links Page: November 10, 2021 (Executive Council)

Deferred.

10.4 Events Suggestions Procedure: November 10, 2021 (Executive Council)

Kaitlyn met with Carol to discuss the event suggestions procedure and it was determined that part of Campus Council's role will be to forward event ideas to their respective Campus Directors. Wura noted that the VP Finance should be involved in event discussions to ensure that funds are being used appropriately. Some concerns were raised regarding Student Societies' ability to put on events as the Food Services Contract has expired. Jesse and Carol will forward this concern to Alice Miller, AVP Student Services during their Master Partnership renegotiation meeting.

ACTION: Jesse & Carol



11. Subject: Closed Session

The closed session began at 6:43 p.m.
The closed session ended at 7:23 p.m.

12. Subject: Announcements

There are no Announcements at this time.

13. Subject: Next Meeting

Wednesday, December 8, 2021, at 5:30 p.m.

14. Subject: Adjournment

The meeting was adjourned at 7:25 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Wednesday, December 8, 2021

Present: Jesse White, President; Wura Adekoya, VP Finance & Internal Operations; Marina Verchenova, VP Moose Jaw Campus; Kirsten Choumont, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus; Kaitlyn Bevan, VP Saskatoon Campus; Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

1. Subject: Call to Order

Jesse called the meeting to order at 5:39 p.m.

The SPSA acknowledges that we are on Treaty 4 and 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

2. Subject: Adoption of Agenda

MOVED by Kaitlyn, SECONDED by Sydney to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Kirsten, SECONDED by Sydney to accept the November 24, 2021 Meeting Minutes as presented. CARRIED.

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

MOVED by Sydney, SECONDED by Kaitlyn to accept the December 8, 2021 President's and Vice Presidents' Reports as presented. CARRIED.

5. Subject: General Manager's Report

Deferred.

6. Subject: Campus Councils Updates

Saskatoon Campus

Kaitlyn contacted the Saskatoon Indigenous Advisor and Saskatoon International Student Advisor to assist in the recruitment of Campus Representative - Saskatoon positions. Kaitlyn has received emails from interested students and have forwarded them to Louie and Ashley to complete the application process.

Regina Campus

The Regina Campus Council members discussed and provided social media engagement suggestions for consideration. Campus Council members also asked confirmation for the next General Council Meeting dates. Executive Council indicated that the next Campus Council Meeting will be done virtually and is currently slated for January 29 – 30, 2021.

Prince Albert Campus

Campus Council members will be participating in Stress Better events. Kirsten has also contacted Jesse and Kaitlyn regarding one Campus Representative participating in Stress Better events on the Saskatoon Campus. The Prince Albert Campus Council also met last week to discuss the upcoming events on campus.

Moose Jaw Campus

Marina indicated that Deep will be attending the Moose Jaw Youth Advisory Committee meetings moving forward. Marina noted that the YAC is looking into reducing student bus pass prices and is seeking funding from Sask Polytech to subsidize a bus pass for Moose Jaw students. Marina will provide an update once available. Marina also requested Standing Committee chairs to submit attendance to Louie for record keeping.

7. Subject: Standing Committee Update

Student Affairs Committee

Committee members met last week and determined priorities for the upcoming year.

- International Student Experience Feedback/Surveys
- Recycling/Environmental Poster on Campus
- LGBTQS2+ Safe Space or Student Club
- Social Media Engagement

Louie will look into other institutions' implementation of LGBTQS2+ Safe Spaces and/or societies.

ACTION: Louie

Governance & Policy Committee

Kirsten indicated that the Governance & Policy Committee will meet once a meeting between Jesse and Kirsten has been scheduled.

Academic Affairs Committee

The committee met with Tara and Laura last week to discuss priorities for the upcoming year. The committee is looking into reviving the Textbook Affordability Initiative and the Grade Appeals process. Louie provided research on other institutions' Grade Appeals process which will be discussed at the next committee meeting.

Finance Committee

The committee will meet once the Month End Financials is available for review.

8. Subject: Action Items

8.1 Campus Representative - Saskatoon (November 24, 2021)

Complete. Kaitlyn has received emails from students interested in the Campus Representative position.

8.2 Return to Campus Concerns (November 24, 2021)

Jesse indicated that Sask Polytech has finalized their decision of students returning on campus for the Winter Semester. Jesse has also provided this information during the SOFA Meeting on November 30, 2021. Jesse is currently working with the Student Advocates to contact all the students who have contacted the SPSA to express their concerns regarding returning to campus. Jesse noted that Sask Polytech have provided communication regarding this decision as well.

Jesse also indicated that Sask Polytech has changed their Vaccination Requirements due to the Saskatchewan Government. Unvaccinated students and staff will have to provide rapid test results three times weekly. Individuals will have to pay the costs and get tested on their own time. Executive Council expressed some concerns regarding this direction as students might have difficulty with appointments due to class times. Jesse will contact Sask Polytech to ask for clarification regarding testing.

ACTION: Jesse

8.3 Transportation Options (November 24, 2021)

Louie forwarded his research to Kaitlyn and Carol for review. Carol has contacted Kendra Strong-Garcia, Manager of Student Experience regarding Sask Polytech providing transportation options for Regina-based students taking classes on the Moose Jaw Campus and is currently waiting for a response.

ACTION: Carol

8.4 Skill Development Symposium Reports (November 10, 2021)

Deferred. Executive Council members will submit the reports to Louie once available.

ACTION: Jesse, Wura, Kirsten & Sydney

8.5 Library Services Student Interview (November 24, 2021)

Complete. Interested Council members' information has been forwarded to Library Services.

8.6 Winter Semester Lockers (November 24, 2021)

Kaitlyn has emailed Kendra regarding locker information for the Winter Semester and is currently waiting for a response.

ACTION: Kaitlyn

8.7 Virtual Healthcare Trial (November 24, 2021)

Complete. Louie has forwarded interested individuals' information for the Virtual Healthcare trial to Gallivan. Louie will contact Gallivan to schedule a presentation meeting.

ACTION: Louie

9. Subject: New Business

9.1 Ratification – Recreation & Tourism Management Society

MOVED by Wura, SECONDED by Sydney to accept the ratification of the Recreation & Tourism Management Society as presented. CARRIED.

10. Subject: Ongoing Business

10.1 Executive Responsibilities Policy: May 25, 2021 (Jesse & Kirsten)

Louie has completed the Executive Responsibilities Draft and has forwarded it to Jesse and Kirsten for review and input.

ACTION: Jesse & Kirsten

10.2 Mental Health Training: May 11, 2021 (Executive Council)

Louie has contacted the Canadian Mental Health Association – Saskatoon and will book the session for January 12-13, 2021.

ACTION: Louie

10.3 External Links Page: November 10, 2021 (Executive Council)

Deferred.

10.4 Events Suggestions Procedure: November 10, 2021 (Executive Council)

Deferred.

11. Subject: Closed Session

The closed session began at 6:35 p.m.

The closed session ended at 7:25 p.m.

12. Subject: Announcements

There are no Announcements at this time.

13. Subject: Next Meeting

Wednesday, December 29, 2021, at 5:30 p.m.

14. Subject: Adjournment

The meeting was adjourned at 7:29 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Wednesday, December 29, 2021

Present: Jesse White, President; Wura Adekoya, VP Finance & Internal Operations; Marina Verchenova, VP Moose Jaw Campus; Kirsten Choumont, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus; Kaitlyn Bevan, VP Saskatoon Campus and Carol Tetreault, General Manager

Absent: Louie Ramos, Executive Assistant

1. Subject: Call to Order

Jesse called the meeting to order at 5:37 p.m.

The SPSA acknowledges that we are on Treaty 4 and 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

2. Subject: Adoption of Agenda

MOVED by Kaitlyn, SECONDED by Marina to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Wura, SECONDED by Kaitlyn to accept the December 8, 2021 Meeting Minutes as presented. CARRIED.

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

MOVED by Sydney, SECONDED by Wura to accept the December 29, 2021 President's and Vice Presidents' Reports as presented. CARRIED.

5. Subject: General Manager's Report

MOVED by Marina, SECONDED by Kaitlyn to accept the December 29, 2021 General Manager's Report as presented. CARRIED.

6. Subject: Campus Councils Updates

Saskatoon Campus

Kaitlyn indicated that she has nothing to report at this time.



Regina Campus

Sydney reported that the Regina Campus Council are hearing students' concerns regarding return to campus protocol, COVID testing requirements and potential misuse and enforcement of same.

With classes resuming on campus, Regina Campus Council meetings will now be slated to be in person.

Prince Albert Campus

Kirsten reported that some SPSA members participated in the "how do you deal with stress" interviews conducted by Library Services.

Campus Representatives were asked to provide suggestions for the External Links page for the SPSA website.

Welcome Week Events (all campuses):

- January 4 - Welcome Back Coffee and Donuts
- January 5 - Breakfast On The Go
- January 6 - SPSA Orientation and What's Poppin'? (popcorn giveaway)

The Prince Albert Campus Council holiday party will be held in January.

Moose Jaw Campus

Marina reported that Campus Representatives have expressed concerns with returning to campus for classes, namely the lack of space for social distancing, how will this be monitored, communications as to where to get testing for non-vaccinated students and how will SP's mask mandate be monitored?

Kapil Sain, Campus Representative will act as SPSA Representative on the City of Moose Jaw Transit Committee.

Marina informed members that she will be changing her reporting hours from 9 hours/week to 15 hours/week for the remainder of the term.

7. Subject: Standing Committee Update

Student Affairs Committee

Committee members met last week and determined priorities for the upcoming year:

- International Student Experience
- SP Instructors receiving additional/enhanced Mental Health Training
- Enhanced Campus Recycling/Environmental Initiatives
- LGBTQ2S+ Safe Space or Student Club – Marc brought forward a proposal
- Social Media Engagement – SPSA Connect – events should be posted a week prior to the event
- Moderated chat – discussion to be held at SOFA
- Instagram and SPSA Connect – Carol to get usage stats

ACTION: Carol

Progress updates will be provided on a regular basis.

- Students who are living in the same location and studying online are facing academic integrity accusations due to the same IP address being used. Sydney and Marina will coordinate a meeting with Mike Gillespie to address this concern.

ACTION: Sydney & Marina

Governance & Policy Committee

Kirsten reported that the first Committee meeting focused on Committee expectations. A meeting has been scheduled the third week in January to review the following:

- Human Resources and Elections Policies
- Restructuring of Director Honorarium
- Discussion on providing transit pass to those Council members who do not require a parking pass

Finance Committee

Wura indicated that Financial Statements will be forwarded to Committee for review.

Wura left the meeting at 6:15 p.m.

Academic Affairs Committee

Marina and Sydney reported that a meeting will be held within the first two weeks of January.

8. Subject: Action Items

8.1 LGBTQ2S+ Safe Space Research

Louie provided the research to Council for review. Kaitlyn is awaiting a response from Facilities to our request for physical space.

ACTION: Kaitlyn

8.2 Vaccination Requirements Clarification

Jesse reported that SP has recently amended requirements for individuals to be on Campus for the Winter Term. SP announced that in conjunction with proof of vaccination, SP will also accept negative COVID test results. These tests will be the responsibility and the expense of the student/individual.

8.3 Transportation Options (November 24, 2021)

Carol continues to wait for a response.

ACTION: Carol

8.4 Skill Development Symposium Reports (November 10, 2021)

Deferred. Executive Council members will submit the reports to Louie once complete.

ACTION: Jesse, Wura, Kirsten & Sydney

Jesse and Kirsten were invited to and will attend the BCFS AGM next month.

8.5 Winter Semester Lockers (November 24, 2021)

A communication was sent to students outlining the locker rental process and rates. Kaitlyn is awaiting a response regarding concerns previously posed to Kendra.

ACTION: Kaitlyn

8.7 Virtual Healthcare Trial (November 24, 2021)

Louie sent a meeting request to Council members and is awaiting responses prior to scheduling a meeting time with Gallivan.

ACTION: Executive Council & Louie

9. Subject: New Business

9.1 November, 2021 Financial Statements

MOVED by Kirsten, SECONDED by Sydney to accept the Financial Statements ending November 30, 2021 as presented. CARRIED.

9.2 CBC Interview

Jesse's return to campus interview with CBC can be viewed at: [Sask. Polytech sticks with plan to resume in-person learning for 2022 winter term \(msn.com\)](https://www.msn.com/en-ca/news/health/sask-polytech-sticks-with-plan-to-resume-in-person-learning-for-2022-winter-term)

9.3 Return to Campus Concerns

Members discussed concerns regarding the new precautions being added for the winter 2022 term:

- Cloth masks will no longer be permitted. Approved masks include:
 - Level 3 procedural masks
 - N95s, KN95s
 - Double masking with a cloth mask over level 3 procedural masks
- Capacity will be reduced in cafeterias and other designated eating/drinking spaces.
- Capacity will be reduced in small study/meeting rooms and elevators.
- Floor signage will be placed to encourage distancing at point of purchase locations, like the cafeteria and anywhere else line ups may occur.

Jesse to inquire as to how these amended practices will be enforced.

ACTION: Jesse

10. Subject: Ongoing Business

10.1 Executive Responsibilities Policy: May 25, 2021 (Jesse & Kirsten)

Louie has completed the Executive Responsibilities Draft and has forwarded it to Jesse and Kirsten. Kirsten will also forward to Governance & Policy Committee for review and input.

ACTION: Jesse & Kirsten

10.2 Mental Health Training: May 11, 2021 (Executive Council)

After attending this workshop, members agreed to have a debriefing of the training received.

ACTION: Executive Council



10.3 External Links Page: November 10, 2021 (Executive Council)
Deferred.

10.4 Events Suggestions Procedure: November 10, 2021 (Executive Council)
Deferred.

11. Subject: Closed Session

The closed session began at 6:29 p.m.
The closed session ended at 6:49 p.m.

12. Subject: Announcements

12.1 Staffing Update

Carol announced that Melissa Luce has accepted the position of Administrative Assistant, Regina Campus beginning January 4, 2022. Carol thanked Administrative Assistant, Moose Jaw Shiane De Jong for her service and wished her all the best in her future endeavors. Shiane's last day is January 7, 2022.

13. Subject: Next Meeting

To assist in scheduling the next meeting, members were asked to forward their availability for the week of January 10th to Louie.

ACTION: Executive Council

14. Subject: Adjournment

The meeting was adjourned at 6:51 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Thursday, January 13, 2022

Present: Jesse White, President; Wura Adekoya, VP Finance & Internal Operations; Marina Verchenova, VP Moose Jaw Campus; Kirsten Choumont, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus; Kaitlyn Bevan, VP Saskatoon Campus; Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

1. Subject: Call to Order

Jesse called the meeting to order at 4:34 p.m.

The SPSA acknowledges that we are on Treaty 4 and 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

2. Subject: Adoption of Agenda

MOVED by Sydney, SECONDED by Kirsten to accept the Agenda as presented. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Kaitlyn, SECONDED by Sydney to accept the December 14, 2021 Email Vote and December 29, 2021 Meeting Minutes as presented. CARRIED.

4. Subject: Executive Council Reports

MOVED by Kaitlyn, SECONDED by Kirsten to accept the January 13, 2022 Vice Presidents' Reports as presented. CARRIED.

ACTION: Jesse

5. Subject: General Manager's Report

MOVED by Kaitlyn, SECONDED by Kirsten to accept the January 13, 2022 General Manager's Report as presented. CARRIED.

Carol noted that Carbon Black is still required on the SPSA's computer systems in order to access the Sask Polytech network.



6. Subject: Campus Councils Updates

Regina Campus

Sydney reported that the Regina Campus Council met last week to discuss upcoming events and student concerns. The Regina Campus Council suggested dropping off the remaining clothing from the “Share the Warmth” event at the International Department. It was suggested that when students come to pick up clothing, the SPSA survey could be administered in a drop box provided. Sydney noted that the survey will be developed with the assistance of Ashley. Executive Council agreed to move forward with this suggestion.

Saskatoon Campus

Kaitlyn reported that interviews for the Campus Representative – Saskatoon positions have been scheduled and Kirsten will assist. Kaitlyn hopes to appoint new Campus Representatives before the next General Council Meeting.

Moose Jaw Campus

Marina reported that Campus Representatives have expressed concerns with the cleanliness of the campus and unusable disinfecting wipes. Marina noted that Campus Council meetings will be held in-person moving forward.

Prince Albert Campus

Kirsten reported that the Prince Albert Campus Council met last week and no concerns have been noted just yet. Campus Council members participated in Welcome Week events which seemed to be popular with the student membership.

7. Subject: Standing Committee Update

Student Affairs Committee

Committee members met yesterday to discuss previously determined priorities. Kaitlyn indicated that committee members’ suggestions will be compiled into one document for Executive Council’s review. Kaitlyn noted that Facilities will be able to provide a tour of the Saskatoon campus to determine where a safe space can be established.

Finance Committee

Wura indicated that a meeting has been scheduled for Wednesday, January 19, 2022 at 5:00 p.m. Carol will be in attendance to assist.

Academic Affairs Committee

Marina indicated that a meeting has been scheduled for Saturday, January 15, 2022 at 11:00 a.m. Marina and Sydney noted that library and textbook issues will be added to this agenda.

8. Subject: Action Items

8.1 LGBTQ2S+ Safe Space Research

Kaitlyn indicated that Saskatoon Facilities will provide a tour of the campus to determine where a safe space can be established. Sydney suggested looking into gender-neutral accessible washrooms for all campuses as well. Kaitlyn will contact Terri Wolfe, AVP Facilities Management to request LGBTQ2S+ safe spaces and gender-neutral accessible washrooms at all campuses.

ACTION: Kaitlyn

8.2 Transportation Options (November 24, 2021)

Deferred.

ACTION: Carol

8.3 Skill Development Symposium Reports (November 10, 2021)

Deferred.

ACTION: Jesse, Wura, Kirsten & Sydney

8.4 Winter Semester Lockers (November 24, 2021)

Kaitlyn has contacted Kendra regarding student locker concerns and is waiting for a reply.

ACTION: Kaitlyn

8.5 Virtual Healthcare Trial (November 24, 2021)

Deferred.

ACTION: Louie

8.6 Social Media Usage Statistics (December 29, 2021)

Complete. Carol has forwarded the requested information to Kaitlyn.

8.7 Academic Integrity Concerns (December 29, 2021)

Deferred. The Academic Affairs Committee has scheduled a meeting for Saturday, January 15, 2022 at 11:00 a.m.

ACTION: Sydney & Marina

8.8 COVID-19 Amended Guidelines Enforcement (December 29, 2021)

Jesse will meet with Alice Miller, AVP Student Services tomorrow to forward student concerns. Jesse asked Executive Council members to compile student concerns and forward them to Jesse before his meeting tomorrow.

ACTION: Executive Council

9. Subject: New Business

9.1 Bookstore Supplies Concerns

Carol indicated that she was contacted by a Saskatoon program having issues with the Bookstore not stocking the required supplies for their courses. Students are unable to purchase materials needed for their everyday classes. Kirsten also indicated that Course



Packs printed by Sask Polytech have limited stock and students are unable to purchase copies of needed course packs. Marina and Sydney will forward this concern to the Academic Affairs Committee for discussion.

ACTION: Sydney & Marina

9.2 SPSA Elections

Louie reminded Executive Council that the SPSA Elections are coming up and any suggested amendments to the Elections Policy will need to be approved at the next General Council Meeting.

9.3 SPSA Financials December 2021 ME

MOVED by Wura, SECONDED by Sydney to accept the SPSA Financial Statements ending December 31, 2021 as presented. CARRIED.

9.4 GC Meeting

Louie indicated that the next General Council Meeting is scheduled for Saturday, January 29, 2021 at 9:00 a.m. Louie will forward the necessary documents once ready.

9.5 Budget Retreat

Carol indicated that the Budget Retreat is typically scheduled during the February Mid-Semester Break. Carol inquired about Executive Council's preference and it was determined that the Budget Retreat will be in either Calgary or Edmonton. Executive Council will forward their availability to Carol and Louie for scheduling.

ACTION: Executive Council

10. Subject: Ongoing Business

10.1 Executive Responsibilities Policy: May 25, 2021 (Jesse & Kirsten)

10.2 Mental Health Training: May 11, 2021 (Executive Council)

Jesse indicated that the Mental Health First Aid sessions were informative and helpful. Executive Council agreed and recommended that incoming Executive Council members and Staff receive the training as needed.

10.3 External Links Page: November 10, 2021 (Executive Council)

Kirsten requested to have COVID Vaccination Clinics added to the External Links Page.

ACTION: Louie

10.4 Events Suggestions Procedure: November 10, 2021 (Executive Council)

11. Subject: Closed Session

The closed session began at 5:19 p.m.

The closed session ended at 5:32 p.m.



- 12. Subject: Announcements**
There are no Announcements at this time.

- 13. Subject: Next Meeting**
Thursday, January 27, 2022, at 4:30 p.m.

- 14. Subject: Adjournment**
The meeting was adjourned at 5:41 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Thursday, January 27, 2022

Present: Jesse White, President; Wura Adekoya, VP Finance & Internal Operations; Marina Verchenova, VP Moose Jaw Campus; Kirsten Choumont, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus; Kaitlyn Bevan, VP Saskatoon Campus; Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

1. Subject: Call to Order

Jesse called the meeting to order at 4:50 p.m.

The SPSA acknowledges that we are on Treaty 4 and 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

2. Subject: Adoption of Agenda

MOVED by Kaitlyn, SECONDED by Marina to accept the Agenda as presented. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Wura, SECONDED by Sydney to accept the January 13, 2022 Meeting Minutes as presented. CARRIED.

4. Subject: Executive Council Reports

MOVED by Wura, SECONDED by Marina to accept the January 27, 2022 Executive Council Reports as presented. CARRIED.

ACTION: Kirsten

5. Subject: General Manager's Report

MOVED by Kaitlyn, SECONDED by Kirsten to accept the January 27, 2022 General Manager's Report as presented. CARRIED.

6. Subject: Campus Councils Updates

Deferred.

7. **Subject: Standing Committee Update**
Deferred.

8. **Subject: Action Items**

8.1 President's EC Report (January 13, 2022)
Complete.

8.2 LGBTQ2S+ Safe Space (December 29, 2021)

Carol indicated that Student Services is working on piloting a new safe space in Saskatoon. Kaitlyn and Carol will meet to determine next steps.

ACTION: Kaitlyn & Carol

8.3 Transportation Options (November 24, 2021)

Deferred.

ACTION: Carol

8.4 Skill Development Symposium Reports (November 10, 2021)

Deferred.

ACTION: Jesse, Wura, Kirsten & Sydney

8.5 Winter Semester Lockers (November 24, 2021)

Deferred.

ACTION: Kaitlyn

8.6 Virtual Healthcare Trial (November 24, 2021)

Complete.

8.7 Academic Integrity Concerns (December 29, 2021)

Deferred.

ACTION: Sydney & Marina

8.8 COVID-19 Amended Guidelines Enforcement (December 29, 2021)

Executive Council determined that due to the newly announced guidelines by the Saskatchewan Government, the SPSA might receive more student concerns. Sydney indicated that Level 1 Masks were handed out to students earlier today but after contacting the Commissionaires this error had been rectified. Jesse also noted that various news outlets have reached out to the SPSA for comments regarding current Sask Polytech COVID-19 Guidelines. The CTV Yorkton news story featuring comments from Jesse will go live today.

8.9 Bookstore Supplies Concerns (January 13, 2022)

Sydney has contacted the Manager of the Regina Bookstore who indicated that they haven't received any complaints from students. Executive Council agreed that all items on a student's book list should be available at the bookstore. Marina and Sydney are in the process of preparing a proposal to forward to Alice Miller, AVP Student Services and



Kendra Strong-Garcia, Director Student Engagement & Learning Services (Interim) regarding student concerns with the bookstore (e.g., unavailable supplies, missing textbooks).

ACTION: Sydney & Marina

8.10 Budget Retreat (January 13, 2022)

Jesse will be unable to travel for the Budget Retreat and Executive Council agreed that the meetings will be moved online. Carol and Wura will start working on the budget prior to the meetings. The meetings will be scheduled on the February Break.

9. Subject: New Business

9.1 Election Policies

The Governance & Policy Committee has provided their recommended amendments to the Election Policy Series. Most of the amendments should reflect the approved changes to the Bylaws. Carol and Louie will prepare the draft and forward to Executive Council for endorsement.

ACTION: Carol & Louie

9.2 Mental Health Keynote Speaker

Deferred.

ACTION: Executive Council

9.3 Credit Usage Policy

Deferred.

ACTION: Marina

10. Subject: Ongoing Business

10.1 Executive Responsibilities Policy: May 25, 2021 (Jesse & Kirsten)

10.2 External Links Page: November 10, 2021 (Executive Council)

10.3 Events Suggestions Procedure: November 10, 2021 (Executive Council)

11. Subject: Closed Session

The closed session began at 5:00 p.m.

The closed session ended at 5:26 p.m.

12. Subject: Announcements

12.1 Campus Representatives

Kaitlyn and Sydney reported new Campus Representatives have been appointed for the Saskatoon and Regina Campus. The SPSA welcomes Marilan Ibanez, Keith Thai, Stephen Nguyen and Thitiwat Chanwattana.



13. Subject: Next Meeting
Thursday, February 10, 2022, at 4:30 p.m.

14. Subject: Adjournment
The meeting was adjourned at 5:27 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Thursday, February 10, 2022

Present: Jesse White, President; Wura Adekoya, VP Finance & Internal Operations; Marina Verchenova, VP Moose Jaw Campus; Kirsten Choumont, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus; Kaitlyn Bevan, VP Saskatoon Campus; Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

1. Subject: Call to Order

Jesse called the meeting to order at 4:35 p.m.

The SPSA acknowledges that we are on Treaty 4 and 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

2. Subject: Adoption of Agenda

MOVED by Kaitlyn, SECONDED by Marina to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Wura, SECONDED by Kirsten to accept the January 27, 2022 Meeting Minutes as presented. CARRIED.

4. Subject: Executive Council Reports

MOVED by Kirsten, SECONDED by Wura to accept the February 10, 2022 Vice Presidents' Reports as presented. CARRIED.

ACTION: Jesse

Executive Council agreed that Campus Council and Standing Committee Updates will be included in the Executive Council Reports moving forward. Louie will forward a new EC Report Template and all Campus Council Meeting Minutes to Executive Council.

ACTION: Louie

5. Subject: General Manager's Report

MOVED by Kaitlyn, SECONDED by Marina to accept the February 10, 2022 General Manager's Report as presented. CARRIED.

6. Subject: Action Items

6.1 VP Prince Albert's EC Report (January 27, 2022)
Complete.

6.2 LGBTQ2S+ Safe Space (December 29, 2021)

Complete. Kaitlyn met with Lisa Bru, Student Life Coordinator North who indicated that she is piloting a Safe Space in both the Saskatoon and Prince Albert Campuses. Kaitlyn will continue to monitor this project as well as inquire who is in charge of the Regina and Moose Jaw Campuses. This item will be removed from the Agenda until an update is available.

6.3 Transportation Options (November 24, 2021)

Deferred.

ACTION: Carol

6.4 Skill Development Symposium Reports (November 10, 2021)

Deferred.

ACTION: Jesse, Kirsten & Sydney

6.5 Winter Semester Lockers (November 24, 2021)

Kaitlyn and Carol met to discuss Locker Policy concerns. Kaitlyn will compile these concerns and forward to Executive Council for review. This item will be added to the Budget Retreat Agenda as well.

ACTION: Kaitlyn

6.6 Academic Integrity Concerns (December 29, 2021)

This item will be moved to Ongoing Business. Marina and Louie prepared the proposals which will be forwarded to the Academic Standing Committee for consideration. Once approved, the proposals will be forwarded to the appropriate contact.

6.7 Bookstore Supplies Concerns (January 13, 2022)

Please see 6.6 Academic Integrity Concerns.

6.8 Election Policies (January 27, 2022)

Complete. Carol and Louie have distributed the Election Policies to General Council for consideration and has been approved via email vote on February 2, 2022.

6.9 Mental Health Keynote Speaker (January 27, 2022)

Executive Council determined that a similar event would be beneficial for students. Carol will ask staff to look into a Mental Health Seminar for Stress Better Week.

ACTION: Carol

6.10 Credit Usage Policy (January 27, 2022)

Executive Council noted some concerns regarding this policy. Jesse has requested a meeting with the Auditors regarding these concerns.

7. Subject: New Business

7.1 SPSA Financials ME January 2022

MOVED by Wura, SECONDED by Sydney to accept the SPSA Financial Statements ending January 31, 2021 as presented. CARRIED.

7.2 SPSA Elections – Elections Committee

Executive Council appointed the following individuals for the Elections Committee:

- Chief Returning Officer (CRO) - Jesse White
- Deputy Returning Officer, MJ (DRO) - Marina Verchenova
- Deputy Returning Officer, PA (DRO) - Kirsten Choumont
- Deputy Returning Officer, SK (DRO) - Kaitlyn Bevan

Sydney will talk to the Regina Campus Representatives to appoint a DRO for the Regina Campus.

ACTION: Sydney

7.3 SPSA Standing Committee Reminders

Louie reminded Executive Council to provide him with participant names by February 15, 2022. Louie noted that the Remuneration & Honorarium Committee should meet prior to February 28, 2022 to help with the preparation of the Budget.

ACTION: Executive Council

7.4 Student Society Ratification

Deferred. Jesse and Marina will contact the applicants to get clarification on fees and the purpose of the student society.

ACTION: Jesse & Marina

7.5 Budget Retreat Meeting

Executive Council agreed to meet on February 21 - 22, 2022 at 9:00 – 12:00 p.m. for the Budget Retreat. Staff will attend the February 21st session.

7.6 BCFS Skills Retreat

Jesse indicated that the BCFS Skills Retreat is currently slated for May 2022. Executive Council agreed that it would be beneficial for incoming Executive Council members to attend network and learn more about and from other institutions.

7.7 Virtual Health-Care

Kaitlyn tested the Virtual Health-Care Service and informed Executive Council of her concerns. Kaitlyn indicated that students are not informed prior to booking an appointment that a fee is levied when rescheduling an appointment. The medical professional was also unfamiliar with Saskatchewan Healthcare protocols. Kaitlyn noted that the medical professional was unable to help with the concerns she was inquiring about. Jesse asked Executive Council and Staff to continue using the Virtual Health-Care free trial to determine its efficacy.

ACTION: Executive Council



7.8 FSAA Meeting

Jesse and Kirsten attended the Federal Student Advocacy Alliance (FSAA) meeting to prepare for the National Advocacy Week. The FSAA will bring forward the same advocacy priorities as they were not addressed due to the pandemic. These priorities are: fast tracking permanent residency for International students, increased post-secondary funding for Indigenous students, rural broadband and federal student loan and grants reform. Jesse and Kirsten will be attending the meeting currently scheduled for next week.

8. Subject: Ongoing Business

8.1 Executive Responsibilities Policy: May 25, 2021 (Jesse & Kirsten)

8.2 External Links Page: November 10, 2021 (Executive Council)

8.3 Events Suggestions Procedure: November 10, 2021 (Executive Council)

Sydney left the meeting at 5:20 p.m.

9. Subject: Closed Session

The closed session began at 5:20 p.m.

The closed session ended at 5:44 p.m.

10. Subject: Announcements

There are currently no Announcements at this time.

11. Subject: Next Meeting

Thursday, March 3, 2022, at 4:30 p.m.

12. Subject: Adjournment

The meeting was adjourned at 5:48 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Friday, March 4, 2022

Present: Jesse White, President; Wura Adekoya, VP Finance & Internal Operations; Kirsten Choumont, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus; Kaitlyn Bevan, VP Saskatoon Campus; Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

Absent: Marina Verchenova, VP Moose Jaw Campus

1. Subject: Call to Order

Jesse called the meeting to order 5:35 p.m.

The SPSA acknowledges that we are on Treaty 4 and 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

2. Subject: Adoption of Agenda

MOVED by Kirsten, SECONDED by Kaitlyn to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Wura, SECONDED by Sydney to accept the February 10, 2022 Meeting Minutes & February 17, 2022 Email Vote as presented. CARRIED.

4. Subject: Executive Council Reports

MOVED by Kirsten, SECONDED by Sydney to accept the March 4, 2022 Vice Presidents Finance & Internal Operations, Prince Albert and Regina's Reports as presented. CARRIED.

ACTION: Jesse, Kaitlyn & Marina

5. Subject: General Manager's Report

Deferred.

ACTION: Carol



6. Subject: Action Items

6.1 President's EC Report (February 10, 2022)
Deferred.

ACTION: Jesse

6.2 EC Report Template (February 10, 2022)
Complete.

6.3 Transportation Options (November 24, 2021)

Carol indicated that Sask Polytech was in the process of looking into transportation options for students in Regina and Moose Jaw but have not heard any updates recently. Executive Council agreed that a platform where students can request rideshares may be the best option as it is a reoccurring issue for all campuses. Carol will forward this suggestion to Kendra Strong-Garcia, Director Student Engagement & Learning Services.

ACTION: Carol

6.4 Skill Development Symposium Reports (November 10, 2021)
Deferred.

ACTION: Jesse, Kirsten & Sydney

6.5 Winter Semester Lockers (November 24, 2021)

Kaitlyn has contacted Kendra regarding student locker concerns and is waiting for a response.

ACTION: Kaitlyn

6.6 Mental Health Keynote Speaker (January 27, 2022)

Carol indicated that Laura Leslie, Student Advocate South has contacted Gallivan and is currently looking at various keynote speaker options. Carol will provide an update once available.

ACTION: Carol

6.7 SPSA Elections – Elections Committee (February 10, 2022)
Complete.

6.8 SPSA Standing Committee Reminders (February 10, 2022)
Complete.

6.9 Student Society Ratification (February 10, 2022)
Deferred.

ACTION: Jesse & Marina

6.10 Virtual Health-Care (February 10, 2022)

Executive Council discussed the possibility of adding the Virtual Health-Care service to our Health & Dental Plan during Budget Retreat. If approved, the H&D Plan fee will be increased for the upcoming academic year. Executive Council members agreed to deny the addition of the Virtual Health-Care service at this time in order to avoid raising any



of our fees. This item will be added to the upcoming General Council Meeting Agenda for further discussion.

ACTION: Louie

7. Subject: New Business

7.1 Interview Clothing Donation

Kaitlyn brought forward a suggestion from the Student Affairs Committee regarding providing a rental professional clothing service that students can access for job interviews. Kaitlyn suggested that students can donate professional clothing or the SPSA can partner with a community program to provide this service. Jesse mentioned that URSU piloted a similar service called "URSU Threads" that aims to provide clean, professional clothing to students in need. Louie and the Campus Directors will look into the feasibility of providing this service.

ACTION: Louie

7.2 General Council Meeting

Louie indicated that the next General Council Meeting will be in person and is currently scheduled for March 26 – 27, 2022 in Saskatoon. Louie will start coordinating accommodations and meeting logistics.

ACTION: Louie

8. Subject: Ongoing Business

8.1 Executive Responsibilities Policy: May 25, 2021 (Jesse & Kirsten)

8.2 External Links Page: November 10, 2021 (Executive Council)

8.3 Events Suggestions Procedure: November 10, 2021 (Executive Council)

8.4 Academic Integrity & Bookstore Supplies: February 10, 2022 (Marina & Sydney)

9. Subject: Closed Session

The closed session began at 6:05 p.m.

The closed session ended at 6:35 p.m.

10. Subject: Announcements

There are currently no Announcements at this time.

11. Subject: Next Meeting

Thursday, March 17, 2022, at 4:30 p.m.

12. Subject: Adjournment

The meeting was adjourned at 6:36 p.m.



Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Thursday, March 17, 2022

Present: Jesse White, President; Wura Adekoya, VP Finance & Internal Operations; Kirsten Choumont, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus; Kaitlyn Bevan, VP Saskatoon Campus; Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

Absent: Marina Verchenova, VP Moose Jaw Campus

1. Subject: Call to Order

Jesse called the meeting to order 5:05 p.m.

The SPSA acknowledges that we are on Treaty 4 and 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

2. Subject: Adoption of Agenda

MOVED by Kirsten, SECONDED by Kaitlyn to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Kirsten, SECONDED by Sydney to accept the March 4, 2022 Meeting Minutes as presented. CARRIED.

4. Subject: Executive Council Reports

MOVED by Kaitlyn, SECONDED by Sydney to accept the March 17, 2022 President's & Vice President Regina's Report as presented. CARRIED.

ACTION: Wura, Marina, Kirsten & Kaitlyn

5. Subject: General Manager's Report

MOVED by Kirsten, SECONDED by Sydney to accept the March 17, 2022 General Manager's Report as presented. CARRIED.

6. Subject: Action Items

6.1 President's EC Report (February 10, 2022)

Complete. Please refer to Subject 4 – Executive Council Reports.

6.2 President's, VP Saskatoon's and VP Moose Jaw's EC Report (March 4, 2022)

Complete. Please refer to Subject 4 – Executive Council Reports.

6.3 Transportation Options (November 24, 2021)

Deferred.

ACTION: Carol

6.4 Skill Development Symposium Reports (November 10, 2021)

Deferred.

ACTION: Jesse, Kirsten & Sydney

6.5 Winter Semester Lockers (November 24, 2021)

Deferred.

ACTION: Kaitlyn

6.6 Mental Health Keynote Speaker (January 27, 2022)

Carol indicated that Laura Leslie, Student Advocate South looking into various motivational keynote speaker options. Carol will provide an update once available.

ACTION: Carol

6.7 Student Society Ratification (February 10, 2022)

6.7.1 International Food Society

Marina indicated that Adeyemi Williams, Campus Director MJ has contacted Jennifer Charters, Hospitality Services Supervisor, South to inquire about the possibility of students bringing in food for the International Food Society. A meeting date is currently pending. Executive Council agreed to postpone the ratification of the society until the SPSA receives a definitive answer from Food Services.

ACTION: Jesse & Marina

6.7.2 International Student Society

MOVED by Marina, SECONDED by Kirsten to accept the ratification of the International Student Society as presented. CARRIED.

6.8 Virtual Health-Care (February 10, 2022)

Complete.

6.9 Interview Clothing Donation (March 4, 2022)

Complete. Carol and Louie will work with Staff regarding this service.

ACTION: Carol & Louie



6.10 General Council Meeting (March 4, 2022)

Complete. The General Council Meeting is slated for March 26-27, 2022 in Saskatoon. Jesse suggested looking into team building activities on Saturday night. Louie will finalize logistics and forward the information to General Council members.

ACTION: Louie

7. Subject: New Business

There are currently no New Business.

8. Subject: Ongoing Business

8.1 Executive Responsibilities Policy: May 25, 2021 (Jesse & Kirsten)

8.2 External Links Page: November 10, 2021 (Executive Council)

8.3 Events Suggestions Procedure: November 10, 2021 (Executive Council)

8.4 Academic Integrity & Bookstore Supplies: February 10, 2022 (Marina & Sydney)

Marina has scheduled a meeting with Starla Lozinski, Samantha Sperling, Jinus Makari and Kerry Isbister on March 23, 2022 to discuss these issues. Marina will provide an update to Executive Council once available.

9. Subject: Closed Session

The closed session began at 5:28 p.m.

The closed session ended at 6:08 p.m.

10. Subject: Announcements

There are currently no Announcements at this time.

11. Subject: Next Meeting

Thursday, March 31, 2022, at 5:00 p.m.

12. Subject: Adjournment

The meeting was adjourned at 6:10 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Thursday, March 31, 2022

Present: Jesse White, President; Wura Adekoya, VP Finance & Internal Operations; Marina Verchenova, VP Moose Jaw Campus; Kirsten Choumont, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus; Kaitlyn Bevan, VP Saskatoon Campus; Deep Pandya, Incoming President; Ujjval Chavda, Incoming VP Moose Jaw Campus; Rajesh Chandran, Incoming VP Prince Albert Campus; Cecily Chartier, Incoming VP Saskatoon Campus; Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

1. Subject: Call to Order

Jesse called the meeting to order 5:07 p.m.

The SPSA acknowledges that we are on Treaty 4 and 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

2. Subject: Adoption of Agenda

MOVED by Sydney, SECONDED by Kaitlyn to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

Amendment: Call to Order should read: "5:05 p.m." instead of "5:35 p.m."

MOVED by Wura, SECONDED by Sydney to accept the March 17, 2022 Meeting Minutes as amended. CARRIED.

4. Subject: Executive Council Reports

MOVED by Kaitlyn, SECONDED by Sydney to accept the March 31, 2022 Executive Council Reports as presented. CARRIED.

5. Subject: General Manager's Report

MOVED by Sydney, SECONDED by Kirsten to accept the March 31, 2022 General Manager's Report as presented. CARRIED.

Carol indicated that she is currently in the process of hiring for the Office Coordinator position. An in-person Staff Meeting has also been scheduled for April 13-14, 2022 in Saskatoon.

Wura inquired about the ATM issues in Moose Jaw. Carol indicated that the ATM is having network issues and that Will has contacted both Sask Polytech IT and Direct Cash. Sask Polytech is in the process of installing a new network line for the ATM.

6. Subject: Action Items

6.1 VP Finance & Internal Operations', VP Moose Jaw's, VP Prince Albert's and VP Saskatoon's EC Report (March 17, 2022)

Complete. Please refer to Subject 4 – Executive Council Reports.

6.2 Transportation Options (November 24, 2021)

Deferred.

ACTION: Carol

6.3 Skill Development Symposium Reports (November 10, 2021)

Deferred.

ACTION: Jesse & Kirsten

6.4 Winter Semester Lockers (November 24, 2021)

Kaitlyn received a response from Kendra Strong-Garcia, Student Engagement and Learning Services Director, regarding student locker concerns. Kaitlyn noted that the responses did not answer all of our inquiries. Kaitlyn will contact Kendra to get clarification.

ACTION: Kaitlyn

6.5 Mental Health Keynote Speaker (January 27, 2022)

Carol indicated that Laura Leslie, Student Advocate South was able to arrange a motivational keynote speaker for our Stress Better events. Amy Stensrud, Registered Psychologist from Counselling Services will be joining the Virtual Stress Better event for an interactive workshop to learn more about how stress impacts us, both mind and body.

6.6 International Food Society Ratification

Complete. Marina met with Jennifer Charters, Hospitality Services Supervisor, South, to discuss the possibility of students bringing in food for the International Food Society. The Hospitality Services indicated that they are uncertain of the legalities associated with this type of initiative. The Society applicants and Executive Council agreed to not move forward on this initiative due to not receiving a clear response from Hospitality Services and the lateness in the year.

6.7 Interview Clothing Donation (March 4, 2022)

A survey will be distributed to the student membership to determine whether this service will be beneficial for students and to determine the efficacy of our other



services. This survey will be distributed by the end of the academic year. Executive Council members are encouraged to provide survey questions to Ashley for inclusion in the survey.

ACTION: Carol

6.8 General Council Meeting (March 4, 2022)

Complete.

7. Subject: New Business

7.1 SPSA Financials ME February 2022

MOVED by Wura, SECONDED by Sydney to accept the SPSA Financials ME February 2022 as presented. CARRIED.

7.2 SPSA Greetings – Convocation

Jesse was contacted by Cathy Korte, Executive Assistant to the AVP, Student Services regarding the Executive Council providing SPSA greetings to students at the convocation in June 2022. Jesse noted that he will be available to provide the speeches on each campus should council members be unavailable for the convocation ceremonies.

7.3 APP Update Costs

Carol indicated that the APP needs to be updated in order to comply with Apple's new APP regulations. This update could also remove the requirement for users to create an account before utilizing the APP and remove the need to allow users to delete all of their data should they choose to.

MOVED by Kirsten, SECONDED by Kaitlyn to access the Capital Asset Fund and allocate a maximum of \$6,000.00 for the APP Update which would include the compliance to Apple's new APP regulations and the removal of the account creation page. CARRIED.

7.4 Transition Retreat

Louie is in the process of planning the Transition Retreat logistics. Executive Council will provide their schedule to Louie.

ACTION: Executive Council

7.5 Summer Hours

Jesse and Carol explained that incoming Executive Council have the option of being employed full-time by the SPSA during summer months. Incoming Executive Council will be expected to be on-campus during work hours. Carol asked incoming Executive Council to consider this option and forward their decision to Carol and Louie as soon as possible.

ACTION: Incoming Executive Council

7.6 Meeting with Dr. Rosia

Jesse indicated that the meeting between Dr. Larry Rosia, President & CEO and outgoing Executive Council has been scheduled for April 22, 2022, 11:30 a.m. in Saskatoon. Louie



will work on scheduling a meeting between Dr. Rosia and incoming Executive Council for May 2022.

ACTION: Louie

7.7 Vice President Portfolios

Jesse indicated that incoming Executive Council should determine VP Portfolios as soon as possible to start the onboarding process. Jesse will assist Deep in reviewing each incoming VPs' preference and appoint the portfolios accordingly.

ACTION: Jesse & Deep

8. Subject: Ongoing Business

8.1 Executive Responsibilities Policy: May 25, 2021 (Jesse & Kirsten)
Complete.

8.2 External Links Page: November 10, 2021 (Executive Council)
Complete.

8.3 Events Suggestions Procedure: November 10, 2021 (Executive Council)
Carol will forward the Events Suggestions Procedure to Executive Council for consideration.

ACTION: Carol

8.4 Academic Integrity & Bookstore Supplies: February 10, 2022 (Marina & Sydney)
Marina met with Starla Lozinski, Samantha Sperling, Jinus Makari and Kerry Isbister on March 23, 2022, who indicated that they will be starting a new initiative that should address most of our concerns. Incoming Executive Council will continue to monitor the bookstore to identify any arising issues.

9. Subject: Closed Session

The closed session began at 5:42 p.m.
The closed session ended at 5:58 p.m.

10. Subject: Announcements

There are currently no Announcements at this time.

11. Subject: Next Meeting

Thursday, April 14, 2022, at 5:00 p.m.

12. Subject: Adjournment

The meeting was adjourned at 6:00 p.m.



Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Wednesday, April 27, 2022

Present: Jesse White, President; Wura Adekoya, VP Finance & Internal Operations; Marina Verchenova, VP Moose Jaw Campus; Sydney Soloway, VP Regina Campus; Kaitlyn Bevan, VP Saskatoon Campus; Deep Pandya, Incoming President; Ujjval Chavda, Incoming VP Moose Jaw Campus; Rajesh Chandran, Incoming VP Prince Albert Campus; Cecily Chartier, Incoming VP Saskatoon Campus; Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

Absent: Kirsten Choumont, VP Prince Albert Campus

1. Subject: Call to Order

Jesse called the meeting to order 11:45 a.m.

The SPSA acknowledges that we are on Treaty 4 and 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

2. Subject: Adoption of Agenda

MOVED by Sydney, SECONDED by Marina to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Kaitlyn, SECONDED by Sydney to accept the March 31, 2022 Meeting Minutes as presented. CARRIED.

4. Subject: Executive Council Reports

MOVED by Kaitlyn, SECONDED by Marina to accept the March 31, 2022 Vice Presidents Regina and Moose Jaw Reports as presented. CARRIED.

5. Subject: General Manager's Report

Deferred.

6. Subject: Action Items

6.1 Transportation Options (November 24, 2021)

Deferred. Carol indicated that staff members are researching vacancy and employment rates in Moose Jaw. Executive Council explained that the intent is to forward the information to Sask Polytech Senior Administration in order to brief them of the current living conditions in Moose Jaw. Carol will also look into International Student enrolment numbers by campus and forward to Executive Council for review.

ACTION: Carol

6.2 Skill Development Symposium Reports (November 10, 2021)

Deferred.

ACTION: Jesse & Kirsten

6.3 Winter Semester Lockers (November 24, 2021)

Deferred. Kaitlyn sent a follow-up email to Kendra Strong-Garcia, Student Engagement and Learning Services Director and is currently waiting for a response. Marina also met with Krista Eckel, Facilities Campus Manager (MJ), who indicated that the locker fees are non-negotiable and that the contract would be amended to reflect concerns about leaving food and valuables in lockers. Kaitlyn will provide the information to the incoming VP Student Affairs.

ACTION: Kaitlyn

6.4 Interview Clothing Donation (March 4, 2022)

An SPSA Services Survey will be distributed with the Swipe - April 2022 Newsletter to determine whether this service is of interest to students. Carol will provide the survey results to Executive Council once available.

ACTION: Carol

6.5 Transition Retreat (March 31, 2022)

Complete.

6.6 Summer Hours (March 31, 2022)

Complete. Incoming Executive Council members indicated that they will be working full-time over the summer beginning May 2, 2022.

6.7 Meeting with Dr. Rosia (March 31, 2022)

Louie has contacted Ev Slavin-Scharback, Senior Executive Assistant to President & CEO regarding scheduling the Executive Orientation with Sask Polytech Senior Admin. Louie will provide an update once available.

ACTION: Louie

6.8 Vice President Portfolios (March 31, 2022)

Complete.



7. Subject: New Business

7.1 Environment Policy Update

Kaitlyn indicated that this topic will be forwarded to the incoming VP Student Affairs and the Student Affairs Committee.

7.2 BCFS Skills Symposium 2022

Complete. Travel and accommodations will be coordinated by Carol and Louie as soon as possible.

ACTION: Carol & Louie

7.3 SPT Tuition and Fees Procedure Review

Jesse distributed the Tuition and Fees Procedure to Executive Council and Staff for review and input. Jesse noted that Alice indicated that the International Tuition Deposit amount was removed from the Procedures in order to ease the approval process should the deposit amount be changed at a later date. Carol indicated that Staff provided suggestions as well which will be compiled by Louie and forwarded to Executive Council for review prior to submitting to Sask Polytech for consideration.

ACTION: Louie

8. Subject: Ongoing Business

8.1 Events Suggestions Procedure: November 10, 2021 (Executive Council)

Complete. Executive Council will discuss further with Staff members and will be added to the Itinerary for the Executive Council & Staff Meeting on May 17-18, 2022.

9. Subject: Closed Session

The closed session began at 12:05 p.m.

The closed session ended at 12:29 p.m.

10. Subject: Announcements

Jesse would like to thank outgoing Executive Council and the Staff for their service, hard work and appreciate everything they have done to create a better organization. He would also like to congratulate incoming Executive Council and wish them the best of luck in their upcoming term.

Carol also wanted to thank outgoing Executive Council for their service, dedication, and hard work during their term.

11. Subject: Next Meeting

TBA



12. Subject: Adjournment

The meeting was adjourned at 12:31 p.m.

Date Accepted:

Signature: