



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

Zoom Meeting

Sunday, October 17, 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; Kapil Sain, Director Moose Jaw; Deep Pandya, Director Moose Jaw; Ujjval Chavda, Director Moose Jaw; Sophia Sta. Cruz, Director Prince Albert; Het Modi, Director Regina; Marc Leonard, Director Regina; Vuong Doan, Director Regina; 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.

1.1 Introduction of New General Council Members

The SPSA would like to welcome the following individuals to the SPSA General Council:

- Executive Council
 - Wura Adekoya, VP Finance & Internal Operations
 - Sydney Soloway, VP Regina Campus
 - Kaitlyn Bevan, VP Saskatoon Campus
- Campus Council Directors – Moose Jaw:
 - Kapil Sain
 - Deep Pandya
 - Ujjval Chavda
- Campus Council Directors – Prince Albert:
 - Sophia Sta. Cruz
- Campus Council Directors – Regina:
 - Het Modi
 - Marc Leonard
 - Vuong Doan

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 Marc, SECONDED by Wura to accept the April 3, 2021 Meeting Minutes as presented. CARRIED.

4. Subject: Executive Council Reports

Louie will distribute the Executive Council Reports.

ACTION: Louie

5. Subject: Campus Council Update

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 Kirsten and Kaitlyn are actively recruiting for Campus Council Directors in their respective campuses.

6. Subject: Action Items

6.1 Oath of Office (April 3, 2021)

Complete.

6.2 Year-End Report Template (April 3, 2021)

Complete. Louie distributed the Year-End Report template to outgoing Council members. Jesse explained that Council members must submit a Year-End Report in order to receive a reimbursement of their SPSA Fees and H&D Fees.

6.3 Proposed Governance Structure (April 3, 2021)

Jesse, Carol and Louie have been working on the proposed Governance Structure amendments which was presented to the General Council. Jesse explained that the proposed changes would include the introduction of Vice President Profiles: Finance, Student Affairs, External Affairs and Academic Affairs. Jesse noted that these changes will also include the removal of the VP Finance & Internal Operations position.

General Council also discussed the Bylaws that will be affected by this structure change. General Council reviewed Bylaw 7 – Electoral Regulations and determined that for VP Campus Nominations, a minimum of 33 percent of signatures must be from outside the academic course or program the nominee is currently registered in. Jesse noted that if these changes are approved, they will take effect as soon as they are relevant.

MOVED by Jesse, SECONDED by Kaitlyn to present the Proposed Governance Structure and Bylaw Amendments to the membership at the November 4, 2021 Annual General Meeting. CARRIED.

6.4 Cloud-based Network System (April 3, 2021)

Carol discussed the possibility of moving our servers to a cloud-based system. Carol indicated that one of the options Staff is currently considering is moving the NDrive to a cloud-based server and leaving our accounting system in the physical server. Carol and the Staff are continuing to look at options to ensure the organization's digital safety.



7. Subject: New Business

7.1 COVID Update

Jesse indicated that Sask Polytech has consulted the SPSA for suggestions and feedback regarding student life during the pandemic. Jesse indicated that all Staff and General Council members are fully vaccinated and comply with Sask Polytech requirements.

General Council met with Kendra Strong-Garcia, Manager of Student Experience yesterday to discuss Sask Polytech's future plans. General Council members have provided suggestions such as:

- Providing free Covid Rapid Test access to vaccinated students.
- Providing timely information to students regarding returning back to campus.
- Ensuring that Sask Polytech Staff and Instructors are following Managerial Mandates regarding Covid-19.

7.2 SPSA Standing Committee Members

Deferred.

ACTION: General Council

7.3 YE June 2021 Audited Financial Statements

Carol presented the Year-End June 30, 2021 Audited Financial Statements to General Council for review. Carol noted that the SPSA will continue to address the risks outlined on Page 5 of the Audit Year-End Communication.

MOVED by Wura, SECONDED by Kirsten to present the YE June 30, 2021 Audited Financial Statements to the membership at the November 4, 2021 Annual General Meeting. CARRIED.

7.4 September Q1 2021 Financial Statements

MOVED by Marc, SECONDED by Sydney to accept the 1st Quarter Financial Statements Ending September 30, 2021 as presented. CARRIED.

7.5 SPSA Operating Budget 2021 - 2022

The Proposed SPSA Operating Budget 2021 – 2022 was distributed to General Council for consideration. The proposed budget includes the removal of proposed revenues from Lockers and Food Services that was previously approved by General Council.

MOVED by Wura, SECONDED by Sophia to accept the proposed SPSA Operating Budget 2021-2022 as presented. CARRIED.

7.5.1 Pandemic Financial Factors

Carol presented documentation outlining the SPSA's Financial Factors impacting the 2020-2021 academic year to General Council. Carol explained that the SPSA was able to receive several government grants and funding, which provided positive supports to the SPSA.



7.6 Annual General Meeting & SOFA Meetings

Jesse announced that the Annual General Meeting is currently slated for November 4, 2021 and that advertising will be forwarded to the membership by next week. Jesse also indicated that the Student Open Forum Assembly (SOFA) Meetings are scheduled for every last Tuesday of every month. General Council members are expected to attend these sessions to learn more about current student issues. Jesse noted that the SPSA has launched the SOFA Level-up Program, wherein students can receive exclusive swag for attending multiple SOFA Meetings. Executive Council will look into accessibility options for upcoming SOFA Meetings.

ACTION: Executive Council

7.7 Strategic Plan Review

The Strategic Plan was forwarded to General Council for review. Jesse explained the importance of the Strategic Plan to ensure that Council members are able to implement activities and services in accordance to the Strategic Plan's Pillars: Advocacy, Student Engagement and Diversity & Inclusion.

7.8 Q&A Chatbot

General Council discussed the possibility of implementing a Q&A Chatbot feature on the website. It was determined that this feature does not meet the organization's needs. General Council suggested updating the SPSA FAQs and including a detailed contact information list for student concerns. It was also suggested that our anonymous "Submit your Concerns" page be moved to somewhere more accessible on our home page. Carol will ask Staff to review the website to determine what needs to be added.

ACTION: Carol

8. Subject: Closed Session

The closed session began at 11:17 a.m.
The closed session ended at 11:37 a.m.

9. Subject: Announcements

Jesse would like to congratulate and welcome all incoming General Council members to the SPSA. Jesse hopes to have a productive year with everyone on the Council.

10. Subject: Next Meeting

TBA – Zoom Meeting

11. Subject: Adjournment

The meeting was adjourned at 11:39 a.m.



Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

Zoom Meeting

Saturday, January 29, 2022

Present:

Executive Council

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; and Kaitlyn Bevan, VP Saskatoon Campus

Campus Representatives

Moose Jaw: Kapil Sain, Ujjval Chavda, Deep Pandya

Prince Albert: Sophia Sta. Cruz, Brock Neufeldt, Shannon-Lee Custer

Regina: Het Modi, Vuong Doan, Thitiwat Chanwattana

Saskatoon: Marilan Ibanez, Stephen Nguyen, Keith Thai

SPSA Staff

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.

The SPSA acknowledges that we are on Treaty 4 and 6 Territory, 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.

1.1 Introduction of New General Council Members

The SPSA would like to welcome the following individuals to the SPSA General Council:

- Campus Council Directors – Saskatoon:
 - Marilan Ibanez
 - Stephen Nguyen
 - Keith Thai
- Campus Council Directors – Regina:
 - Thitiwat Chanwattana

2. Subject: Adoption of Agenda

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



- 3. Subject: Adoption of Meeting Minutes**
MOVED by Sydney, SECONDED by Kaitlyn to accept the October 17, 2021 Meeting Minutes as presented. CARRIED.

- 4. Subject: Executive Council Reports**
MOVED by Wura, SECONDED by Marilan to accept the Executive Council Reports (May 2021 – January 2022) as presented. CARRIED.

- 5. Subject: Campus Council Update**

Moose Jaw Campus
The Moose Jaw Campus Council has been busy addressing student concerns regarding gym access and COVID parameters. Marina noted that students have many unanswered questions regarding COVID parameters which was forwarded to Executive Council for discussion.

Prince Albert Campus
The Prince Albert Campus Council is participating in various events to help students feel welcome as they return on campus.

Regina Campus
The Regina Campus Council held an international “Share the Warmth” event from which the collection from the November 17th “Share the Warmth” event was distributed. Campus Council took the opportunity to meet and greet the international students as well as have them complete a survey for an SPSA Swag draw. Sydney has also appointed a new Campus Representative for Regina.

Saskatoon Campus
Kaitlyn has successfully appointed three new Campus Representatives and is in the process of their on-boarding training.

- 6. Subject: Standing Committee Update**

Academic Affairs Committee
The committee is focusing on items such as textbook affordability, textbook availability and program withdrawal process. Marina noted that Sask Polytech has a complicated withdrawal process compared to other institutions. The committee will discuss these items further in future meetings and hopes to find ways to streamline the process.

Student Affairs Committee
The committee is working on acquiring safe spaces on each campus, providing a recommendation for mental health training for instructors and working with Sask Polytech regarding environmental campaigns. The committee will also be compiling ideas for social media engagement.



Finance Committee

The committee has been meeting to review the SPSA Monthly Financials. The Finance Committee met with Gallivan last week to discuss “Dialogue” and the renewal costs of our Health & Dental Plan. It was determined that the addition of Dialogue will result in an increase of our Health & Dental Plan fees. The committee will compile recommendations for General Council review.

Governance & Policy Committee

The committee met to discuss the SPSA Elections Policy series and have provided their suggestions to Executive Council. The committee will also be reviewing the SPSA Human Resources and Governance Policy series which includes providing suggestions in restructuring the Honorarium for Campus Representatives.

General Council members determined that moving forward Campus Council and Standing Committee updates will be included in the EC Reports for meeting efficiency.

7. Subject: Action Items

7.1 Executive Council Reports Distribution (October 17, 2021)

Complete.

7.2 SPSA Standing Committee Members (October 17, 2021)

Complete. VP Campuses will discuss with the newly appointed Campus Representatives which Standing Committee they will participate in.

7.3 Annual General Meeting & SOFA Meetings (October 17, 2021)

Complete.

7.4 Website Updates (October 17, 2021)

Complete. It was determined that an “External Links” page will be added to the SPSA website. VP Campuses are in the process of compiling information which will be included in the “External Links” page.

8. Subject: New Business

8.1 Return to Campus Update

Students have returned to campus at the start of the Winter Semester. Jesse indicated that there have been student concerns regarding the current COVID Parameters, cleanliness of the campus, non-compliance of COVID parameters (e.g., social distancing), remote nursing stations and lockers. Executive Council hopes that Sask Polytech will provide an appropriate level of campus service as students are back on campus. Jesse also indicated that various news outlets have reached out to the Sask Polytech students and the SPSA for comments regarding current Sask Polytech COVID-19 Guidelines. Jesse has provided his comments as the spokesperson of the SPSA. Jesse noted that the SPSA will continue to address concerns as they come.

8.2 December 2021 Q2 Financial Statements

MOVED by Sydney, SECONDED by Wura to accept the 2nd Quarter Financial Statements Ending December 31, 2021 as presented. CARRIED.

8.3 SPSA Operating Budget vs Actual Review

The SPSA Operating Budget vs Actual figures was distributed to General Council for review.

8.4 Annual Services Review Committee Selection

Campus Councils will select one Campus Representative to join the committee. VP Campuses will forward the name of the selected Campus Representative to Louie by February 15, 2022.

ACTION: VP Campuses

8.5 Remuneration & Honorarium Committee Selection

Campus Councils will select one Campus Representative and a Student-at-Large Representative to join the committee. VP Campuses will forward the name of the selected representatives to Louie by February 15, 2022.

ACTION: VP Campuses

8.6 SPSA Elections 2022

Louie informed General Council of the SPSA Election timeline:

- Elections Information Sessions: February 15 - 18, 2022
- Nomination Period: February 28 - March 11, 2022
- All Candidates' Meeting: March 11, 2022
- Signature Collection: March 14 - 15, 2022
- Campaign Period: March 16 - 18, 2022
- Election Day: March 22, 2022

Executive Council has endorsed the amended SPSA Election Policy series and will be forwarded to General Council for consideration.

ACTION: Louie

8.7 SA and Health & Dental Fees

Carol indicated that as per the Master Partnership Agreement, the SPSA has to provide notice to Sask Polytech of any changes to the SA and Health & Dental Fees.

Executive Council met with Gallivan to discuss their new service called Dialogue, a virtual health-care which provides 24/7 access to licensed health experts, including doctors, nurse practitioners and care coordinators. Adding this service will increase our current Health & Dental fees by \$20.00. Council members and staff were provided a trial to determine if this service would be beneficial. Wura indicated that the service is easy to use and would help students who are unable to see a doctor due to time constraints.

Executive Council will review Dialogue for recommendation and General Council consideration.

ACTION: Executive Council

9. Subject: Closed Session

The closed session began at 10:22 a.m.

The closed session ended at 10:37 a.m.

10. Subject: Sask Polytech Discussion – Kendra Strong-Garcia, Manager Student Experience

Kendra joined the meeting to answer any questions General Council members may have. Kendra noted that she is also the interim Director of Student Engagement & Learning Services and explained her role as the liaison for the Student Association. Kendra indicated that they have hired a Student Life Coordinator for each Campus to facilitate in student engagement. Kendra is also considering piloting the “UniBuddy” program, together with the International Student Department. This program aims to partner current local students with potential international students to answer questions regarding the institution and Canadian daily life.

General Council members inquired about the following student concerns:

- Remote Nurse Stations: Kendra has contacted Debra Kemp-Koo, Director Counselling, Accessibility & Health who indicated that the Health Nurses will be back to working full-time on the Prince Albert, Regina and Saskatoon Campus starting February. Kendra noted that Debra is in the process of hiring a Health Nurse for the Moose Jaw Campus. Kendra will also follow-up with Debra regarding the Health Nurse’s main roles.
- COVID Parameters Enforcement: Kendra indicated that there is currently no policy that can help enforce most of the COVID Parameters. However, students can report other students or instructors not abiding by the protocols to the Student Relations Office for sanctions.
- Sask Polytech Communication: General Council members expressed that communication between Sask Polytech and the students has to be better in order to avoid confusion. Kendra noted that Sask Polytech are working on a campaign to inform both students and staff of current COVID Parameters. Kendra also mentioned that Sask Polytech is utilizing both mySaskPolytech and Brightspace Announcements in limited capacities in order to ensure that students would not ignore them in the future. Jesse suggested having a “How does this affect me?” page to inform students of guidelines that can affect their studies. Campus Councils will discuss ways Sask Polytech can engage with the students and forward them to Kendra for consideration.
ACTION: Campus Council
- Lockers: Jesse indicated that Executive Council will forward questions and concerns to Kendra regarding the current locker program.
ACTION: Executive Council

11. Subject: Announcements

Jesse thanked Kendra for attending the meeting and providing input on student concerns. Jesse also thanked General Council members and staff for their efforts in the current circumstances and hard work.



12. Subject: Next Meeting
TBA – March 26-17, 2022

13. Subject: Adjournment
The meeting was adjourned at 11:59 a.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses
Room 128 - Saskatoon Main Campus
Sunday, March 27, 2022**

Present: Executive Council
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; and Kaitlyn Bevan, VP Saskatoon Campus

Campus Representatives
Moose Jaw: Kapil Sain, Ujjval Chavda, Deep Pandya
Prince Albert: Sophia Sta. Cruz, Brock Neufeldt, Shannon-Lee Custer
Regina: Het Modi, Vuong Doan, Thitiwat Chanwattana
Saskatoon: Stephen Nguyen

SPSA Staff
Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

- 1. Subject: Call to Order**
Jesse called the meeting to order at 10:23 a.m.

The SPSA acknowledges that we are on Treaty 4 and 6 Territory, 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 Vuong, SECONDED by Wura to accept the Agenda as amended. CARRIED.
- 3. Subject: Adoption of Meeting Minutes**
MOVED by Deep, SECONDED by Kaitlyn to accept the January 29, 2022 Meeting Minutes as presented. CARRIED.
- 4. Subject: Executive Council Reports**
MOVED by Sophia, SECONDED by Shannon to accept the Executive Council Reports (January 2022 – March 2022) as presented. CARRIED.

5. Subject: Sask Polytech Discussion – Kendra Strong-Garcia, Student Engagement and Learning Services Director

General Council discussed issues and areas of concerns that will be forwarded to Kendra. These topics would include:

- International Students: General Council indicated that on some campuses Sask Polytech staff is unavailable to answer international student inquiries regarding immigration, allowable work hours for study permits, etc. Council members also noted that the information provided to students in their home country is inaccurate and lacking causing students to have an unpleasant student experience. General Council would also like to collaborate with Sask Polytech in assisting new International Student arrivals by providing transport to their housing destination and introducing them to other students who can help in their adjustment to a new country.
- Lockers: General Council has reviewed the responses Kendra has provided to our inquiries, however, these responses did not address all of our concerns.
- OERS and Textbooks: General Council suggested developing a textbook policy that would require instructors to use a certain textbook for two (2) or three (3) consecutive years before a textbook or book edition could be changed.

6. Subject: Action Items

6.1 Annual Services Review Committee Selection (January 29, 2022)

Complete. The committee's recommendations were forwarded to the General Council for consideration. Some of the suggested services include:

- Welcome Buddies and Transportation Services for incoming International students
- Virtual Healthcare through our Health & Dental Plan
- Job Interview Clothing Drive

6.2 Remuneration & Honorarium Committee Selection (January 29, 2022)

Complete. The committee's recommendations were forwarded to the General Council for consideration. Please refer to 7.4 – SPSA Policies.

6.3 SPSA Elections 2022 (January 29, 2022)

Complete. The General Council congratulates the successful individuals that were elected to the 2022 – 2023 SPSA Executive Council.

- President: Deep Pandya
- VP Moose Jaw: Ujval Chavda
- VP Prince Albert: Rajesh Chandran
- VP Regina: Sydney Soloway
- VP Saskatoon: Cecily Chartier

6.4 SA and Health & Dental Plan Fees (January 29, 2022)

Complete. Jesse indicated that Council approved no amendments will be made to the SA and Health & Dental Plan Fees for the upcoming academic year. Jesse noted that incoming General Council will review the fees again next year to determine if an increase would be warranted.

7. Subject: New Business

7.1 Virtual Healthcare

Gallivan recently introduced a new service called Dialogue, a virtual health-care which provides 24/7 access to licensed health experts, including doctors, nurse practitioners and care coordinators. General Council agreed to not add the Virtual Health-Care service to our Health & Dental Plan as there was not enough information gathered by the trial period participants. Carol will inquire about getting a larger pool of trial participants to further determine efficacy.

ACTION: Carol

7.2 SPSA Proposed Operating Budget 2022 - 2023

Wura presented the 2022 - 2023 Proposed Operating Budget to General Council for consideration and noted the following changes:

- CPI Increase of 3.8% to Executive Council and Staff salaries
- Staff Expenses adjustment to reflect Wellness Credit
- Moneris Charges adjustment to reflect revised contract
- Campus Representative Honorarium (see 7.4 – SPSA Policies)
- Member Services adjustment to include Volunteer Appreciation Fund for each campus
- SPSA Elections adjustment for an External CRO Honorarium

MOVED by Kaitlyn, SECONDED by Sydney to accept the CPI Increase of 3.8% to Executive Council and Staff salaries effective May 1, 2022 and July 1, 2022 respectively. CARRIED.

MOVED by Ujval, SECONDED by Vuong to accept the SPSA Proposed Operating Budget 2022-2023 as presented. CARRIED.

7.3 SPSA Financials Q3 March 31, 2022

Deferred. The SPSA Financials Q3 March 31, 2022 will be distributed via email for consideration.

ACTION: Louie

7.4 SPSA Policies

7.4.1 GOV 5 – Campus Representative Honorarium

The policy was distributed prior to the meeting which included the following proposed amendments:

- Removal of Information Sessions and Scanner Articles
- Honorarium adjustment and increased frequency of SPSA meetings



- Inclusion of a 20% Bus Pass Subsidy based on City Transit prices

MOVED by Kirsten, SECONDED by Brock to accept the GOV 5 – Campus Representative Honorarium Policy amendments as presented. CARRIED.

7.4.2 GOV 6 – Executive Remuneration & Accountability

The policy was amended to reflect the Remuneration and Honorarium Committee’s recommendation of annually reviewing the CPI increase to the Executive salary instead of automatically receiving a CPI increase annually.

MOVED by Sydney, SECONDED by Kapil to accept the GOV 6 – Executive Remuneration & Accountability Policy amendment as presented. CARRIED.

8. Subject: Closed Session

The closed session began at 10:49 a.m.
The closed session ended at 11:32 a.m.

9. Subject: Announcements

Jesse would like to thank outgoing General Council for their service and hard work during this academic year. He would also like to congratulate outgoing General Council for their productivity and accomplishments all throughout the year.

Jesse would also like to thank the staff, on behalf of the General Council, for their incredible hard work during this hybrid learning environment.

10. Subject: Next Meeting

TBA

11. Subject: Adjournment

The meeting was adjourned at 11:50 a.m.

Date Accepted:

Signature: