



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Wednesday, May 11, 2022

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order at 10:10 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 Ujjval to accept the Agenda as amended. CARRIED.

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

MOVED by Sydney, SECONDED by Cecily to accept the April 27, 2022, Meeting Minutes as presented. CARRIED.

**4. Subject: New Business**

4.1 Executive Computer Upgrades

Ujjval and Carol presented the Executive Computer Upgrade Plan to Executive Council for consideration. The intent was to provide a laptop to each Executive Council member that they can use for SPSA-related activities.

MOVED by Ujjval, SECONDED by Sydney to access the Capital Asset Fund and allocate a maximum of \$6,000.00 for Executive Council computer upgrades. CARRIED.

**5. Subject: Closed Session**

The closed session began at 10:20 a.m.

The closed session ended at 11:10 a.m.



**6. Subject: Announcements**

There are currently no Announcements at this time.

**7. Subject: Next Meeting**

Thursday, May 19, 2022, at 9:00 a.m.

**8. Subject: Adjournment**

The meeting was adjourned at 11:12 a.m.

Date Accepted:

Signature:



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES

**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**

**Rm. 107.2 – Saskatoon Campus**

**Thursday, May 19, 2022**

- Present:** Deep Pandya, President; Ujval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant
- 1. Subject: Call to Order**  
Deep called the meeting to order 10:08 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 Cecily to accept the Agenda as amended. CARRIED.
- 3. Subject: Adoption of Meeting Minutes**  
MOVED by Ujval, SECONDED by Sydney to accept the May 11, 2022 Meeting Minutes as presented. CARRIED.
- 4. Subject: Executive Council Reports**  
MOVED by Sydney, SECONDED by Cecily to accept the May 19, 2022 President's and Vice Presidents Moose Jaw, Regina, and Saskatoon's Reports as presented. CARRIED.  
**ACTION: Raj**
- 5. Subject: General Manager's Report**  
MOVED by Cecily, SECONDED by Ujval to accept the May 19, 2022 General Manager's Report as presented. CARRIED.
- 6. Subject: Action Items**  
6.1 Transportation Options (November 24, 2021)  
Deferred. Carol indicated that she is still awaiting a response from Sask Polytech regarding providing transportation options for Regina and Moose Jaw students. Staff is



in the process of researching “poparide”, a city-to-city carpooling service, however, the userbase is currently small in the province. Staff will reach out to other companies and “poparide” for more information.

**ACTION: Carol**

6.2 Skill Development Symposium Reports (November 10, 2021)

Complete.

6.3 Winter Semester Lockers (November 24, 2021)

Executive Council met with Kendra Strong Garcia, Director, Student Engagement & Learning Services yesterday, who indicated that she will talk to the Facilities Department to ensure that appropriate staffing is available during peak times for any locker concerns. Cecily will follow-up with Kendra and forward any updates to Executive Council.

**ACTION: Cecily**

6.4 Interview Clothing Donation (March 4, 2022)

Complete. Executive Council agreed to not move forward with this initiative due to the lack of interest from students as per the recent results of the SPSA Services Survey.

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

Complete. Executive Council received an Executive Orientation and met Dr. Larry Rosia, President & CEO; Dr. Has Malik, VP Academic & Provost; Alice Miller, AVP Student Services; Lucy Pereira, AVP Strategy; Trish Schmidt, Board of Directors EA; Sean Engemoen, AVP Financial Services; Mike Gillespie, AVP Learning & Teaching; and Kendra Strong-Garcia, Director, Student Engagement & Learning Services.

6.6 BCFS Skills Symposium 2022 (April 27, 2022)

Complete. Executive Council will draft a report to explain what has transpired during the symposium and to provide recommendations to the next Executive Council.

6.7 SPT Tuition and Fees Procedure Review (April 27, 2022)

Complete. Louie has compiled Executive Council and Staff recommendations, which was forwarded to AVP Miller for review and consideration. Deep and Carol will provide an update once available.

**ACTION: Deep & Carol**

**7. Subject: New Business**

7.1 SPSA Financials ME April 2022

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

7.2 SPSA Policy Amendments

Louie forwarded the following Policy drafts and suggested amendments for Executive Council review and consideration:



- ADMIN 3 - Computer Usage: the SPSA will provide computer access to Executive Council members and staff
- ADMIN 4 - General Council & Employee Wellness Account: General Council members will receive a pro-rated amount based on the number of months served on Council.
- ADMIN 5 - Credit Card Usage: reflect title and staff structure changes approved at the AGM (November 4, 2021)
- ADMIN 6 -Smart Phone: reflect title and staff structure changes approved at the AGM (November 4, 2021)

MOVED by Cecily, SECONDED by Sydney to accept Administration Policies 3, 4, 5 & 6 amendments as presented. CARRIED.

#### 7.3 Wellness Fee Proposal

Cecily has reviewed the Wellness Fee Proposal and noted some concerns. Cecily and Carol will meet to discuss next steps.

**ACTION: Cecily & Carol**

#### 7.4 Mental Health First Aid Training

Louie will contact training providers to schedule an in-person training session.

**ACTION: Louie**

#### 7.5 Web Audit Recommendations

Sask Polytech has contacted the SPSA regarding providing feedback on the current state of the Sask Polytech Website. Executive Council and Laura Leslie, Student Advocate - South will meet tomorrow to discuss concerns and suggestions regarding the Sask Polytech website. Deep and Louie will compile suggestions and forward to Sask Polytech for consideration.

**ACTION: Deep & Louie**

#### 7.6 SOFA Meetings

Executive Council discussed rebranding SOFA to encourage attendance from the student membership. Staff suggested rebranding SOFA to "Council Connect" and Executive Council agreed. Carol will ask Ashley to develop marketing for "Council Connect".

**ACTION: Carol**

#### **8. Subject: Ongoing Business**

There is currently no ongoing business at this time.

#### **9. Subject: Closed Session**

The closed session began at 10:49 a.m.

The closed session ended at 11:08 a.m.



**10. Subject: Announcements**

There are no announcements at this time.

**11. Subject: Next Meeting**

Wednesday, June 8, 2022, 10:00 a.m.

**12. Subject: Adjournment**

The meeting was adjourned at 11:09 a.m.

Date Accepted:

Signature:



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Wednesday, June 8, 2022

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order 10:04 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 Ujjval, SECONDED by Raj to accept the Agenda as amended. CARRIED.

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

MOVED by Sydney, SECONDED by Cecily to accept the May 19, 2022 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Cecily, SECONDED by Sydney to accept the June 8, 2022 President's and Vice Presidents' Reports as presented. CARRIED.

**5. Subject: General Manager's Report**

MOVED by Ujjval, SECONDED by Sydney to accept the June 8, 2022 General Manager's Report as presented. CARRIED.

**6. Subject: Action Items**

6.1 VP Prince Albert EC Report: May 19, 2022  
Complete.

#### 6.2 Transportation Options (November 24, 2021)

Deferred. Carol will inquire about the status of transportation services for students commuting for Regina to Moose Jaw at her meeting today with Kendra Strong-Garcia, Director, Student Engagement & Learning Services.

**ACTION: Carol**

#### 6.3 Winter Semester Lockers (November 24, 2021)

Cecily will review the current Locker Terms & Conditions and compare them with the responses we've received from Sask Polytech to determine whether our concerns have been addressed. Executive Council noted that parameters regarding locker cleanouts, locker access and locker damage should be explicitly stated in the Terms & Conditions. It was also noted that damage reports should be forwarded to the Facilities Department or to lockers@saskpolytech.ca. Cecily will compile information and contact Kendra or Ben Gamble, Manager, Student Experience to schedule a meeting regarding our concerns.

**ACTION: Cecily**

#### 6.4 SPT Tuition and Fees Procedure Review (April 27, 2022)

Executive Council received a copy of the Tuition and Fees Procedure and it seems like our concerns and recommendations were not addressed. Carol and Louie will review the document we recently received to determine if any changes were made.

**ACTION: Carol & Louie**

Deep and Sydney will contact Alice Miller, AVP Student Services and Kendra to inquire if they have received our concerns and recommendations.

**ACTION: Deep & Sydney**

#### 6.5 Wellness Fee Proposal (May 19, 2022)

Cecily will contact Deb Kemp-Koo, Director, Counselling, Accessibility & Health Services to inquire about the status of the Wellness Fee Proposal.

**ACTION: Cecily**

#### 6.6 Mental Health First Aid Training (May 19, 2022)

Deferred.

**ACTION: Louie**

#### 6.7 Web Audit Recommendations (May 19, 2022)

Executive Council and Laura Leslie, Student Advocate - South met to discuss concerns and suggestions regarding the Sask Polytech website. Deep and Louie compiled the suggestions and forwarded the document to Sask Polytech for consideration. Deep noted that a Web Audit Committee Meeting will be scheduled for this month and that he will provide an update once available.

**ACTION: Deep**

#### 6.8 SOFA Meeting – Council Connect (May 19, 2022)

Complete. Carol indicated that Ashley is in the process of developing marketing materials for the rebranding of SOFA Meetings to Council Connect.



**7. Subject: New Business**

7.1 BCFS Skills Symposium Debrief

Executive Council has provided their BCFS Skills Symposium Report. The report outlines the sessions attended and the Council's recommendations. Executive Council agreed that the sessions were beneficial, specially those regarding meeting decorum, Robert's Rules of Order and student engagement. Executive Council indicated that the Symposium was also great way to network and learn more about other student organizations.

7.2 Regina Cooler Purchase

Carol and Ujjval indicated that the cooler in the Regina Campus needs to be replaced. The new cooler purchase will also include a warranty for any repairs needed.

MOVED by Ujjval, SECONDED by Sydney to access the Capital Asset Fund and allocate a maximum of \$4,000.00 for the Regina Campus cooler purchase. CARRIED.

7.3 Client Advisory Council

Deep, Ujjval, and Carol will be attending the Client Advisory Council in Toronto from June 20-23, 2022. Deep and Ujjval will stay until June 26, 2022 in order to meet with other student organizations in Ontario.

7.4 Appointment of New Minister of Advanced Education

Executive Council would like to extend their congratulations to the newly appointed Minister of Advanced Education, the Honourable Gordon Wyant, Q.C. Executive Council has drafted a congratulatory letter which will be forwarded to the Minister once complete.

**ACTION: Executive Council**

**8. Subject: Ongoing Business**

There is currently no ongoing business at this time.

**9. Subject: Closed Session**

The closed session began at 10:49 a.m.

The closed session ended at 11:03 a.m.

**10. Subject: Announcements**

There are no announcements at this time.

**11. Subject: Next Meeting**

Wednesday, June 22, 2022, 10:00 a.m.



**12. 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 Wednesday, June 22, 2022

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order 3:02 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 Ujjval, SECONDED by Sydney to accept the Agenda as amended. CARRIED.

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

MOVED by Sydney, SECONDED by Cecily to accept the June 8, 2022 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Sydney, SECONDED by Cecily to accept the June 22, 2022 President's and Vice President Prince Albert, Regina, Saskatoon Campus' Reports as presented. CARRIED.

**ACTION: Ujjval**

**5. Subject: General Manager's Report**

MOVED by Ujjval, SECONDED by Cecily to accept the June 22, 2022 General Manager's Report as presented. CARRIED.

**6. Subject: Action Items**

6.1 Transportation Options (November 24, 2021)

Carol met with Kendra Strong-Garcia, Director, Student Engagement & Learning Services, who indicated that Sask Polytech currently has no plans regarding providing students transportation options from Regina to Moose Jaw. Executive Council agreed to look into the liabilities of providing a carpooling board for students. Carol will look into the liabilities and logistics of providing this service.

**ACTION: Carol**

6.2 Winter Semester Lockers (November 24, 2021)

Cecily met with Kendra to review and discuss the current Locker Terms & Conditions. Cecily explained that the phrasing will be changed so that students can store their lunch in their lockers for the day. Cecily indicated that Sask Polytech will also be distributing reminders when a student's locker term ends. Cecily noted that Kendra will contact Facilities to determine parameters regarding locker damages and cleanup fees. Cecily will provide an update once available.

**ACTION: Cecily**

6.3 SPT Tuition and Fees Procedure Review (April 27, 2022)

Carol and Louie reviewed the recently provided Tuition & Fees Procedure and it was noted that none of the SPSA's recommended amendments were incorporated into the amended policy. Carol and Deep spoke with Alice Miller, AVP Student Services, who indicated that the policy and procedures was approved prior to receiving our concerns. Executive Council agreed that student concerns and suggestions seem to be inconsequential to Sask Polytech at this time. Sydney suggested scheduling an in-person meeting to express our concerns regarding policy consultations. Deep and Sydney will contact AVP Miller to schedule a meeting.

**ACTION: Deep & Sydney**

6.4 Wellness Fee Proposal (May 19, 2022)

Cecily met with Kendra, who indicated that the Recreation/Wellness Fee has been approved by Sask Polytech. The Recreation/Wellness Fee will be the same amount for all students across all campuses. Cecily indicated that the PA Gym Facilities will be moved to an accessible site and that Sask Polytech will partner with the University of Regina for gymnasium access for Regina students. Cecily noted that there is currently no information regarding opting-out of this fee. Cecily will contact Kendra to inquire about opt-out parameters.

**ACTION: Cecily**

6.5 Mental Health First Aid Training (May 19, 2022)

Louie distributed a few dates and times options for Executive Council. Carol noted that Gallivan will now be able to provide us with this training as well. Louie will contact Shelly Walker regarding Gallivan's Mental Health First Aid Training costing.

**ACTION: Louie**

#### 6.6 Web Audit Recommendations (May 19, 2022)

Deep discussed our concerns and suggestions with the Web Audit Committee. Deep explained that the committee's main concern was ease of access and providing accessibility options. Deep will provide an update once another Web Audit Committee meeting has been scheduled.

#### 6.7 Appointment of New Minister of Advanced Education (June 8, 2022)

Executive Council has prepared a congratulatory letter which was forwarded to the Honourable Gordon Wyant, Q.C. Executive Council is looking forward to meeting and developing a great working relationship with the new Minister.

### **7. Subject: New Business**

#### 7.1 Event/Service Idea

Executive Council suggested the following events and services ideas:

- Include the Orientation Video on the main website page
- Events Calendar on the website to show a snapshot of what events we have for the month
- Revive SPSA Twitter Account for formal communication with Government accounts

Louie will forward these suggestions to Ashley.

**ACTION: Louie**

#### 7.2 Campus Representative Selection & Onboarding

Executive Council agreed to develop a new questionnaire for Campus Representative interviews. Executive Council also agreed to utilize the same platform used for the SPSA Elections for our onboarding process. Louie will distribute previous Campus Representative questionnaires and application for Executive Council review. Louie will schedule a meeting to discuss this item further.

**ACTION: Louie**

#### 7.3 Letter to Membership

Deep would like to draft a "welcome letter" to the membership which includes information about our services and contact information. Sydney suggested creating a "welcome video" instead to introduce students to our organization. Executive Council agreed to create a video and a short message for the upcoming academic year.

**ACTION: Executive Council**

#### 7.4 Congratulatory Letter to EC & Staff on Special Occasions

Deep explained that the intent is to provide recognition for General Council and Staff members who are celebrating their birthdays and life achievements. Carol expressed concerns regarding privacy as some might not want others to know their birthdays or achievements. Executive Council discussed this and agreed to not move forward with this initiative at this time as the parameters can be complicated.



#### 7.5 Bylaw Updates

Deep indicated that he would like to draft revisions to the Bylaws to ensure that the SPSA is keeping up with best practices from other student organizations. Deep will present the draft to Executive Council for review once finalized.

**ACTION: Deep**

#### 7.6 EC Meeting Updates to Membership

Louie noted that Executive Council updates are included in the Swipe Newsletter during the academic year. Executive Council suggested posting the updates on our Social Media (i.e., Instagram Highlights) and Website during the summer months to keep students informed. Louie will contact Ashley regarding these suggestions.

**ACTION: Louie**

#### 7.7 Meeting with other SAs/SUs

Deep and Ujjval will be meeting with other SAs/SUs during their stay in Ontario. The intent is to learn about other student organizations' services and student representation within their respective institutions. Deep and Ujjval will prepare a report and forward to Executive Council.

**ACTION: Deep & Ujjval**

#### 7.8 Blood Donation & Veteran Facilitation Proposal

Deep and Cecily suggested that a Blood Donation Drive event be organized for Remembrance Day with veterans to facilitate this event. Cecily also met with Ben Gamble, Manager, Student Experience, who indicated that Sask Polytech can partner with us for this event as well. Carol noted that we have hosted similar events before where students can register to donate blood and find out what their blood type is. Carol will ask Staff to look into the logistics of this event.

**ACTION: Carol**

#### 7.9 Cafeteria Concerns

Sydney expressed some concern regarding the cafeteria closing as some students have no access to food or drinks during their summer classes. Cecily will contact Kendra regarding this concern.

**ACTION: Cecily**

#### **8. Subject: Ongoing Business**

There is currently no ongoing business at this time.

#### **9. Subject: Closed Session**

The closed session began at 4:33 p.m.

The closed session ended at 4:57 p.m.

#### **10. Subject: Announcements**

There are no announcements at this time.



**11. Subject: Next Meeting**  
Wednesday, July 6, 2022, 10:00 a.m.

**12. 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 6, 2022

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order 11:06 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 Cecily to accept the Agenda as amended. CARRIED.

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

MOVED by Sydney, SECONDED by Ujjval to accept the June 22, 2022 Meeting Minutes, June 27, 2022 Closed Session Meeting, and the June 29, 2022 Closed Session Meeting as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Ujjval, SECONDED by Raj to accept the July 6, 2022 Executive Council Reports as presented. CARRIED.

**5. Subject: General Manager's Report**

MOVED by Cecily, SECONDED by Sydney to accept the July 6, 2022 General Manager's Report as presented. CARRIED.

**6. Subject: Action Items**

6.1 VP Moose Jaw EC Report (June 22, 2022)  
Complete.



#### 6.2 Transportation Options (November 24, 2021)

Carol indicated that Staff looked into “poparide”, an online carpooling service that we can potentially advertise on our website. Executive Council agreed that it might be beneficial for students to learn about a service like this. Deep and Carol noted that a disclaimer should be included in our advertising materials. Carol indicated that Staff members will look into this service further and inquire about providing discount codes to students.

**ACTION: Carol**

#### 6.3 Winter Semester Lockers (November 24, 2021)

Deferred. Cecily is currently waiting on a response from Kendra regarding the proposed changes to the Locker Terms & Conditions and the parameters for damages and cleanup fees. Cecily will provide an update once available.

**ACTION: Cecily**

#### 6.4 SPT Tuition and Fees Procedure Review (April 27, 2022)

Deep and Sydney met with Alice Miller, AVP Student Services, who indicated that communication will be better in the future. Sydney will request a list of Sask Polytech Policies & Procedures to be reviewed for the upcoming year.

**ACTION: Sydney**

#### 6.5 Wellness Fee Proposal (May 19, 2022)

Cecily indicated that the Wellness Fee will not be implemented this academic year. Cecily also noted that no changes have been made to the Wellness Fee structure. Executive Council agreed to move this item to Ongoing Business.

**ACTION: Louie**

#### 6.6 Mental Health First Aid Training (May 19, 2022)

Louie indicated that Gallivan is offering the Virtual Mental Health First Aid Training. A minimum of 8 participants is needed to host the virtual training. Louie will look into other Virtual Mental Health First Aid Training options.

**ACTION: Louie**

#### 6.7 Event/Service Ideas (June 22, 2022)

Complete. Louie has forwarded Executive Council suggestions to Ashley for consideration. Louie met with Ashley, who indicated that a banner linking the Orientation Video will be added to the website. Ashley has also contacted our website provider, who is in the process of developing an Events Calendar for the website.

#### 6.8 Campus Representative Selection & Onboarding (June 22, 2022)

Complete. This item will be added to the in-person EC Meeting Itinerary.

**ACTION: Louie**

6.9 Letter to Membership (June 22, 2022)

Executive Council agreed to create a short welcome video for the upcoming Academic Year. This item will be added to the in-person EC Meeting Itinerary.

**ACTION: Louie**

6.10 Bylaw Updates (June 22, 2022)

Deep is in the process of reviewing other SAs and SUs Bylaws and taking note of best practices. Deep will present the Bylaws draft to Executive Council for review once complete.

**ACTION: Deep**

6.11 EC Updates to Membership (June 22, 2022)

Executive Council agreed that EC/GC Updates will be posted after each meeting. Louie will prepare the updates and Ashley will post them on our Instagram page.

6.12 Meeting with other SAs/SUs (June 22, 2022)

Deep and Ujjval distributed their report for Executive Council review. Deep and Ujjval explained that the report outlined the meetings with some Ontario-based SAs and SUs. Deep indicated that it was a great learning experience and that it was beneficial to learn how each SA/SU works with their institution and its' administration.

6.13 Blood Donation & Veteran Facilitation Proposal (June 22, 2022)

Deferred. Carol indicated that Staff members are looking into the logistics of this event.

**ACTION: Carol**

6.14 Cafeteria Concerns (June 22, 2022)

Cecily met with Kendra Strong Garcia, Director, Student Engagement & Learning Services, who indicated that she will forward our concerns to Food Services. Executive Council also discussed concerns regarding the cafeteria closing early in the Fall and Winter Semesters as some students have no access to food or drinks after 1:00 p.m. Cecily will contact Kendra regarding this concern.

**ACTION: Cecily**

**7. Subject: New Business**

7.1 SPSA Financials ME May 2022

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

7.2 Virtual Doctor

Executive Council met with Sean Gallivan & Mary Catherine Jardine, Client Relation Specialists from Gallivan regarding the myvirtualdoctor service. Executive Council agreed that the provider switch to TELUS Virtual Care was a welcome change and that the myvirtualdoctor will be a beneficial service to students as there would be no user charge for individuals who are enrolled on the SPSA Health & Dental Plan. Executive Council will review the documentation provided by Gallivan before moving forward.

**ACTION: Executive Council**

### 7.3 Campus Representative Roles & Responsibilities

Louie forwarded the Campus Representative Role Information draft to Executive Council for review. Executive Council agreed that the roles and responsibilities outlined in the document align with Executive Council's goals.

#### 7.3.1 GC Meeting Dates

Executive Council noted that General Council Meetings will be scheduled once every month. The meetings will be done virtually with the exception of three General Council Meetings outlined in the Bylaws, which will be done in-person. This item will be added to the in-person EC Meeting itinerary to determine meeting dates.

**ACTION: Louie**

### 7.4 Computer Upgrade Updates

Carol indicated that DELL cancelled our laptop orders due to availability issues. This issue has been rectified and we should be receiving the laptops within this week. Carol noted that Ashley is also in the process of pricing a new laptop for Zach Peterson, Marketing & Events Coordinator.

### 7.5 SUDS Conference

The SPSA has been invited to attend the SUDS Conference on August 12-15, 2022 at UBC, Vancouver, British Columbia. Executive Council agreed to send Deep and Raj to serve as our delegates for the upcoming conference. Deep and Raj will prepare a report for Executive Council review at the end of the conference. Louie will coordinate logistics for this conference.

**ACTION: Louie**

### 7.6 SPSA Swag

Ujjval inquired about our current and upcoming Swag Items. Executive Council will provide more Swag suggestions to Staff.

**ACTION: Executive Council**

**8. Subject: Ongoing Business**

There is currently no ongoing business at this time.

**9. Subject: Closed Session**

The closed session began at 12:23 p.m.

The closed session ended at 12:35 p.m.

**10. Subject: Announcements**

Deep would like to thank the Executive Council members for their continued hard work. Deep noted that meeting with everybody has been very beneficial in determining the organization's direction for the upcoming Academic Year.



**11. Subject: Next Meeting**

Wednesday, July 20, 2022, 10:00 a.m. (Tentative)

**12. Subject: Adjournment**

The meeting was adjourned at 12:39 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 20, 2022

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus and Carol Tetreault, General Manager

**Regrets:** Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order 10:01 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 Raj to accept the Agenda as amended. CARRIED.

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

MOVED by Cecily, SECONDED by Sydney to accept the July 6, 2022 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Ujjval, SECONDED by Cecily to accept the July 20, 2022 Executive Council Reports as presented. CARRIED.

**5. Subject: General Manager's Report**

MOVED by Sydney, SECONDED by Cecily to accept the July 20, 2022 General Manager's Report as presented. CARRIED.

**6. Subject: Action Items**

6.1 Transportation Options (November 24, 2021)

Carol indicated that staff inquired about receiving additional discount codes for students from Poparide. Poparide representatives indicated that when an account is registered a



one-time discount would be applied to the first ride only and at present they are not willing to amend this practice. Members agreed that the promotion of this type of service would be beneficial to our members. Carol to coordinate the inclusion of this link on our website's FAQ page.

**ACTION: Carol**

6.2 Locker Terms & Conditions (November 24, 2021)

Deferred.

**ACTION: Cecily**

6.3 Listing of SPT Policies and Procedure up for Review (July 8, 2022)

Sydney indicated that she contacted Alice Miller, AVP Student Services who is presently on holidays. Sydney will follow up within the next few weeks.

**ACTION: Sydney**

6.4 Mental Health First Aid Training (May 19, 2022)

Complete. Louie booked a Mental Health First Aid Training session for August 18 & 19, 2022 in Saskatoon.

6.5 Campus Representative Selection & Onboarding (June 22, 2022)

Deferred to the in-person EC Meeting Itinerary July 26, 2022.

**ACTION: Louie**

6.6 Welcome Video (June 22, 2022)

Deferred.

**ACTION: Louie**

6.7 Bylaw Updates (June 22, 2022)

Deep is in the process of reviewing other SAs and SUs Bylaws and taking note of best practices. Deep will present the Bylaws draft to Executive Council for review once complete.

**ACTION: Deep**

6.8 Blood Donation & Veteran Facilitation Proposal (June 22, 2022)

Carol indicated that staff members contacted Blood Services in their respective cities and all had indicated that Blood Services are not presently administering in-person mobile clinics. Members discussed various options and agree to promote the practice of donating blood through advertisements and tabling.

**ACTION: Carol**

Members discussed honoring Veterans on Campus by recognizing their service through a thank you video and messages posted on our website. It was also suggested to arrange a session/workshop where Veterans could share their experiences with students. Deep will contact AVP Alice Miller to request a list of veterans on campus and inquire as to services available to veterans and their families.

**ACTION: Deep**



6.9 Cafeteria Concerns (June 22, 2022)

Cecily will contact Kendra Strong Garcia, Director, Student Engagement & Learning Services to request the food services contact to communicate directly with Food Services.

**ACTION: Cecily**

6.10 Virtual Doctor (July 6, 2022)

MOVED by Raj, SECONDED by Cecily to add the Virtual Doctor service to the SPSA Health & Dental Plan at a cost of \$40.95/per year as a pilot project for one year commencing September 1, 2022 with a midyear review conducted in January, 2023 to determine the future of the program. CARRIED.

Carol to notify and coordinate service with Gallivan.

**ACTION: Carol**

6.11 GC Meeting Dates (July 6, 2022)

Deferred.

**ACTION: Louie**

6.12 SUDS Conference (July 6, 2022)

Complete. Deep and Raj will provide a report to EC for future attendance consideration.

**ACTION: Deep & Raj**

Members were asked to provide business cards to Deep and Raj for distribution at this conference.

6.13 SPSA Swag (July 6, 2022)

Complete.

**7. Subject: New Business**

7.1 Sexual Health & Wellness

Members discussed other campuses services in relation to Sexual Health & Wellness and the need to expand on our existing resources and services. Carol and staff will look at options.

**ACTION: Carol**

7.2 Budget Calculation

Carol informed members that a formula error was identified on Line 439 (TV Communication System) of the operating budget – it should read a revenue of \$1,300.00 not \$1,000.00.

**8. Subject: Ongoing Business**

8.1 Wellness Fee (July 6, 2022)



**9. Subject: Closed Session**

The closed session began at 11:14 a.m.  
The closed session ended at 11:28 a.m.

**10. Subject: Announcements**

There are no announcements at this time.

**11. Subject: Next Meeting**

Wednesday, July 27, 2022, 10:00 a.m. (Tentative)

**12. Subject: Adjournment**

The meeting was adjourned at 11:29 a.m.

Date Accepted:

Signature:





## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES

Moose Jaw, Prince Albert, Regina & Saskatoon Campuses

Rm. H104 – Prince Albert Campus

Wednesday, July 27, 2022

- Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant
- 1. Subject: Call to Order**  
Deep called the meeting to order 1:16 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 Cecily, SECONDED by Sydney to accept the Agenda as amended. CARRIED.
- 3. Subject: Adoption of Meeting Minutes**  
MOVED by Sydney, SECONDED by Raj to accept the July 20, 2022 Meeting Minutes as presented. CARRIED.
- 4. Subject: Executive Council Reports**  
Deferred.
- 5. Subject: General Manager's Report**  
Deferred.
- 6. Subject: Action Items**  
6.1 Transportation Options (November 24, 2021)  
Complete. Carol indicated that the Poparide link has been added to our website's FAQ page.



6.2 Locker Terms & Conditions (July 22, 2022)

Deferred. Cecily is currently waiting for a response.

**ACTION: Cecily**

6.3 Listing of SPT Policies and Procedure up for Review (July 8, 2022)

Deferred. Sydney is currently waiting for a response as Alice Miller, AVP Student Services is currently on her holidays.

**ACTION: Sydney**

6.4 Campus Representative Selection & Onboarding (June 22, 2022)

Complete. Executive Council members reviewed the Campus Representative Role Information document and all endorsed the document's content.

6.5 Welcome Video (June 22, 2022)

Executive Council will be recording the Welcome Video tomorrow, July 28, 2022. Executive Council will also be recording other content for our social media accounts.

6.6 Bylaw Updates (June 22, 2022)

Deferred. Deep will present the Bylaws draft to Executive Council for review once complete. This item will be moved to Ongoing Business.

6.7 Blood Donation & Veteran Facilitation Proposal (June 22, 2022)

Deferred. Deep is currently waiting for a response. Once the list has been received, Staff can start working on logistics for this event.

**ACTION: Deep & Carol**

6.8 Cafeteria Concerns (June 22, 2022)

Deferred. Cecily is currently waiting for a response.

**ACTION: Cecily**

6.9 Virtual Doctor (July 6, 2022)

Complete. Carol is currently waiting for the student distribution list from Sask Polytech for submission to Gallivan for members to access myvirtualdoctor.

6.10 GC Meeting Dates (July 6, 2022)

Complete. Executive Council agreed to schedule the monthly General Council Meetings the day after the Council Connect meeting dates.

6.11 SUDS Conference Logistics (July 6, 2022)

Complete.

6.12 Sexual Health & Awareness (July 20, 2022)

Carol indicated that staff is researching options and best approach in providing this resource and service to students. Cecily has also contacted USSU to schedule a meeting to discuss their sexual health services. Deep will forward this initiative to AVP Miller as well to learn more about Sask Polytech's plan regarding sexual health & awareness.

**ACTION: Deep, Cecily & Carol**



**7. Subject: New Business**

7.1 Promotion of Outside Organizations

Carol indicated that we have been receiving a number of inquiries from companies and organizations wanting to promote their goods and services to our students. Carol explained that currently, any company or organization wanting to promote their goods and services can do so via the Student Handbook, TV Systems and tabling. Executive Council agreed to continue using those advertising platforms and noted that tabling is the best way to engage with students. Carol asked Executive Council to forward any advertising inquiries to staff.

7.2 Winter Transit Options from Regina to Moose Jaw

Ujval met with Mayor Clive Tolley and the Moose Jaw Youth Advisory Committee regarding transit options for Moose Jaw students who are commuting from Regina. It was discussed that the City of Moose Jaw will look into developing transportation options for students. Deep and Sydney will contact Mayor Sandra Masters to schedule a meeting regarding providing transportation options for students as well.

**ACTION: Deep & Sydney**

**8. Subject: Ongoing Business**

8.1 Wellness Fee (July 6, 2022)

**9. Subject: Closed Session**

The closed session began at 2:09 p.m.  
The closed session ended at 2:26 p.m.

**10. Subject: Announcements**

There are no announcements at this time.

**11. Subject: Next Meeting**

Wednesday, August 10, 2022, 10:00 a.m.

**12. Subject: Adjournment**

The meeting was adjourned at 2:27 p.m.

Date Accepted:

Signature:



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Wednesday, August 10, 2022

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; and Louie Ramos, Executive Assistant

**Regrets:** Carol Tetreault, General Manager

**1. Subject: Call to Order**

Deep called the meeting to order 10:01 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 Cecily, SECONDED by Sydney to accept the Agenda as amended. CARRIED.

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

Amendment: Closed Session 9.3 – International Student Concerns should read Executive Council will be meeting with the International Student Department on August 8, 2022.

MOVED by Ujjval, SECONDED by Cecily to accept the July 27, 2022 Meeting Minutes as amended. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Sydney, SECONDED by Cecily to accept the July 27, 2022 President's and Vice Presidents Moose Jaw, Regina and Saskatoon's Reports as presented. CARRIED.

**ACTION: Raj**

**5. Subject: General Manager's Report**

Deferred.



**6. Subject: Action Items**

6.1 Locker Terms & Conditions (July 22, 2022)

Deferred. Cecily met with Ben Gamble, Manager, Student Experience, who indicated that an update will be provided at their next meeting.

**ACTION: Cecily**

6.2 Listing of SPT Policies and Procedure up for Review (July 8, 2022)

Deferred. Sydney will send a follow-up email next week when Alice Miller, AVP Student Services is back from her holidays.

**ACTION: Sydney**

6.3 Blood Donation & Veteran Facilitation Proposal (June 22, 2022)

Deep indicated that Kendra Strong-Garcia, Director, Student Engagement & Learning Services and the Sask Polytech HR Department, will compile the list of Veterans which will be forwarded to the SPSA once complete.

**ACTION: Deep**

6.4 Cafeteria Concerns (June 22, 2022)

Deferred. Cecily met with Ben Gamble, Manager, Student Experience, who indicated that an update will be provided at their next meeting. Cecily has also scheduled a meeting with Bobbi Bates, Hospitality Services Manager and Derek Cotton, Academic Chair, School of Hospitality & Tourism to express student concerns regarding the cafeteria hours.

**ACTION: Cecily**

6.5 Sexual Health & Awareness (July 20, 2022)

Cecily, Carol and Zach met with the Saskatoon Health Nurse, who indicated that there are currently no planned initiatives regarding Sexual Health & Awareness. Cecily has scheduled a meeting with Sheridan Student Union (SSU) to discuss their Sexual Health & Violence Support Committee. Cecily will also contact USSU's Women's Centre to learn more about their services.

**ACTION: Cecily**

6.6 Winter Transit Options from Regina to Moose Jaw (July 27, 2022)

Deep and Sydney will meet with Regina Mayor, Sandra Masters on September 19, 2022 to discuss transportation options for students from Regina commuting to Moose Jaw.

**ACTION: Deep & Sydney**

Deep and Ujval also met with the Rob Clark, CEO, Moose Jaw & District Chamber of Commerce, who indicated that they will look into available options for students.

**7. Subject: New Business**

7.1 Student Society Re-Ratification, Business Management Society (MJ)

Deferred.

**ACTION: Ujval & Louie**



**8. Subject: Ongoing Business**

8.1 Wellness Fee (July 6, 2022)  
Deferred.

**ACTION: Cecily**

8.2 Bylaw Update (June 22, 2022)

Deep is in the process of developing a draft of the Bylaws which will be forwarded to Executive Council for review once complete.

**ACTION: Deep**

8.3 International Student Concerns (July 27, 2022)

Executive Council met with the International Department last Monday, August 8, 2022 to express student concerns. Deep indicated that the meeting went well and that Cecily, VP Student Affairs will be their main point of contact moving forward.

**ACTION: Cecily**

8.4 External Organization Networking (August 10, 2022)

Ujjval suggested connecting with other external organizations to collaborate on events and services. Executive Council and Staff will look into the feasibility of collaborating with other external organizations.

**ACTION: Executive Council & Staff**

**9. Subject: Closed Session**

The closed session began at 10:26 a.m.  
The closed session ended at 10:32 a.m.

**10. Subject: Announcements**

10.1 Student Union Development Summit 2022

Deep and Raj will be attending SUDS this week, August 12 – 15, 2022 in UBC Vancouver.

**11. Subject: Next Meeting**

Wednesday, August 24, 2022, 10:00 a.m.

**12. Subject: Adjournment**

The meeting was adjourned at 10:34 a.m.

Date Accepted:

Signature:



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting August 24 - 26, 2022

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager  
and Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Cecily called the meeting to order 10:03 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 Ujjval to accept the Agenda as amended. CARRIED.

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

MOVED by Sydney, SECONDED by Raj to accept the August 10, 2022 Meeting Minutes and the August 17, 2022 In-Camera Session as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Ujjval, SECONDED by Sydney to accept the August 24, 2022 Executive Council Reports as presented. CARRIED.

**5. Subject: General Manager's Report**

MOVED by Ujjval, SECONDED by Raj to accept the August 24, 2022 General Manager's Report as presented. CARRIED.

**6. Subject: Action Items**

6.1 VP Prince Albert Executive Report (August 10, 2022)  
Complete.

#### 6.2 Locker Terms & Conditions (July 22, 2022)

Deferred. Cecily is currently waiting for a response from Ben Gamble, Manager, Student Experience. Cecily reviewed the current Locker Terms & Conditions and it seems that no changes have been made just yet. It was mentioned that students are expressing some concerns regarding their lockers and the rental process. Carol noted that staff members will meet tomorrow and she will inquire as to whether or not students from other campuses have expressed similar concerns.

**ACTION: Cecily & Carol**

#### 6.3 Listing of SPT Policies and Procedure up for Review (July 8, 2022)

Deep met with Alice Miller, AVP Student Services, who indicated that she would like to join an Executive Council Meeting to discuss her plans regarding Sask Polytech Policy Reviews. Executive Council agreed to extend an invitation to AVP Miller to attend our next EC Meeting. Deep will invite AVP Miller to our upcoming EC Meeting.

This item will be moved to Ongoing Business.

**ACTION: Deep & Sydney**

#### 6.4 Veteran Listing from Sask Polytech (August 24, 2022)

Deferred. Deep is waiting to receive the list from Kendra Strong-Garcia, Director, Student Engagement & Learning Services and the Sask Polytech HR Department.

**ACTION: Deep**

#### 6.5 Cafeteria Concerns (June 22, 2022)

Cecily met with Bobbi Bates, Hospitality Services Manager and Derek Cotton, Academic Chair, School of Hospitality & Tourism to express student concerns regarding the cafeteria hours. They explained that the cafeteria would not be able to extend their hours due to low demand and budget constraints. Executive Council is considering providing a coffee service for students during the cafeteria's closed hours. Carol noted that if the SPSA were to provide this service, we would have to ensure that the service complies with the SPT-SPSA Master Partnership Agreement. Executive Council agreed to include this as an Agenda item for the upcoming meeting with AVP Miller.

**ACTION: Cecily**

#### 6.6 Sexual Health & Awareness (July 20, 2022)

Cecily met with Kyle Budge, SSU President to discuss Sheridan Student Union's (SSU) Sexual Health & Violence Support Committee. Cecily indicated that the committee is entirely student-led and works with external organization to provide various sexual health services to students. Cecily also noted that the committee does not receive any funding from their institution.

Debra Kemp-Koo, Director, Counselling, Accessibility & Health has requested a meeting with Cecily to discuss Sask Polytech's Sexual Health services. Executive Council agreed that it would be beneficial for Cecily to meet with Deb to learn more about Sask Polytech's Sexual Health services.

**ACTION: Cecily**



6.7 Winter Transit Options from Regina to Moose Jaw (July 27, 2022)

Deferred. Deep and Sydney will meet with Regina Mayor, Sandra Masters on September 19, 2022 to discuss transportation options for students from Regina commuting to Moose Jaw.

**ACTION: Deep & Sydney**

6.8 Student Society Re-Ratification, Business Management Society MJ (August 10, 2022)

MOVED by Ujval, SECONDED by Sydney to accept re-ratification of the Business Management Society as presented. CARRIED.

**7. Subject: New Business**

7.1 Executive Council Fall Semester Hours

As per GOV 6 - Executive Remuneration & Accountability, Council members declared their preferred minimum office hours for the fall semester:

- Deep: 25 Hours/week starting September 1, 2022
- Ujval: 15 Hours/week starting September 1, 2022
- Raj: 15 Hours/week starting September 1, 2022
- Sydney: 15 Hours/week starting September 1, 2022
- Cecily: 15 Hours/week starting September 1, 2022

**8. Subject: Ongoing Business**

8.1 Wellness Fee (July 6, 2022)

Deferred. Executive Council agreed to include this as an Agenda item for the upcoming meeting with AVP Miller. Executive Council also discussed gathering feedback from students at the Campus Connect sessions. Staff will also take pictures of the Fitness Centres to see if anything will change once the Wellness Fee is implemented.

**ACTION: Louie**

8.2 Bylaw Update (June 22, 2022)

Deferred. Deep is in the process of developing a draft of the Bylaws which will be forwarded to Executive Council for review once complete.

**ACTION: Deep**

8.3 International Student Concerns (July 27, 2022)

Carol indicated that International Students are bringing forward concerns regarding their booklists and schedules being unavailable days before their program start date. Carol also noted that Sask Polytech will be losing their International Student Advisor in Prince Albert. Raj will contact Annie to inquire about Sask Polytech's plans regarding the issues International students are currently facing.

**ACTION: Raj**

8.4 External Organization Networking (August 10, 2022)

Complete. Executive Council agreed that any membership to external organizations should benefit the student membership.



*Executive Council will reconvene tomorrow, August 25, 2022 at 9:00 a.m.*

*Executive Council reconvened at 9:01 a.m.*

**9. Subject: Closed Session**

The closed session began at 9:01 a.m.

*Executive Council will reconvene tomorrow, August 26, 2022 at 8:30 a.m.*

*Executive Council reconvened at 8:36 a.m.*

The closed session ended at 9:20 a.m.

**10. Subject: Announcements**

10.1 Staff Updates

Carol informed Executive Council that Nadine Craig, Campus Director - Prince Albert has provided her resignation with her last day being September 13, 2022. The SPSA would like to thank Nadine for her service and wishes her the very best of luck in her future endeavours.

**11. Subject: Next Meeting**

Wednesday, September 14, 2022, 4:00 p.m. (Tentative)

**12. Subject: Adjournment**

The meeting was adjourned at 10:34 a.m.

Date Accepted:

Signature:



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting September 16, 2022

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; and Louie Ramos, Executive Assistant

**Regrets:** Carol Tetreault, General Manager

**1. Subject: Call to Order**

Deep called the meeting to order 10:02 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 Cecily, SECONDED by Ujjval to accept the Agenda as presented. CARRIED.

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

MOVED by Cecily, SECONDED by Ujjval to accept the August 24, 2022 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Ujjval, SECONDED by Raj to accept the September 16, 2022 President's and Vice Presidents Moose Jaw, Prince Albert and Saskatoon's Reports as presented.  
CARRIED.

**ACTION: Sydney**

**5. Subject: General Manager's Report**

Deferred.

**6. Subject: Action Items**

6.1 Locker Terms & Conditions (July 22, 2022)

Cecily indicated that the SPSA has received concerns regarding lockers and the rental process during Welcome Week. Executive Council suggested that locker information and locker assistance contact information be made available on posters on each campus. The posters should also direct students to someone who can assist them in-person on campus. Executive Council agreed that Deep and Cecily will meet with Kendra Strong-Garcia, Director, Student Engagement & Learning Services to discuss the Locker Terms & Conditions and student concerns.

**ACTION: Deep & Cecily**

6.2 Veteran Listing from Sask Polytech (August 24, 2022)

Deferred. Deep indicated that Kendra has contacted him about the list and noted that the SPSA should receive the list shortly.

**ACTION: Deep**

6.3 Cafeteria Concerns (June 22, 2022)

Executive Council discussed cafeteria concerns from the Moose Jaw Campus. Deep indicated that students who have evening classes currently have no access to food services at the Moose Jaw Campus. Cecily noted that in her meeting with Bobbi Bates, Hospitality Services Manager and Derek Cotton, Academic Chair, School of Hospitality & Tourism, it was discussed that Food Services tried extending their hours during the Spring Semester but returned to regular hours due to low demand and budget constraints. Executive Council agreed that Deep and Cecily will contact Alice Miller, AVP Student Services regarding this concern.

**ACTION: Deep & Cecily**

6.4 Sexual Health & Wellness (July 20, 2022)

Cecily met with Kendra and Debra Kemp-Koo, Director, Counselling, Accessibility & Health, who indicated that providing Sexual Health information and supplies on Campus would be a great idea. It was also suggested that Sask Polytech partner with outside organizations to provide these services. Cecily noted that Debra provided her information to Courtney Dolha, Regina Campus Nurse, who is organizing a Sexual Health Fair at the Regina Campus. Executive Council agreed that a Sexual Health Committee may not be needed for the time being as Sask Polytech have staff that manages Sexual Health & Wellness.

6.5 Winter Transit Options from Regina to Moose Jaw (July 27, 2022)

Ujjval indicated that CanTour Express is currently providing transportation services from Regina to Moose Jaw and back. Ujjval noted that they are in the process of developing a student pass plan.

Deep and Sydney will meet to discuss the upcoming meeting with the Regina Mayor, Sandra Masters on September 19, 2022.

**ACTION: Deep & Sydney**



**7. Subject: New Business**

7.1 Welcome Week Debrief

Louie distributed staff members' Welcome Week Feedback to Executive Council for review. Executive Council agreed that the staff feedback was accurate to what they have heard and experienced on their respective campus. Executive Council also agreed that the SPSA-sponsored events were well advertised and well attended by the student body. Deep will forward the SPSA Feedback to AVP Alice Miller.

**ACTION: Deep**

7.2 SUDS Report

Deep and Raj attended the Student Union Development Symposium last August 12-15, 2022. Deep and Raj agreed that attending SUDS was beneficial as the student organizations in attendance were from all over Canada. Deep indicated that it was a great experience for learning and networking. Deep and Raj will prepare a report and forward to Executive Council for review.

**ACTION: Deep & Raj**

7.3 Federal Student Advocacy Alliance

Deep and Raj attended the FSAA Meeting last August 29, 2022. Deep indicated that advocacy priorities for each student union/association was discussed and noted that the SPSA needs to finalize two provincial advocacy priorities for the FSAA Meeting with the Ministers in Ottawa slated for early winter/late spring. Executive Council will discuss potential advocacy priorities at the next EC Meeting.

**ACTION: Executive Council**

7.4 Stand-Up Meeting Schedule

Executive Council members agreed to continue scheduling stand-up meetings once per week. Deep indicated that the schedule will be finalized once Raj receives his class schedule.

7.5 Student Society Re-Ratification, International Student Society MJ

Executive Council will conduct an email vote for the re-ratification of the International Student Society.

**ACTION: Louie**

**8. Subject: Ongoing Business**

8.1 Wellness Fee (July 6, 2022)

Executive Council will continue monitoring the fitness & recreation facilities for any issues that may arise.

8.2 Bylaw Update (June 22, 2022)

Deep will forward the Bylaws Draft to Executive Council by September 18, 2022.

**ACTION: Deep**

8.3 International Student Concerns (July 27, 2022)



Raj met with Annie Fu, who indicated that Sask Polytech was not able to receive approval from the Regina Airport to set-up a Shuttle Service and Welcome Booth to greet incoming International students. Raj noted that he inquired with other student unions/associations, who indicated that the institutions were able to provide these services to their International students without the approval of the city airport.

**ACTION: Raj**

8.4 Listing of SPT Policies and Procedure up for Review (July 8, 2022)

Complete. Executive Council met with AVP Miller, who indicated that only the Admissions Policy will be up for review this Academic Year. Deep and Sydney has also joined the Academic Council to provide the student voice in the committee.

**9. Subject: Closed Session**

The closed session began at 11:03 a.m.

The closed session ended at 11:16 a.m.

**10. Subject: Announcements**

10.1 Staff Updates

Louie informed Executive Council that the open staff positions have been successfully filled. The SPSA and the Executive Council welcomes Lisa Johnstone, Campus Director Prince Albert, Kaye Macatangay, Administrative Assistant PA and Madi Currie, Student Advocate – North.

**11. Subject: Next Meeting**

Friday, September 30, 2022, 10:00 a.m.

**12. Subject: Adjournment**

The meeting was adjourned at 11:21 a.m.

Date Accepted:

Signature:



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting September 30, 2022

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order 9:01 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 Cecily, SECONDED by Sydney to accept the Agenda as presented. CARRIED.

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

MOVED by Ujjval, SECONDED by Sydney to accept the September 16, 2022 Meeting Minutes and September 19, 2022 Email Vote as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Sydney, SECONDED by Ujjval to accept the September 30, 2022 Executive Council Reports as presented. CARRIED.

**5. Subject: General Manager's Report**

MOVED by Cecily, SECONDED by Ujjval to accept the September 30, 2022 General Manager's Reports as presented. CARRIED.

Carol informed Executive Council that Teneille Clements, Administrative Assistant – Moose Jaw has provided her resignation with her last day being October 14, 2022. The SPSA would like to thank Teneille for her service and wishes her the very best of luck in her future endeavours.

**6. Subject: Action Items**

6.1 VP Regina EC Report (September 16, 2022)

Complete.

6.2 Locker Terms & Conditions (July 22, 2022)

Cecily outlined the suggested amendments to the Locker Terms & Conditions in an email to Kendra Strong-Garcia, Director, Student Engagement & Learning Services. Cecily is currently waiting for a response from Kendra. Executive Council members noted that Sask Polytech has taken our suggestions and started posting posters and images regarding locker rental information and “how to open a lock” guides.

**ACTION: Cecily**

6.3 Veteran Listing from Sask Polytech (August 24, 2022)

Deep received an email from Kendra, who indicated that the Sask Polytech HR Department does not collect information regarding an employee’s veteran status. Executive Council agreed that the Remembrance Day event will be about spreading awareness instead. Louie will contact Laura and Madi to coordinate the Advocacy Board for Remembrance Day.

**ACTION: Louie**

6.4 Cafeteria Concerns (June 22, 2022)

Raj indicated that Prince Albert students have expressed concerns over the Cafeteria hours and the unavailability of certain food items. Ujjval indicated that Moose Jaw students expressed the same concerns. Ujjval further explained that students who have late or evening classes have no access to food services. Cecily noted that in her meeting with Bobbi Bates, Hospitality Services Manager and Derek Cotton, Academic Chair, School of Hospitality & Tourism, it was discussed that Food Services tried extending their hours during the Spring Semester but returned to regular hours due to low demand and budget constraints. Executive Council agreed that the demand might be different in the fall and winter semesters. Sydney noted that if staffing is an issue, the cafeteria could employ one cashier and have simple food items as a grab and go service during the extended hours. Deep will forward these student concerns to Alice Miller, AVP Student Services at their next meeting.

**ACTION: Deep**

6.5 Meeting with Regina Mayor (September 16, 2022)

Deep and Sydney met with Regina Mayor, Sandra Masters, who indicated that they are currently working on a 4-month transit pass for Regina students and that they are in conversation with the Federal Government regarding transportation options for students travelling from Regina to Moose Jaw. Sydney indicated that she has talked to Crystal regarding providing the number of bus passes sold on campus. Louie will contact Jihyun to inquire about the amount of semester passes sold on the Saskatoon Campus as well. Sydney is also looking into sharing the International student numbers to the Mayor as it would be predominantly International students who will be utilizing the transportation options from Regina to Moose Jaw. Louie will check the Sask Polytech website for International student data.

**ACTION: Louie**





Executive Council also suggested providing a survey to students inquiring if they would utilize transportation services from Regina to Moose Jaw. Carol will contact Kendra to request an International Student email distribution list.

**ACTION: Carol**

6.6 Welcome Week Debrief (September 16, 2022)

Complete. Deep has forwarded our concerns and suggestions to AVP Miller for consideration.

6.7 SUDS Report (September 16, 2022)

Deep and Raj will forward the SUDS Report to Executive Council by next week.

**ACTION: Deep & Raj**

Louie will include the SUDS and BCFS Reports in the General Council Meeting Itinerary for discussion.

**ACTION: Louie**

6.8 FSAA Advocacy Priorities (September 16, 2022)

Executive Council discussed potential advocacy priorities to be presented at the FSAA Meeting with the Ministers in Ottawa slated for early winter/late spring. Executive Council agreed that the priorities should be Saskatchewan-specific issues. Louie will include this item in the General Council Meeting Itinerary for discussion.

**ACTION: Louie**

6.9 Student Society Re-Ratification – International Student Society MJ (September 16, 2022)

Complete.

**7. Subject: New Business**

7.1 General Council Meeting

Louie indicated that the General Council Meeting has been scheduled for October 15-16, 2022. The SPSA Staff will be joining the meeting on October 16, 2022 to discuss staff roles and responsibilities. Louie will look into the GC Meeting logistics and prepare the draft of the Agenda and Itinerary.

**ACTION: Louie**

7.2 Annual General Meeting

Louie indicated that the Annual General Meeting is currently slated for November 2, 2022, 12:00 p.m. at each main campus location.

7.3 Campus Representative Appointments

Executive Council has contacted the successful candidates and finalized the appointments. Louie asked VP Campuses to forward their respective Campus Representative contact information to start the onboarding process. Louie will forward the names of the new Campus Representatives to staff and Executive Council once complete.

**ACTION: Louie**

#### 7.4 Student Society Ratification

##### 7.4.1 Sask Polytech Soccer Society

Executive Council discussed the ratification of the Sask Polytech Soccer Society. It was noted that the society can not use “Sask Polytech” in their name and that when the society is ratified they would need to follow Sask Polytech’s regulations regarding Fitness & Recreation. Ujjval will contact the society’s President regarding the SPSA’s suggestions. An email vote will be conducted once the change has been submitted.

**ACTION: Ujjval & Louie**

##### 7.4.2 3D DPM Society

MOVED by Ujjval, SECONDED by Cecily to accept the ratification of the 3D DPM Society as presented. CARRIED.

##### 7.4.3 Razzle Dazzle Society

MOVED by Sydney, SECONDED by Raj to accept the ratification of the razzle Dazzle Society as presented. CARRIED.

### **8. Subject: Ongoing Business**

#### 8.1 Wellness Fee (July 6, 2022)

Deferred.

#### 8.2 Bylaw Update (June 22, 2022)

Deep has forwarded the draft to Executive Council for review and consideration. Deep met with Carol to discuss the proposed amendments and it was suggested that the document be forwarded to the legal counsel for review. Executive Council agreed to include the Bylaw Updates in the General Council Meeting Itinerary for discussion.

**ACTION: Deep & Louie**

#### 8.3 International Student Concerns (July 27, 2022)

Raj indicated that some students have expressed on-campus and off-campus concerns. He noted that Academic Integrity is a growing concern for most International students. It was suggested that instructors review Academic Integrity policies at the start of each course to inform students of what they can and cannot do. Executive Council discussed that an Academic Integrity course is currently available on Brightspace, however, it might not be as effective as intended. Sydney suggested that Executive Council develop a list of concerns that will be forwarded to the Academic Integrity Committee for review and consideration. Raj also indicated that some International students feel that they have been exploited by their landlords and by Sask Polytech as the information provided to them regarding Canada were inadequate. It was suggested that we encourage students to use the mylegalplan service as they can help with tenant/landlord disputes and immigration help. Executive Council also agreed to forward these concerns to Kendra at the next GC Meeting.

**ACTION: Raj**



Carol indicated that she has been asked by Sask Polytech to look into the possibility of administering the Airport Pick-up for International students and the Unibuddy Program for domestic students. Carol will provide an update once available.

**9. Subject: Closed Session**

The closed session began at 10:30 a.m.

The closed session ended at 10:41 a.m.

**10. Subject: Announcements**

10.1 Staff Updates

Carol informed Executive Council that Devyn Gregoire, Events & Marketing Coordinator Saskatoon Campus will start on Tuesday, October 4, 2022.

**11. Subject: Next Meeting**

Friday, October 14, 2022, 10:00 a.m. (Tentative)

**12. Subject: Adjournment**

The meeting was adjourned at 10:43 a.m.

Date Accepted:

Signature:



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting October 14, 2022

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order at 11:48 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 Cecily, SECONDED by Sydney to accept the Agenda as amended. CARRIED.

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

MOVED by Ujjval, SECONDED by Cecily to accept the September 30, 2022, Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Raj, SECONDED by Sydney to accept the October 14, 2022, President's and Vice Presidents Moose Jaw, Regina, and Saskatoon's Reports as presented. CARRIED.

**ACTION: Raj**

**5. Subject: General Manager's Report**

MOVED by Cecily, SECONDED by Raj to accept the October 14, 2022, General Manager's Reports as presented. CARRIED.

**6. Subject: Action Items**

6.1 Locker Terms & Conditions (July 22, 2022)

Deferred. Cecily is currently awaiting a response from Kendra Strong-Garcia, Director, Student Engagement & Learning Services.

**ACTION: Cecily**

6.2 Remembrance Day Advocacy Board (September 30, 2022)

Complete. Laura and Madi are in the process of developing the recognition for Remembrance Day.

6.3 Cafeteria Concerns (June 22, 2022)

Deferred. Deep will forward student concerns to Alice Miller, AVP Student Services at their October meeting.

**ACTION: Deep**

6.4 International Student Data (September 30, 2022)

Complete. Louie has provided the data to Sydney and Carol. Sydney has forwarded the information to Regina Mayor, Sandra Masters and is currently waiting for a response. Executive Council noted that a couple of private companies have started providing transportation options from Regina to Moose Jaw.

6.5 International Student Email List (September 30, 2022)

Deferred. Carol has contacted Kendra regarding this request and is currently waiting for a response from Annie Fu.

**ACTION: Carol**

Executive Council expressed concerns about the lack of International Student Advisors on the Prince Albert and Saskatoon campuses. Council members indicated that an advisor should be available to answer concerns during new program intakes. Raj noted that the International Student Lounge on the PA Campus hasn't been utilized as there is currently no permanent International Student Advisor on Campus. Executive Council agreed to provide a 15-day deadline to the International Department to resolve the issue. Executive Council will forward these concerns to Thevi Pather, AVP International if the issues are not resolved within the deadline.

**ACTION: Executive Council**

6.6 SUDS Report (September 16, 2022)

Complete. Deep and Raj distributed the SUDS Report to Executive Council for review. Executive Council recommends that future council members attend SUDS as student groups across Canada attend this conference. Deep and Raj noted that it would be a good opportunity to network and learn about the student experience in other provinces and territories.

6.7 Conferences Report Distribution (September 30, 2022)

Complete. Louie has forwarded the reports to General Council members for review.

6.8 FSAA Advocacy Priorities (September 16, 2022)

Louie added this topic to the General Council Agenda for discussion. Executive Council will review General Council suggestions and finalize the FSAA Advocacy Priorities at the next EC Meeting.

**ACTION: Executive Council**

6.9 General Council Meeting (September 30, 2022)

Complete.

6.10 Campus Representative Appointments (September 30, 2022)

Complete. Executive Council successfully appointed the following individuals for the Campus Representative position:

- Rachit Mehta, Campus Representative Moose Jaw
- Palak Halani, Campus Representative Moose Jaw
- Dakshesh Raval, Campus Representative Moose Jaw
- Tom Varghese Manoj, Campus Representative Prince Albert
- Tapish Grover, Campus Representative Prince Albert
- Het Modi, Campus Representative Regina
- Joyce Oduntan, Campus Representative Regina
- Ayomide Famuyide, Campus Representative Regina
- Mickayla Maclachlan, Campus Representative Saskatoon
- Sahil Singh, Campus Representative Saskatoon
- Bernice Castro, Campus Representative Saskatoon

Executive Council wishes them luck in their new positions and looks forward to working with them more closely in the future.

6.11 Student Society Ratification – Sask Polytech Soccer Society (September 16, 2022)

Deferred. Ujjval has contacted the Society President and is currently awaiting a response.

**ACTION: Ujjval**

**7. Subject: New Business**

7.1 SPSA Standing Committee Members

Executive Council will discuss and appoint Campus Representatives to the SPSA Standing Committees.

**ACTION: Executive Council**

7.2 SPSA Financials July-August 2022

MOVED by Ujjval, SECONDED by Sydney to accept the SPSA Financials July – August 2022 as presented. CARRIED.

**8. Subject: Ongoing Business**

8.1 Wellness Fee (July 6, 2022)

8.2 Bylaw Update (June 22, 2022)

Louie has forwarded the Bylaw Amendments to General Council for review and consideration.

8.3 International Student Concerns (July 27, 2022)

Raj indicated that the IRCC has approved an increase in International students' working hours. Executive Council agreed that is important that the increased working hours do not impact students' studies.

**9. Subject: Closed Session**

The closed session began at 12:30 p.m.

The closed session ended at 12:52 p.m.

**10. Subject: Announcements**

There are currently no Announcements at this time.

**11. Subject: Next Meeting**

Friday, October 28, 2022, 10:00 a.m.

**12. Subject: Adjournment**

The meeting was adjourned at 1:01 p.m.

Date Accepted:

Signature:



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting October 28, 2022

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order at 1:01 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 Raj to accept the Agenda as amended. CARRIED.

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

MOVED by Cecily, SECONDED by Sydney to accept the October 14, 2022, Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Sydney, SECONDED by Ujjval to accept the October 28, 2022, President's and Vice Presidents Prince Albert, Regina, and Saskatoon's Reports as presented. CARRIED.

**ACTION: Ujjval**

**5. Subject: General Manager's Report**

MOVED by Cecily, SECONDED by Raj to accept the October 28, 2022, General Manager's Reports as presented. CARRIED.

**6. Subject: Action Items**

6.1 VP Prince Albert EC Report

Deferred. Raj indicated that he will submit his EC Report by the end of the day.

**ACTION: Raj**



#### 6.2 Locker Terms & Conditions (July 22, 2022)

Deferred. Cecily is currently awaiting a response from Kendra Strong-Garcia, Director, Student Engagement & Learning Services.

**ACTION: Cecily**

#### 6.3 Cafeteria Concerns (June 22, 2022)

Deep met with Alice Miller, AVP Student Services, who indicated that the Provost is aware of students' cafeteria concerns and is in the process of finding a solution.

**ACTION: Deep**

#### 6.4 International Student Email List (September 30, 2022)

Deferred. Carol will follow up with Kendra regarding this information request.

**ACTION: Carol**

#### 6.5 International Student Advisors (September 30, 2022)

Raj indicated that the International Department is in the process of hiring an Advisor that will be based in Prince Albert. Executive Council agreed to wait and determine the next steps should the International Department be unsuccessful with the hiring process.

**ACTION: Executive Council**

#### 6.6 FSAA Advocacy Priorities (September 16, 2022)

Executive Council discussed various priorities which will be forwarded to General Council for consideration. Some suggestions include:

- Advocacy Support
- Student Engagement
- Province-wide Student Representation
- Diversity & inclusion
- Microcredentials
- Childcare Services
- Indigenous Student Concerns

**ACTION: Executive Council**

#### 6.7 Student Society Ratification – Sask Polytech Soccer Society (September 16, 2022)

MOVED by Ujval, SECONDED by Sydney to accept the ratification of the Soccer Society pending the removal of "Sask Polytech" in their society name. CARRIED.

#### 6.8 SPSA Standing Committee Members

Complete. The following are the SPSA Standing Committee and their members:

##### Academic Affairs Committee

- Sydney Soloway, Chair
- Rachit Mehta
- Mickayla Maclachlan

##### Finance Committee

- Ujval Chavda, Chair
- Het Modi



- Tom Varghese Manoj
- Sahil Singh

#### Governance & Policy Committee

- Raj Chandran, Chair
- Dakshesh Raval
- Joyce Oduntan
- Bernice Castro

#### Student Affairs Committee

- Cecily Chartier, Chair
- Palak Halani
- Tapish Grover
- Ayomide Famuyide

### **7. Subject: New Business**

#### 7.1 Student Societies

##### 7.1.1 Recreation & Tourism Management Student Society 2023 Re-Ratification

MOVED by Cecily, SECONDED by Sydney to accept the re-ratification of the Recreation & Tourism Management Student Society 2023 as presented. CARRIED.

##### 7.1.2 HR Student Society MJ Ratification

MOVED by Ujjval, SECONDED by Cecily to accept the ratification of the HR Student Society MJ as presented. CARRIED.

#### 7.2 Clubs Program User Fees

Carol indicated that staff members suggested implementing a minimal club fee to increase attendance commitment in our student clubs program. Carol noted that this fee would be similar to the Kayak Club fees that we collect upon registration. Executive Council agreed and indicated that the minimal club fee can help recover costs and could potentially help run the club longer into the semester. Executive Council suggested doing a trial run by implementing a club fee for the most popular club on campus to determine if attendance will change. It was also suggested that club sign-ups start two weeks after the semester start date to give students ample time to settle in. Carol will forward suggestions to the staff to start working on logistics.

**ACTION: Carol**

### **8. Subject: Ongoing Business**

#### 8.1 Wellness Fee (July 6, 2022)

Deferred.

#### 8.2 Bylaw Update (June 22, 2022)

The Bylaw has been forwarded to the Governance & Policy Committee for review.



8.3 International Student Concerns (July 27, 2022)

Deferred.

8.4 Campus Council Updates

Deferred.

8.5 Standing Committee Updates

Deferred.

**9. Subject: Closed Session**

The closed session began at 1:46 p.m.

The closed session ended at 2:34 p.m.

**10. Subject: Announcements**

There are currently no Announcements at this time.

**11. Subject: Next Meeting**

Thursday, November 10, 2022, 10:00 a.m.

**12. Subject: Adjournment**

The meeting was adjourned at 2:35 p.m.

Date Accepted:

Signature:



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

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

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order at 10:04 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 Cecily, SECONDED by Raj to accept the Agenda as amended. CARRIED.

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

MOVED by Sydney, SECONDED by Ujjval to accept the October 28, 2022, Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Sydney, SECONDED by Ujjval to accept the November 10, 2022, Executive Council Reports as presented. CARRIED.

**5. Subject: General Manager's Report**

MOVED by Ujjval, SECONDED by Raj to accept November 10, 2022, General Manager's Report as presented. CARRIED.

Carol indicated that she will be away from November 22 - December 14, 2022.

**6. Subject: Action Items**

6.1 VP Prince Albert EC Report (October 14, 2022)

Complete.



6.2 VP Moose Jaw EC Report (October 28, 2022)  
Complete.

6.3 Locker Terms & Conditions (July 22, 2022)

Cecily sent a follow-up email to Kendra Strong-Garcia, Director, Student Engagement & Learning Services and is currently waiting for a response.

**ACTION: Cecily**

6.4 Cafeteria Concerns (June 22, 2022)

Executive Council members indicated that the cafeteria is closed for the mid-semester break. Sydney noted that the Regina Cafeteria is closed for the whole week and that the SPSA Staff provided free coffee to students, who are appreciative of the gesture. Executive Council members also indicated that the cafeteria will be providing more vegan and vegetarian options to students starting next week. Cecily has contacted Bobbi Bates, Hospitality Services Manager to request a meeting to discuss cafeteria hours.

**ACTION: Cecily**

6.5 International Student Email List (September 30, 2022)

Deferred. Carol is currently waiting for a response from Kendra.

**ACTION: Carol**

6.6 International Student Advisors (September 30, 2022)

Raj indicated that an International Advisor currently comes to the Prince Albert Campus twice a week. Executive Council agreed that the International Advisor should be available to students every day of the week. Raj and Cecily will contact Zoe Zhou, International Manager to inquire about the status of the International Student Advisor position in the Prince Albert Campus and the International Orientation schedule for incoming students.

**ACTION: Raj & Cecily**

6.7 FSAA Advocacy Priorities (September 16, 2022)

VP Campuses will meet with their respective Campus Councils to discuss advocacy priorities and forward them to Deep and Raj for consideration.

**ACTION: VP Campuses**

6.8 Club User Fees (October 28, 2022)

Carol indicated that staff members discussed club user fees and are in the process of developing a plan. Ujjval and Carol will forward the plan to the Finance Committee for consideration once a meeting has been scheduled.

**ACTION: Ujjval & Carol**

**7. Subject: New Business**

7.1 Alumni Day of Giving

Carol met with Ben Gamble, Manager, Student Experience and Joanne Kozlowski, Director, Alumni and Donor Engagement regarding SPSA participation on the November



29, 2022, National Day of Giving event. Sask Polytech has requested that any available General Council members help on the day of the event to hand out coffee and hot chocolate. Louie will contact General Council members for availability and forward responses to Joanne.

**ACTION: Louie**

#### 7.2 Survey

Raj indicated that a survey was shared to International students naming the SPSA. Carol clarified that an SPSA Survey will not be forwarded to students without Council's direction. Executive Council tasked Raj to contact the student who shared the survey to inquire about its purpose.

**ACTION: Raj**

### **8. Subject: Ongoing Business**

#### 8.1 Wellness Fee (July 6, 2022)

Deferred. Sydney indicated that some students have expressed concerns regarding accessing the fitness centres through the APP as the barcodes do not work at times. VP Campuses will contact their respective campus' Fitness Centre to determine if the APP will be mandatory to access the fitness centres moving forward.

**ACTION: VP Campuses**

#### 8.2 Bylaw Update (June 22, 2022)

Raj indicated that the Governance & Policy Committee met last week and is in the process of reviewing the Bylaws and Policies. The committee will meet again this week to discuss any concerns.

**ACTION: Governance & Policy Committee**

#### 8.3 International Student Concerns (July 27, 2022)

Executive Council expressed concerns regarding the increase to working hours for International students. It was suggested that the International Department send out a message to students regarding work-life balance and ensure that students do not sacrifice their studies to work. Carol also met with the International Department regarding the Airport Pick-up Service. Carol has forwarded all the information they requested and is currently waiting for a response. Cecily will contact the International Department regarding these items.

**ACTION: Cecily**

#### 8.4 Campus Council Updates

##### Moose Jaw Campus Council

Ujjval met with the Moose Jaw Campus Council, who suggested the possibility of providing a small gift to graduating students. Sydney and Cecily noted that students who attend the graduation ceremony receive a small token of appreciation from Sask Polytech. Ujjval explained that students who graduate in December will not be able to attend the ceremony. Cecily will contact Kendra to inquire about this concern.

**ACTION: Cecily**

Moose Jaw Council members also discussed current printing rates and noted that a monthly pass might be beneficial for students. Louie will look into printing rates from other institutions and companies.

**ACTION: Louie**

#### Saskatoon Campus Council

Cecily is determining the best platform to communicate with her Campus Representatives and indicated that a Campus Council Meeting will be scheduled this week. Sydney noted that Executive Council can issue a warning if a Campus Representative is not responding to emails and messages as set out in the Bylaws and Policies.

#### Regina Campus Council

Sydney met with the Regina Campus Council and noted concerns about the lack of Student ID cards on campus. Campus Representatives explained that students are unable to easily access perks as they do not have a Student ID. Sydney also noted security concerns as the Commissionaires would be unable to ask for Student IDs. Executive Council agreed that it would be beneficial for students to have a physical Student ID or a digital Student ID. Sydney will contact Danny Freire, Registrar and Director of Enrolment Services to request an update on Student IDs.

**ACTION: Sydney**

#### 8.5 Standing Committee Updates

Raj met with the Governance & Policy Committee to review the SPSA Bylaws and Policies. The committee decided to rotate the Vice-Chair position among the members. Each committee member will act as a Vice-Chair for two months.

Ujjval, Cecily and Sydney are working on scheduling their respective Standing Committee meetings.

#### **9. Subject: Closed Session**

The closed session began at 11:15 a.m.

The closed session ended at 11:42 a.m.

#### **10. Subject: Announcements**

##### 10.1 Pub Night

Carol indicated that the SPSA will host a pub night in partnership with Sask Polytech next Thursday, November 17, 2022, for the Grey Cup Kick-off Party.

#### **11. Subject: Next Meeting**

TBA

#### **12. Subject: Adjournment**



The meeting was adjourned at 12:08 p.m.

Date Accepted:

Signature:





## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Thursday, December 8, 2022

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order at 6:03 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 Cecily to accept the Agenda as presented. CARRIED.

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

MOVED by Ujjval, SECONDED by Raj to accept the November 10, 2022, Meeting Minutes and November 28, 2022 Email Vote as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Cecily, SECONDED by Sydney to accept the November 24, 2022 and December 8, 2022, Executive Council Reports as presented. CARRIED.

**5. Subject: General Manager's Report**

Deferred.

Carol noted that Crystal is in the process of interviewing candidates for the Admin Assistant position in Regina. Carol also indicated that Will will start scheduling interviews for the Admin Assistant position in Moose Jaw in January.

**6. Subject: Campus Council Update**

Prince Albert Campus

Raj will be scheduling a Campus Council Meeting prior to the Winter Break.

Saskatoon Campus

Cecily indicated that the Saskatoon Campus Council had a meeting today and discussed student concerns from the satellite campuses. Cecily also addressed Council members' communication and attendance issues and hopes to resolve them moving forward.

Regina Campus

The Regina Campus Council met last November 29, 2022, to discuss the GC Meeting Agenda. It was noted that Joyce chaired the Council Connect Meeting in Regina as Sydney was in practicum. Sydney is also in the process of planning a Holiday Dinner for the Regina Campus Council.

Moose Jaw Campus

Ujjval indicated that a meeting has been scheduled for next week. Ujjval noted that Laverne Stevenson joined the Council Connect Meeting in Moose Jaw to provide information on tax filing which was well received by students.

**7. Subject: Standing Committee Update**

Finance Committee

Ujjval indicated that a meeting will be scheduled for next week.

Academic Affairs Committee

Sydney indicated that the Academic Affairs Committee met earlier today with Donna Thiessen, Scholarly Communication Librarian to discuss OERs and Textbook Affordability campaign. The Committee has prepared survey questions which will be forwarded to General Council and staff for review and input.

Student Affairs Committee

Cecily indicated that a meeting will be scheduled for next week.

Governance & Policy Committee

The Committee has started reviewing policies and preparing drafts for General Council review. Raj noted that a Social Media Use Policy might be beneficial for the organization. Raj also indicated that the HR Policies are also being reviewed. Carol noted that any HR Policy amendments would need to be forwarded to legal counsel for consultation.

**8. Subject: Action Items**

8.1 Locker Terms & Conditions (July 22, 2022)

Deferred. Cecily will send a follow-up email to Alice Miller, AVP Student Services regarding the terms & conditions. Deep has also forwarded our concerns to AVP Miller,



who indicated that Sask Polytech will ensure that a staff member will be available to assist students at the start of the semester.

**ACTION: Cecily**

8.2 Cafeteria Concerns (June 22, 2022)

Deferred. Deep indicated that AVP Miller has contacted Bobbi Bates, Hospitality Services Manager regarding increasing the cafeteria hours. Executive Council will monitor the cafeteria hours at the start of the Winter Semester.

**ACTION: Executive Council**

8.3 International Student Email List (September 30, 2022)

Deferred. Carol is currently waiting for a response from Kendra.

**ACTION: Carol**

8.4 International Student Advisors (September 30, 2022)

Raj indicated that an International Advisor has been hired for the Prince Albert Campus. Cecily will contact Zoe Zhou, International Manager to schedule a meeting and inquire about the International Orientation schedule for incoming students.

**ACTION: Cecily**

8.5 FSAA Advocacy Priorities (September 16, 2022)

Complete. General Council has provided two advocacy priorities which include provincial student advocacy and diversity and inclusion. Deep and Raj will forward these priorities to the FSAA.

**ACTION: Deep & Raj**

8.6 Club User Fees (October 28, 2022)

Deferred.

**ACTION: Ujval & Carol**

8.7 Alumni Day of Giving (November 10, 2022)

Complete. Louie indicated that Tom Varghese Manoj, Campus Representative PA and Sahil Singh, Campus Representative Saskatoon volunteered for the event. Deep also participated in radio and television interviews for the event.

8.8 Survey (November 10, 2022)

Complete. Raj indicated that the survey shared with International students naming the SPSA was a class assignment. Raj also expressed our concerns to the instructor, who indicated that the student shared their survey to other students prior to being approved.

8.9 Graduation Appreciation Gift (November 10, 2022)

Deferred.

**ACTION: Cecily**

8.10 Printing Rates Research (November 10, 2022)

Complete. Louie has forwarded the research to Executive Council for review. Council members noted that the Sask Polytech printing and photocopying rates are comparable to other institutions and businesses.

8.11 Student IDs (November 10, 2022)

Complete. Sydney has contacted Danny Freire, Director, Enrolment Services and Registrar, who indicated that IT Services is still working on upgrading the current ID systems and would not be operational in the Winter Semester. This item will be moved to Ongoing Business.

**9. Subject: New Business**

9.1 SPSA Financials ME October 31, 2022

MOVED by Ujval, SECONDED by Cecily to accept the SPSA Financials ME October 31, 2022, as presented. CARRIED.

9.2 Café Franco Society Ratification

MOVED by Ujval, SECONDED by Sydney to accept the ratification of the Café Franco Society as presented. CARRIED.

9.3 Recreation & Tourism 2024 Society Ratification

MOVED by Sydney, SECONDED by Cecily to accept the ratification of the Recreation & Tourism 2024 Society as presented. CARRIED.

9.4 Previous Executive Council List on Website

Deep suggested creating a list of past Executive Council members on the website. Executive Council agreed that this would be a good idea and would be a way to recognize the work of previous council members. Louie will work with Ashley to implement a list of past executive Council members on the website.

**ACTION: Louie**

**10. Subject: Ongoing Business**

10.1 Wellness Fee (July 6, 2022)

10.2 Bylaw Update (June 22, 2022)

10.3 International Student Concerns (July 27, 2022)

Cecily will contact the Advocates to learn about any rising issues regarding International Students in preparation for the meeting with the International Department.

**ACTION: Cecily**



**11. Subject: Closed Session**

The closed session began at 6:44 p.m.  
The closed session ended at 7:16 p.m.

**12. Subject: Announcements**

There are no Announcements at this time.

**13. Subject: Next Meeting**

TBA

**14. Subject: Adjournment**

The meeting was adjourned at 7:19 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 5, 2023

- Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant
- 1. Subject: Call to Order**  
Deep called the meeting to order at 5:30 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 Ujjval to accept the Agenda as amended. CARRIED.
- 3. Subject: Adoption of Meeting Minutes**  
MOVED by Cecily, SECONDED by Sydney to accept the December 8, 2022, Meeting Minutes and December 14 & 19, 2022 Email Vote as presented. CARRIED.
- 4. Subject: Executive Council Reports**  
MOVED by Raj, SECONDED by Ujjval to accept the January 5, 2023, Executive Council Reports as presented. CARRIED.
- 5. Subject: General Manager's Report**  
MOVED by Sydney, SECONDED by Cecily to accept the January 5, 2023, General Manager's Report as presented. CARRIED.
- 6. Subject: Campus Council Update**  
Prince Albert Campus  
Raj met with the Prince Albert Campus Representatives in December to discuss meeting decorum and role expectations.

#### Saskatoon Campus

Cecily indicated that the Saskatoon Campus Council had a meeting in December to discuss the vacant Campus Representative position and issues that they have noticed on their campus. The Saskatoon Campus Council suggested that the “Friday Morning Medic” be revived to engage and support students. Louie to forward this suggestion to Ashley, Devyn and the Campus Directors.

**ACTION: Louie**

#### Regina Campus

The Regina Campus Council has scheduled a meeting for next Monday, January 9, 2022.

#### Moose Jaw Campus

Ujjval indicated that the Campus Council met on December 19, 2022, and discussed the library hours and feedback for events.

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

#### Finance Committee

Ujjval indicated that the Committee’s priority will be the review of the SPSA Annual Budget. The Committee also discussed the International Gap Coverage and noted that it would be beneficial for students. Ujjval also explained that the Committee endorsed the implementation of Club Fees, to increase engagement. Ujjval noted that Het Modi, Campus Representative Regina has agreed to take on the responsibility of the Committee Vice-Chair.

#### Academic Affairs Committee

The Committee is working on Textbook Affordability Day which is currently slated for January 17<sup>th</sup> or 18<sup>th</sup>. The Committee will meet prior to the event to finalize logistics.

#### Student Affairs Committee

The Committee met December 22, 2022 and discussed various outstanding concerns such as lockers, cafeteria hours, and student issues.

#### Governance & Policy Committee

The Committee has started reviewing policies and preparing drafts for General Council review. Raj noted that the Committee will schedule a meeting in the next two weeks.

### **8. Subject: Action Items**

#### 8.1 Locker Terms & Conditions (July 22, 2022)

Executive Council noted locker concerns from the Winter Welcome Week. Regina students are unable to speak to the Facilities Department staff as students were informed that this area was restricted. The Moose Jaw Facilities Department is closed during lunch hours preventing students from addressing their concerns. Cecily will contact Kendra Strong-Garcia, Director, Student Engagement & Learning Services to request a meeting to discuss these concerns.

**ACTION: Cecily**



8.2 Cafeteria Concerns (June 22, 2022)

Cecily contacted Bobbi Bates, Hospitality Services Manager who indicated that they are currently understaffed. Cecily will contact Kendra to request a meeting to discuss these concerns.

**ACTION: Cecily**

8.3 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**

8.4 International Student Advisors (September 30, 2022)

Deferred. Raj indicated that the PA International Advisor has been helpful to students, however, since they are not a Regulated International Student Immigration Advisor (RISIA), they have to forward any immigration concerns to the International Advisor from another Campus. Executive Council also noted that students are confused between SaskHealth and the SPSA Health & Dental Plan. Raj indicated that students who arrived during the holidays had no support or contact from Sask Polytech. Cecily also mentioned that students are unable to schedule appointments and if they do, they are cancelled last minute or their concerns weren't addressed.

Executive Council are concerned that International student needs are not being met and that Sask Polytech should do more to address their needs. Deep will contact Alice Miller, AVP Student Services regarding these concerns.

**ACTION: Deep**

8.5 FSAA Advocacy Priorities (September 16, 2022)

Complete.

8.6 Club User Fees (October 28, 2022)

Complete.

8.7 Graduation Appreciation Gift (November 10, 2022)

Complete. Executive Council agreed to focus on more pressing student concerns.

8.9 Previous Executive Council List on Website (December 8, 2022)

Complete.

**9. Subject: New Business**

9.1 Budget Retreat

Executive Council will forward their availability to Louie by Monday, January 9, 2022.

**ACTION: Executive Council**

Deep, Carol and Louie will meet to discuss the Budget Retreat Agenda and logistics.

**ACTION: Deep, Carol & Louie**





### 9.2 SPSA Elections

The SPSA Election timeline is as follows:

- |                                |                                     |
|--------------------------------|-------------------------------------|
| • February 12 – 17, 2023       | SPSA Elections Information Sessions |
| • February 27 - March 10, 2023 | Nominations Open                    |
| • March 13, 2023               | All Nominees' Meeting               |
| • March 14 - 15, 2023          | Signature Collection                |
| • March 16 - 21, 2023          | Campaign Period                     |
| • March 22, 2023               | SPSA Election Day                   |
| • March 23, 2023               | Results Announcement                |

Louie will schedule a meeting with the Operations Committee to discuss the SPSA Elections logistics.

**ACTION: Louie**

**10. Subject: Ongoing Business**

10.1 Wellness Fee (July 6, 2022)

10.2 Bylaw Update (June 22, 2022)

10.3 International Student Concerns (July 27, 2022)

10.4 Student IDs (November 10, 2022)

Complete. Executive Council indicated that Student IDs will be provided to students starting January 9, 2023

**11. Subject: Closed Session**

The closed session began at 6:37 p.m.  
The closed session ended at 7:16 p.m.

**12. Subject: Announcements**

12.1 Staff Updates

The SPSA would like to express their gratitude to Crystal Gellner for her dedicated service and wishes her the very best of luck in her future endeavours.

The SPSA would also like to welcome Dhurga Balasubramaniam, Campus Director Regina and Carrie Woodrow, Administrative Assistant Regina.

**13. Subject: Next Meeting**

TBA

**14. Subject: Adjournment**

The meeting was adjourned at 7:05 p.m.



Date Accepted:

Signature:



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Friday, January 20, 2023

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order at 2:31 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 Raj to accept the Agenda as amended. CARRIED.

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

MOVED by Ujjval, SECONDED by Sydney to accept the January 5, 2023, Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Raj, SECONDED by Sydney to accept the January 20, 2023, Executive Council Reports as presented. CARRIED.

**5. Subject: General Manager's Report**

MOVED by Raj, SECONDED by Ujjval to accept the January 20, 2023, General Manager's Report as presented. CARRIED.

Carol informed Executive Council that Kaye Macatangay, Administrative Assistant, Prince Albert has provided her resignation with her last day being January 31, 2023. The SPSA would like to thank Kaye for her service and wishes her the very best of luck in her future endeavours.



**6. Subject: Campus Council Update**

Moose Jaw Campus

Ujjval indicated that the clubs and events on campus have been well-received by students. Ujjval noted that there are currently five applicants for the open Campus Representative position with the interviews scheduled for next week.

Prince Albert Campus

Raj noted that the Campus Council Meeting will be scheduled once the new Campus Representative has been appointed.

Regina Campus

The Regina Campus Council met last Monday, January 9, 2023, to discuss upcoming events and the SPSA Standing Committees.

Saskatoon Campus

The Saskatoon Campus Council met yesterday, January 19, 2023, to discuss upcoming clubs and events on campus. Cecily has also received two Campus Representative position applications and will schedule interviews next week.

**7. Subject: Standing Committee Update**

Academic Affairs Committee

The Committee had a meeting scheduled but was postponed due to scheduling conflicts. Sydney noted that the Textbook Affordability event went well on all campuses.

Finance Committee

Ujjval will schedule a Committee meeting in the coming weeks.

Student Affairs Committee

Cecily will schedule a Committee meeting in the coming weeks.

Governance & Policy Committee

The Committee had a meeting last Friday, January 13, 2023. Raj indicated that the committee discussed suggested amendments to the Policies which will be forwarded to Executive Council for review.

**8. Subject: Action Items**

8.1 Locker Terms & Conditions (July 22, 2022)

Cecily has reached out to Kendra Strong-Garcia, Director, Student Engagement & Learning Services, regarding locker student concerns. It was noted that Kendra and Ben Gamble, Manager, Student Experience were alarmed by the number of locker concerns from students. Executive Council agreed to forward these concerns to the Sask Polytech Senior Admin at their next meeting.

**ACTION: Deep**

### 8.2 Cafeteria Concerns (June 22, 2022)

Cecily indicated that the cafeteria hours remain unchanged. Sydney noted that the food has improved and that the cafeteria now offers more vegan options however, the cafeteria hours remain a huge issue as students are scheduled for afternoon/night classes. It was suggested that SPSA Staff start looking into providing snack items in the afternoon when the cafeteria is closed. Executive Council agreed to forward these concerns and suggestions to the Sask Polytech Senior Admin at their next meeting.

**ACTION: Deep**

### 8.3 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**

### 8.4 International Student Advisors (September 30, 2022)

Deferred. Cecily indicated that students expressed concerns over the lack of support from International Advisors at the Saskatoon Campus. Sydney has also received complaints from students indicating that the International Advisors on the Regina Campus are unavailable and unhelpful. Raj and Ujval noted that the International Advisors on their respective campuses have been very accessible to students, however, they are unable to assist students in a timely manner due to the sheer number of students on campus. Deep will forward our concerns to Alice Miller, AVP Student Services at their next meeting.

**ACTION: Deep**

Deep also noted that Sask Polytech has stopped providing documentation letters for International students' immediate families coming to Canada in order to attend their convocation. Cecily will contact the International Department regarding this issue and Louie will look into similar institutions to see if the practice has been discontinued as well.

**ACTION: Cecily & Louie**

### 8.5 Budget Retreat (January 5, 2023)

#### 8.5.1 Schedules

Complete. Executive Council has provided their availability for Budget Retreat which is February 19-24, 2023.

#### 8.5.2 Agenda Meeting

Deep, Carol and Louie met to develop the Budget Retreat Agenda. It was suggested that due to staff shortages, it would be best to schedule the retreat on one of the main campuses. Executive Council agreed to schedule the Budget Retreat in Saskatoon. Louie will start working on logistics.

**ACTION: Louie**

### 8.6 SPSA Elections (January 5, 2023)

Executive Council has appointed the Elections Committee as follows:

- Chief Returning Officer: Deep Pandya, President
- Deputy Returning Officer, Moose Jaw: Ujval Chavda



- Deputy Returning Officer, Prince Albert: Raj Chandran
- Deputy Returning Officer, Regina: Sydney Soloway
- Deputy Returning Officer, Saskatoon: Cecily Chartier

Louie asked if EC members would be interested in having information booths on February 6-10 regarding the upcoming SPSA Elections. Louie also indicated that Ashley would like to use Executive Council statements regarding running for the marketing of the SPSA Elections. Executive Council agreed to provide information to students at the booth and provide statements to Ashley. Louie will coordinate booths at each campus location and work with Ashley regarding advertising.

**ACTION: Louie**

**9. Subject: New Business**

9.1 SPSA Financials ME December 31, 2022

MOVED by Ujval, SECONDED by Cecily to accept the SPSA Financials ME December 31, 2022, as presented. CARRIED.

9.2 SPSA Operating Budget 2022-2023 Actuals Review

Refer to 9.1 SPSA Financials ME December 31, 2022

9.3 Annual Services Review Committee

Louie is in the process of scheduling the Annual Services Review Committee meeting. The Committee suggestions will be forwarded to General Council for consideration.

9.4 SCBScN Accreditation Review

Carol indicated that the SPSA has been invited to the SCBScN Accreditation Review Committee. Executive Council agreed to join the committee with Deep, Sydney, Cecily and Carol attending the meeting currently slated for February 28, 2023, at 1:00 p.m. Carol will respond to Robyn Kobussen, Associate Dean, School of Nursing regarding the SPSA's participation in the committee.

**ACTION: Carol**

9.5 Remuneration & Honorarium Committee

Louie is in the process of scheduling the Remuneration & Honorarium Committee meeting. The Committee suggestions will be forwarded to General Council for consideration.

**10. Subject: Ongoing Business**

10.1 Wellness Fee (July 6, 2022)

10.2 Bylaw Update (June 22, 2022)

10.3 International Student Concerns (July 27, 2022)



**11. Subject: Closed Session**

The closed session began at 4:02 p.m.  
The closed session ended at 4:16 p.m.

**12. Subject: Announcements**

12.1 Staff Update

The SPSA would like to welcome Maryna Goncharova, Administrative Assistant, Moose Jaw.

**13. Subject: Next Meeting**

Friday, February 3, 2023, 2:30 p.m.

**14. Subject: Adjournment**

The meeting was adjourned at 4:20 p.m.

Date Accepted:

Signature:



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Friday, February 3, 2023

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order at 2:32 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 Sydney, SECONDED by Cecily to accept the Agenda as amended. CARRIED.

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

MOVED by Sydney, SECONDED by Cecily to accept the January 20, 2023, Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Sydney, SECONDED by Ujjval to accept the February 3, 2023, President's and VP Moose Jaw, Regina and Saskatoon's Reports as presented. CARRIED.

**ACTION: Raj**

**5. Subject: General Manager's Report**

MOVED by Cecily, SECONDED by Ujjval to accept the February 3, 2023, General Manager's Report as presented. CARRIED.

**6. Subject: Campus Council Update**

Moose Jaw Campus

Ujjval had a discussion with his Campus Representatives, who indicated that students are appreciative of events and clubs on campus. Ujjval is in the process of appointing





the successful Campus Representative applicant. Ujjval also indicated that Campus Representative applicants were impressed by the SPSA engagement on the Moose Jaw Campus but noted that some students might not know that an event is currently ongoing at the student lounge. It was suggested that a banner be posted outside the event venue to inform students of the ongoing event.

Ujjval noted that Thevi Pather, AVP International was at the Moose Jaw Campus to hear International Student concerns.

#### Prince Albert Campus

Raj noted that he is in the process of scheduling a Campus Council Meeting.

#### Regina Campus

The Regina Campus Council will meet on Monday, February 6, 2023, to discuss upcoming events and the SPSA Standing Committees.

#### Saskatoon Campus

Cecily announced that Hunter Nippi-Thirsk has been appointed as the new Campus Representative, Saskatoon. The SPSA welcomes Hunter and looks forward to working with him more closely in the future.

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

#### Academic Affairs Committee

The Committee meeting will be scheduled in the coming weeks. Sydney had a discussion with Carol and Ashley regarding Textbook Affordability and noted that the Academic Affairs Committee will petition SPT to develop a policy urging instructors to use a textbook for 2-3 years prior to using a new edition of the textbook.

#### Finance Committee

Ujjval is in the process of scheduling a Committee meeting in the coming weeks.

#### Student Affairs Committee

Cecily will schedule a Committee meeting in the coming weeks.

#### Governance & Policy Committee

Raj will schedule a meeting in the coming weeks.

### **8. Subject: Action Items**

#### 8.1 Locker Terms & Conditions (July 22, 2022)

General Council members expressed their concerns to Kendra Strong-Garcia, Director, Student Engagement & Learning Services at the last General Council Meeting on January 28, 2023. Deep will follow up and provide an update once available.

**ACTION: Deep**



#### 8.2 Cafeteria Concerns (June 22, 2022)

General Council members forwarded their concerns to Kendra at the last General Council Meeting on January 28, 2023. Deep noted that SPT Senior Admin was also looking into the issue and is currently planning on implementing a trial run of increased cafeteria hours at the Regina and Moose Jaw campuses. Deep will provide an update once available.

**ACTION: Deep**

Ujval shared inappropriate signage that was posted at the Moose Jaw Cafeteria. Carol will contact Kendra regarding this issue.

**ACTION: Carol**

#### 8.3 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**

#### 8.4 International Student Advisors (September 30, 2022)

AVP Pather was at the Moose Jaw Campus to discuss student concerns such as class scheduling, transportation, housing and childcare. Ujval indicated that SPT is not considering childcare at this time due to the nature of the institution where students come and go frequently. Ujval will contact AVP Pather to request a transcript of the discussion.

**ACTION: Ujval**

Cecily indicated that she is still in the process of scheduling a meeting with the International Department as they had asked her to check their calendars, however, we have no access to SPT systems.

**ACTION: Cecily**

#### 8.5 Budget Retreat Logistics (January 5, 2023)

Complete.

#### 8.6 SPSA Elections (January 5, 2023)

Complete.

#### 8.7 SCBScN Accreditation Review (January 20, 2023)

The meeting is currently slated for February 28, 2023, at 1:00 p.m. Deep, Sydney, Cecily and Carol will provide an update once the meeting has transpired.

### **9. Subject: New Business**

There are no New Business at this time.

### **10. Subject: Ongoing Business**

10.1 Wellness Fee (July 6, 2022)



10.2 Bylaw Update (June 22, 2022)

10.3 International Student Concerns (July 27, 2022)

**11. Subject: Closed Session**

The closed session began at 3:03 p.m.

The closed session ended at 3:18 p.m.

**12. Subject: Announcements**

There are no announcements at this time.

**13. Subject: Next Meeting**

Monday, February 20, 2023, 9:00 a.m.

**14. Subject: Adjournment**

The meeting was adjourned at 3:19 p.m.

Date Accepted:

Signature:



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses SPSA Office Saskatoon – Board Room Monday, February 20, 2023

**Present:** Deep Pandya, President; Ujval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order at 9:12 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 Cecily, SECONDED by Sydney to accept the Agenda as amended. CARRIED.

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

MOVED by Sydney, SECONDED by Ujval to accept the February 3, 2023, Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

Deferred.

**ACTION: Executive Council**

**5. Subject: General Manager's Report**

Deferred.

**ACTION: Carol**

**6. Subject: Campus Council Update**

Moose Jaw Campus

Ujval announced that Steven Jose has been appointed as the new Campus Representative, Moose Jaw. Steven will be joining the Governance & Policy Committee. Ujval will schedule a Campus Council Meeting by the end of the month.



#### Prince Albert Campus

The Prince Albert Campus Council met on February 10, 2023, and discussed various concerns such as the PA Student Housing, program schedules, OER Survey and Campus Nurse. Raj also noted that Suchika will be joining the Student Affairs Committee.

#### Regina Campus

Sydney noted that the Regina Campus Council met on February 13, 2023, to discuss campus concerns and provide Standing Committee updates.

#### Saskatoon Campus

Cecily will schedule a Campus Council meeting by the end of the month.

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

#### Academic Affairs Committee

Sydney will schedule a Committee meeting in the next two weeks.

#### Finance Committee

The Finance Committee met last February 9, 2023. The Committee discussed the removal of the Faxing Service at each Campus location. Ujjval noted that the rationale behind the removal of the service was due to low usage and high costs of the phone lines. Carol will work on the removal of this service.

**ACTION: Carol**

The Committee also discussed the H&D Plan and the myCanadaPlan. Members agreed that an increase in the H&D Plan Fees would be beneficial to keep the current service level provided to students. Ujjval noted that the Committee will review the myCanadaPlan in-depth after the meeting with Gallivan.

#### Student Affairs Committee

Cecily will schedule a Committee meeting in the next two weeks.

#### Governance & Policy Committee

Raj will schedule a Committee meeting in the next two weeks.

### **8. Subject: Action Items**

#### 8.1 VP Prince Albert Report (February 3, 2023)

Complete.

#### 8.2 Locker Terms & Conditions (July 22, 2022)

Deep will forward this concern to Alice Miller, AVP Student Services at their next meeting slated for February 23, 2023.

**ACTION: Deep**



### 8.3 Cafeteria Concerns (June 22, 2022)

Deep will forward this concern to Alice Miller, AVP Student Services at their next meeting slated for February 23, 2023.

**ACTION: Deep**

Carol has contacted Kendra Strong-Garcia, Director, Student Engagement & Learning Services regarding student concerns about inappropriate signage posted at the Moose Jaw Cafeteria and is currently waiting for a response. Deep and Ujjval will check the cafeteria to determine if the signage has been changed or removed.

**ACTION: Deep & Ujjval**

### 8.4 International Student Email List (September 30, 2022)

Deferred. Carol noted that Kendra has contacted Thevi Pather, AVP International regarding this request and is currently waiting for a response.

**ACTION: Carol**

### 8.5 International Student Advisors (September 30, 2022)

Cecily has scheduled a meeting with the International Department on March 3, 2023. Executive Council agreed that it might be best to meet with the International Department in person. Cecily will contact Zoey to ask for their availability tomorrow.

**ACTION: Cecily**

### 8.6 OER Update (February 3, 2023)

Sydney met with Carol and Ashley and it was determined that the SPSA will approach Textbook Affordability differently by petitioning Sask Polytech to develop a policy which would urge instructors to use a textbook edition for 2 years before it can be changed. Sydney has also contacted Dr. Larry Rosia, President & CEO, Dr. Has Malik, Provost & VP Academic and Alice Miller, AVP Student Services to inquire about Sask Polytech's position on Open Educational Resources (OERs). Sydney will follow up for a response.

**ACTION: Sydney**

## **9. Subject: New Business**

### 9.1 SPSA Financials ME Jan 2023

MOVED by Ujjval, SECONDED by Sydney to accept the SPSA Financials ME January 31, 2023, as presented. CARRIED.

### 9.2 Student Society Ratification: Nigeria Student Association MJ Campus

MOVED by Cecily, SECONDED by Ujjval to accept the ratification of the Nigeria Student Association pending the renaming of the society to "Nigeria Student Society". CARRIED.

### 9.3 Health Services

Executive Council expressed concerns over the lack of Campus Health Nurses on Campus. Cecily will contact Kendra to request the Campus Health Nurse's job functions and the list of services they are to offer to students.

**ACTION: Cecily**



**10. Subject: Ongoing Business**

10.1 Wellness Fee (July 6, 2022)

Ujval noted that the Fitness and Recreation in the Moose Jaw Campus has implemented a new system to access the Fitness Centres. Students would need their Student ID Cards in order to access the Fitness Centres. Sydney noted that students in the Regina Campus can use either their Student IDs or an APP to access the Fitness Centres.

10.2 Bylaw Update (June 22, 2022)

10.3 International Student Concerns (July 27, 2022)

**11. Subject: Closed Session**

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

*The Executive Council entered an In-Camera Session from 11:00 a.m. to 11:29 a.m.*

The closed session ended at 11:29 a.m.

**12. Subject: Announcements**

There are no announcements at this time.

**13. Subject: Next Meeting**

Friday, March 10, 2023, 2:30 p.m.

**14. Subject: Adjournment**

The meeting was adjourned at 11:32 a.m.

Date Accepted:

Signature:



## SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

### EXECUTIVE COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Friday, March 10, 2023

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order at 2:34 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 Ujjval to accept the Agenda as amended. CARRIED.

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

MOVED by Ujjval, SECONDED by Sydney to accept the February 20, 2023, Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Sydney, SECONDED by Ujjval to accept the March 10, 2023 President's and Vice Presidents Moose Jaw, Regina and Saskatoon's Executive Council Reports as presented. CARRIED.

**ACTION: Raj**

**5. Subject: General Manager's Report**

MOVED by Ujjval, SECONDED by Raj to accept the March 10, 2023, General Manager's Report as presented. CARRIED.

Carol indicated that the SPSA was successful in our appeal regarding the late remitting penalty and arrears interest assessed by Revenue Canada regarding the Canadian Emergency Wage Subsidy (CEWS). The SPSA will be reimbursed in the near future.





**6. Subject: Campus Council Update**

Moose Jaw Campus

Ujjval met individually with each Campus Representative, who suggested that Welcome Week events should also be available for the March student intakes.

Prince Albert Campus

Raj has scheduled a Campus Council Meeting for March 16, 2023, at 1:00 p.m.

Regina Campus

Sydney has scheduled a Campus Council Meeting for March 13, 2023, at 3:15 p.m.

Saskatoon Campus

Cecily will schedule a Campus Council Meeting by next week.

**7. Subject: Standing Committee Update**

Academic Affairs Committee

Sydney will work with Louie to schedule an Academic Affairs Committee in the following weeks.

Finance Committee

Ujjval will schedule a Committee meeting in the following weeks.

Student Affairs Committee

Cecily will schedule a Committee meeting in the following weeks.

Governance & Policy Committee

Raj will schedule a Committee meeting in the following weeks.

**8. Subject: Action Items**

8.1 VP Prince Albert Report (February 20, 2023)

Complete.

8.2 General Manager's Report (February 20, 2023)

Complete.

8.3 Fax Service Removal (February 20, 2023)

Deferred.

**ACTION: Carol**

8.4 Locker Terms & Conditions (July 22, 2022)

Deep indicated that Kendra Strong-Garcia, Director, Student Engagement & Learning Services, Ben Gamble, Manager, Student Experience and Alice Miller, AVP Student Services will be meeting with the Facilities Department and Terri Wolfe, AVP Facilities Management to discuss student locker concerns. Executive Council members agreed



that communication between SPT and SPSA has been lacking and that any resolution to issues brought forward by the SPSA is not communicated. Deep will follow up on this item at their next meeting.

**ACTION: Deep**

8.5 Cafeteria Concerns (June 22, 2022)

Executive Council met with AVP Miller and Dr. Barb Gustafson, Dean (Interim), School of Hospitality and Tourism regarding student cafeteria concerns. It was noted that a “grab & go” vending machine pilot has been implemented at the Moose Jaw Campus. Deep indicated that if the pilot is successful, SPT will implement a “grab & go” vending machine at each main campus location. Carol inquired if this vending machine will be added to the Contract Management Agreement as the SPSA is currently managing all vending machines at each campus location. Deep will contact AVP Miller regarding this inquiry.

**ACTION: Deep**

8.6 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**

8.7 International Student Advisors (September 30, 2022)

Executive Council met with the International Department last week to bring forward International student concerns. EC members expressed that SPT does not have enough Regulated International Student Immigration Advisers (RISIA), but Zoey noted that SPT is comparable with other institutions. Cecily will contact Zoey to ask for their research.

**ACTION: Cecily**

8.8 OER Update (February 20, 2023)

Deferred. Sydney will contact AVP Miller for a follow-up.

**ACTION: Sydney**

8.9 Health Services (February 20, 2023)

Deferred.

**ACTION: Cecily**

**9. Subject: New Business**

9.1 Campus Representative Year-End Report

Louie has forwarded a copy of previous years' Campus Representative Year-End Report questions to Executive Council for review. It was suggested that a word-count limit or paragraph minimum be implemented to ensure that Campus Representatives take the time to draft the reports. Louie will prepare a Year-End Report Template and forward it to Executive Council for review.

**ACTION: Louie**



9.2 General Council Meeting

Louie indicated that the General Council Meeting is slated for March 25-26, 2023.

**10. Subject: Ongoing Business**

10.1 Wellness Fee (July 6, 2022)

10.2 Bylaw Update (June 22, 2022)

10.3 International Student Concerns (July 27, 2022)

Executive Council met with the International Department last week to bring forward International student concerns: childcare options, transportation options, UniBuddy and travel support for convocation. It was noted that SPT is willing to collaborate with the SPSA to introduce the UniBuddy system. Deep also indicated that the Tuition and Fees Policy will be amended to ensure that the tuition amount provided to students will be actual fees assessed and not estimates.

**11. Subject: Closed Session**

The closed session began at 3:12 p.m.

The closed session ended at 3:34 p.m.

**12. Subject: Announcements**

There are no announcements at this time.

**13. Subject: Next Meeting**

Thursday, March 23, 2023, Time - TBD

**14. Subject: Adjournment**

The meeting was adjourned at 3:37 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 23, 2023

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep 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 Ujjval to accept the Agenda as presented. CARRIED.

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

MOVED by Ujjval, SECONDED by Sydney to accept the March 10, 2023, Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Ujjval, SECONDED by Sydney to accept the March 23, 2023 President's and Vice Presidents Moose Jaw, Regina and Prince Albert's Executive Council Reports as presented. CARRIED.

**ACTION: Cecily**

**5. Subject: General Manager's Report**

Deferred.

**ACTION: Carol**

**6. Subject: Campus Council Update**

Prince Albert Campus

Raj is in the process of scheduling a Campus Council Meeting. Louie will assist in scheduling this meeting.

Regina Campus

The Campus Council Regina met last March 13, 2023. Council members discussed the upcoming GC Meeting and the Campus Representative Year-End Report.

**7. Subject: Standing Committee Update**

Academic Affairs Committee

Sydney and Louie are in the process of scheduling an Academic Affairs Committee in the following weeks.

Governance & Policy Committee

The Committee met last week to discuss the proposed amendments to the Administration, GOV 5 and GOV 6 Policies. The proposed amendments have been forwarded to General Council for consideration.

**8. Subject: Action Items**

8.1 VP Prince Albert Report (March 10, 2023)

Complete.

8.2 Fax Service Removal (February 20, 2023)

Deferred.

**ACTION: Carol**

8.3 Locker Terms & Conditions (July 22, 2022)

Deferred. Deep will contact Alice Miller, AVP Student Services for a follow-up at their next meeting.

**ACTION: Deep**

8.4 Cafeteria Concerns (June 22, 2022)

Executive Council will continue to monitor any issues that may arise. This item will be moved to Ongoing Business.

8.5 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**

8.6 International Student Advisors (September 30, 2022)

Louie has forwarded his research to Executive Council regarding the number of Regulated International Student Immigration Advisers (RISIAs) for other institutions. Executive Council will continue to monitor student needs and bring forward any concerns that may arise. Cecily will contact Zoey to ask for their research regarding RISIAs at other institutions.

**ACTION: Cecily**



8.7 OER Update (February 20, 2023)

Deferred. Deep will follow up with AVP Miller at the upcoming GC Meeting.

**ACTION: Deep**

8.8 Health Services (February 20, 2023)

Cecily has forwarded Kendra Strong-Garcia, Director, Student Experience & Learning Services' response regarding Health Services. It was noted that Campus Health Nurses are supposed to provide basic first aid support to all SPT community members, medical referrals/recommendations, general health information, some over-the-counter medications and vaccinations for all students in the School of Nursing and Health Sciences. Executive Council agreed to continue monitoring student needs and bring forward any concerns that may arise. This item will be moved to Ongoing Business.

8.9 Campus Representative Year-End Report (March 10, 2023)

Louie has forwarded the Year-End Report Template to all Campus Representatives and noted that the deadline for submission is on March 31, 2023. Louie will be contacting the respective VPs should their Campus Representatives fail to submit their report by the deadline.

**9. Subject: New Business**

There are no New Businesses at this time.

**10. Subject: Ongoing Business**

10.1 Wellness Fee (July 6, 2022)

Cecily indicated that it would be beneficial to inquire about the implementation of the Wellness Fee for the upcoming Academic Year. Deep will contact AVP Miller to request a copy of the Tuition & Fees Schedule 2023-2024.

**ACTION: Deep**

10.2 Bylaw Update (June 22, 2022)

The Governance & Policy Committee will present discussion points at the upcoming General Council Meeting.

10.3 International Student Concerns (July 27, 2022)

Complete. Executive Council agreed that student concerns have been addressed.

**11. Subject: Closed Session**

The closed session began at 5:03 p.m.

The closed session ended at 5:25 p.m.

**12. Subject: Announcements**

12.1 SPSA Election Results



The SPSA welcomes successful candidates of the recently held SPSA Elections:

- SPSA President: Steven Jose
- VP Moose Jaw: Abhishek Jain
- VP Prince Albert: Naresh Saroye
- VP Regina: Gabriela Pozner
- VP Saskatoon: Nicole Zalesak

**13. Subject: Next Meeting**

Friday, April 7, 2023, 2:30 p.m.

**14. Subject: Adjournment**

The meeting was adjourned at 5:26 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 12, 2023**

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Sydney Soloway, VP Regina Campus;  
Cecily Chartier, VP Saskatoon Campus; Steven Jose, Incoming President;  
Abhishek Jain, Incoming VP MJ Campus; Naresh Saroye, Incoming VP PA Campus;  
Gabriela Pozner, Incoming VP Regina; Nicole Zalesak, Incoming VP Saskatoon Campus;  
Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Deep called the meeting to order at 4:32 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: Gap Coverage Discussion with Gallivan**

Shelly Walker, Sean Gallivan, Cory Wright and Binny Abraham from Gallivan & Associates joined the meeting to discuss Executive Council inquiries.

Executive Council members agreed that the Gap Coverage is essential for students. Gallivan & Associates will attend the General Council Meeting on Saturday, April 15, 2023, to present information regarding the myCanadaPlan to General Council members.

**3. Subject: Adoption of Agenda**

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

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

MOVED by Ujjval, SECONDED by Sydney to accept the March 23, 2023, Meeting Minutes as presented. CARRIED.

**5. Subject: Executive Council Reports**

MOVED by Ujjval, SECONDED by Sydney to accept the April 12, 2023 President's and Vice Presidents Regina and Saskatoon's Executive Council Reports as presented. CARRIED.

**ACTION: Ujjval & Raj**



**6. Subject: General Manager's Report**

MOVED by Cecily, SECONDED by Raj to accept the April 12, 2023, General Manager's Report as presented. CARRIED.

Sydney inquired about the commercial property insurance and Carol explained that SGI as of December 2023 will no longer carry our event/activities insurance. Carol is in the process of inquiring other options for the next year.

**7. Subject: Campus Council Update**

VP Campuses are in the process of scheduling a meeting for their respective Campus Councils.

Deep also forwarded student concerns from the Council Connect Meetings (SOFA). Deep explained that students who finished their programs in December were no longer able to access our services such as the Tax Income Service. Carol suggested that we provide a list of Community Volunteer Income Tax Program (CVITP) providers in each campus city to assist these students. Deep also indicated that students were asked to purchase expensive calculators that were only used for one course. It was suggested that the SPSA run a similar service to the Used Textbooks for used calculators. Carol indicated that this would be beneficial for students but we would need to amend the SPSA-SPT Agreement to include all program materials.

**ACTION: Deep & Carol**

**8. Subject: Standing Committee Update**

Academic Affairs Committee

Sydney met with the Academic Affairs Committee last March 30, 2023, and asked committee members to review the Grade Appeals Policy.

**9. Subject: Action Items**

9.1 VP Saskatoon Report (March 23, 2023)

Complete.

9.2 Fax Service Removal (February 20, 2023)

Complete.

9.3 Locker Terms & Conditions (July 22, 2022)

Deferred. This item will be moved to Ongoing Business.

**ACTION: Louie**

9.4 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**



9.5 International Student Advisors (September 30, 2022)

Deferred. Cecily will contact Zoey to ask for their research regarding RISIAs at other institutions.

**ACTION: Cecily**

9.6 OER Update (February 20, 2023)

Deep and Sydney will attend a meeting on April 21, 2023, with Alice Miller, AVP Student Services, and Dr. Mike Gillespie, AVP Learning & Teaching to learn more about Sask Polytech's stance on Open Education Resources (OERs) and Textbook Affordability. Sydney indicated that the SPSA could also petition for a Textbook Policy that will ensure that textbook editions are used for two years before they can be changed. It was also noted that reusing textbooks will help in the SDG Accord's sustainability practices. Gabi also indicated that students are provided with inaccurate book lists. Deep and Sydney will forward these concerns at the meeting and will provide an update once available.

**ACTION: Deep & Sydney**

**10. Subject: New Business**

10.1 ChessPoly Student Society Ratification

Deferred. Executive Council will conduct an email vote for the ratification of the ChessPoly Student Society.

**ACTION: Executive Council**

10.2 SPSA Financials ME Feb 2023

MOVED by Sydney, SECONDED by Cecily to accept the SPSA Financials ME February 2023 as presented. CARRIED.

**11. Subject: Ongoing Business**

11.1 Wellness Fee (July 6, 2022)

11.2 Bylaw Update (June 22, 2022)

11.3 Cafeteria Concerns (June 22, 2022)

11.4 Health Services (February 20, 2023)

**12. Subject: Closed Session**

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

The closed session ended at 6:28 p.m.

**13. Subject: Announcements**

There are no announcements at this time.



**14. Subject: Next Meeting**

Will be held during the upcoming Transition Retreat

**15. Subject: Adjournment**

The meeting was adjourned at 6:35 p.m.

Date Accepted:

Signature:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Holiday Inn Express Edmonton Downtown**  
**Sunday, April 30, 2023**

**Present:** Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;  
Raj Chandran, VP Prince Albert Campus; Cecily Chartier, VP Saskatoon Campus;  
Steven Jose, Incoming President; Abhishek Jain, Incoming VP MJ Campus;  
Naresh Saroye, Incoming VP Prince Albert Campus; Gabriela Pozner, Incoming VP  
Regina; Nicole Zalesak, Incoming VP Saskatoon Campus; Carol Tetreault, General  
Manager and Louie Ramos, Executive Assistant

**Regrets:** Sydney Soloway, VP Regina Campus

- 1. Subject: Call to Order**  
Deep called the meeting to order at 10:04 a.m.
  
- 2. Subject: Adoption of Agenda**  
MOVED by Ujjval, SECONDED by Cecily to accept the Agenda as amended. CARRIED.
  
- 3. Subject: Adoption of Meeting Minutes**  
MOVED by Raj, SECONDED by Cecily to accept the April 12, 2023, Meeting Minutes as presented. CARRIED.
  
- 4. Subject: Executive Council Reports**  
MOVED by Ujjval, SECONDED by Sydney to accept the April 12, 2023, President's and Vice Presidents Prince Albert, Moose Jaw and Saskatoon's Executive Council Reports as presented. CARRIED.  

**ACTION: Sydney**
  
- 5. Subject: General Manager's Report**  
Deferred.
  
- 6. Subject: Campus Council Update**  
Moose Jaw Campus  
Ujjval indicated that he met with Campus Representatives separately due to scheduling conflicts. He noted that Campus Representatives were grateful for the experience and that they were able to achieve their goals for the year.



#### Prince Albert Campus

Raj indicated that Council Connect Meetings were well attended at the start of the year and noted that some students prefer a bigger platform to discuss their concerns.

#### Saskatoon Campus

The Saskatoon Campus Council had their last meeting on April 18, 2023, and discussed suggestions for the upcoming General Council. It was suggested that a more robust onboarding would be beneficial for upcoming Campus Representatives to fully understand their roles and responsibilities. It was also suggested that a fixed schedule be developed for General Council and Standing Committee Meetings.

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

#### Student Affairs Committee

Cecily indicated that the committee was unable to meet due to scheduling conflicts.

#### Finance Committee

Ujval indicated that the committee was unable to meet due to scheduling conflicts and noted that incoming the incoming President and VP Finance will attend the Client Advisory Council to discuss the Health & Dental Plan

#### Governance & Policy Committee

The committee last week to discuss their committee experience and suggestions for the incoming Executive Council members.

Cecily suggested that meetings be scheduled in advance to aid in meeting consistency and discussion. It was also noted that meeting consistently will help build camaraderie and understanding of the topics being discussed. Ujval suggested having a Standing Committee Meeting during the first in-person GC Meeting as well. It was suggested that a Campus Representative Contract be developed which would outline roles, responsibilities and expectations. Raj indicated that it would also be beneficial to include an accountability piece to GOV 5 – Campus Representative Honorarium.

### **8. Subject: Action Items**

#### 8.1 VP Moose Jaw and Prince Albert Reports (April 12, 2023)

Complete.

#### 8.2 Used Program Materials (April 12, 2023)

Steven and Carol will forward this suggestion to Kendra Strong-Garcia, Director, Student Engagement and Learning Services.

**ACTION: Steven & Carol**

#### 8.3 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**

#### 8.4 International Student Advisors (September 30, 2022)

Complete. Cecily has contacted Zoe Zhou, Manager, International Education, who indicated that the information is available on other institutions' websites. It was noted that there is a lack of support for International students especially during the beginning and end of the Academic Year. The incoming Executive Council will continue to monitor student support and will bring forward any concerns that may arise.

#### 8.5 OER Update (February 20, 2023)

Deep and Sydney met with Alice Miller, AVP Student Services, and Kaveri Braid, AVP Communications & Marketing to discuss Sask Polytech's position on Open Educational Resources (OERs). It was noted that it would be beneficial to meet Dr. Mike Gillespie, AVP Learning & Teaching as he is responsible for OERs. Executive Council agreed that it might be best to approach this as a sustainability goal and advocate for a policy that will urge the use of textbook editions for 2-3 years before being changed. The incoming VP Academic will work on this item moving forward.

**ACTION: VP Academic**

#### 8.6 ChessPoly Student Society Ratification (April 12, 2023)

Deferred.

**ACTION: Executive Council**

### **9. Subject: New Business**

#### 9.1 Capital Asset Allocation

Ujjval and Carol forwarded the pricing quote for moving the Housing Registry & Tutor Registry to the main SPSA website. Carol explained that the changes were due to our previous provider shutting down their web services.

MOVED by Ujjval, SECONDED by Raj to access the Capital Asset Fund for a maximum of \$5,000.00 for the website upgrades namely to the Housing Registry and the Tutor Registry. CARRIED.

#### 9.2 H&D Reserve Allocation

Ujjval and Carol explained that funds from the H&D Reserve need to be allocated due to the addition this year of the Virtual Doctor to the H&D Plan.

MOVED by Ujjval, SECONDED by Cecily to access H&D Reserve to allocate \$1.00 per student, per plan, per month for a maximum of \$24.00/student for the implementation of the Virtual Doctor and to reallocate these funds to administrative staffing expenses. CARRIED.

### **10. Subject: Ongoing Business**

#### 10.1 Wellness Fee (July 6, 2022)

It was noted that the Wellness Fee will be implemented this upcoming Academic Year. The fee collected will be used towards improving the facilities and equipment in each campus location. Executive Council members expressed concerns regarding the



implementation of this fee which includes: a lack of opt-out options for students, lack of accessibility to facilities and differences in facilities across each campus location. The incoming Executive Council will forward these concerns to AVP Miller.

**ACTION: Incoming Executive Council**

*Executive Council broke for a lunch break at 12:07 p.m. and reconvened at 1:15 p.m.*

#### 10.2 Bylaw Update (June 22, 2022)

Raj indicated that Social Media should also include success stories for events or testimonials from events to inform students of what has transpired. It was also suggested that a highlight reel of what has happened in the previous year be available for students to view as well. Raj clarified that Executive Council is responsible for providing content to the Marketing team, who is responsible for editing and posting.

#### 10.3 Cafeteria Concerns (June 22, 2022)

Deep and Ujjval indicated that food is now available in the vending machines to accommodate students after the Moose Jaw Campus cafeteria closes. Executive Council maintains that extending the cafeteria hours would be most beneficial for the student membership. The incoming Executive Council will continue monitoring this issue.

#### 11.4 Health Services (February 20, 2023)

Cecily indicated that students are not aware of what services are available through the Health Services on campus. The incoming VP Student Affairs will look into this item further.

**ACTION: Incoming VP Student Affairs**

#### 10.5 Locker Terms & Conditions (July 22, 2022)

Cecily indicated that the main concern is that there is no staff available on-site to assist students with any locker concerns. Currently, students would need to contact an email address to receive assistance. The outgoing Executive Council has contacted Kendra, who noted that Student Life will be able to assist during the start of the semester. It was also noted that locker maps and names are inaccurate. Another concern is that locker rental dates are locked into semesters. As programs have varying semester lengths, it is suggested that there be some flexibility with locker end dates. Cecily also indicated that the only acceptable payment for lockers is credit cards. The incoming Executive Council will continue monitoring this issue. Carol will also contact Kendra regarding the inaccurate locker maps and location names.

**ACTION: Carol**

### **11. Subject: Closed Session**

The closed session began at 1:53 p.m.

The closed session ended at 3:43 p.m.



**12. Subject: Announcements**

Deep would like to thank the outgoing Executive Council and the Staff for their service, and hard work and appreciate everything they have done this academic year. He would also like to congratulate the incoming Executive Council and wish them the best of luck in their upcoming term.

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

**13. Subject: Next Meeting**

TBA

**14. Subject: Adjournment**

The meeting was adjourned at 3:52 p.m.

Date Accepted:

Signature: