



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**SPSA Saskatoon Office Boardroom**  
**Friday, August 25, 2023**

**Present:** Steven Jose, President; Abhishek Jain, VP Moose Jaw Campus;  
Naresh Saroye, VP Prince Albert Campus; Gabriela Pozner, VP Regina;  
Nicole Zalesak, VP Saskatoon Campus, Carol Tetreault, General Manager and  
Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Steven called the meeting to order at 1:07 p.m.

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

**2. Subject: Adoption of Agenda**

MOVED by Naresh, SECONDED by Abhishek to accept the Agenda as amended. CARRIED.

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

Amendment: 6.9 Bike Concerns should read Naresh received correspondence from Ben Gamble, Manager, Student Experience.

MOVED by Nicole, SECONDED by Gabby to accept the July 26, 2023, Meeting Minutes as amended. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Gabby, SECONDED by Abhishek to accept the August 25, 2023, Executive Council Reports as presented. CARRIED.

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

MOVED by Nicole, SECONDED by Gabby to accept the August 25, 2023, General Manager's Report as presented. CARRIED.

Carol noted that she is slated to have her holidays from November 21 - December 13, 2023.

**6. Subject: Action Items**

6.1 Used Program Materials (April 12, 2023)

Deferred.

**ACTION: Steven & Carol**

6.2 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**

6.3 Open Educational Resources (February 20, 2023)

Nicole indicated that Dr. Mike Gillespie, AVP Learning & Teaching discussed Open Educational Resources at the SPSA-Sask Polytech Leadership Orientation earlier today. Nicole will reach out to Dr. Gillespie to discuss OERs and textbook affordability further.

**ACTION: Nicole**

6.4 International Student Tuition Estimates (May 25, 2023)

Deferred. Carol will send a follow-up email to Danny Freire, Registrar and Director of Enrolment Services.

**ACTION: Nicole & Carol**

6.5 SPSA Information on Brightspace (May 25, 2023)

Deferred. Nicole is currently reviewing the proposal document prepared by Gabby which will be forwarded to Ashley for consideration.

**ACTION: Nicole & Gabby**

6.6 Locker Concerns (July 22, 2022)

Carol received a response from the Facilities Department, who indicated that they have not been able to review the locker maps since taking over the service. Gabby indicated that these locker concerns were also discussed with Ben Gamble, Manager, Student Experience during their meeting on August 3, 2023. Gabby noted that Ben will keep her informed of any updates on these locker concerns.

**ACTION: Gabby & Carol**

6.7 Meeting with Hon. Tim McLeod (June 6, 2023)

Steven and Abhishek met with Hon. Tim McLeod, MLA - Moose Jaw North on July 27, 2023. Steven, Abhishek and Hon. McLeod, discussed the following agenda items: housing, Saskatchewan Health Card and tuition fees. Steven indicated that Hon. McLeod's recommendation is for the SPSA to forward housing concerns to the Sask Polytech Board of Directors and the City of Moose Jaw. It was also recommended that the SPSA forward our tuition concerns to the Sask Polytech Board of Directors.

6.8 Bike Concerns (June 6, 2023)

Naresh indicated that Ben is looking into adding bike facilities on the Prince Albert Campus.

**ACTION: Naresh**

6.9 Cafeteria Concerns (June 22, 2022)

Deferred. A meeting has been scheduled with Sask Polytech staff on September 11, 2023 at 3:15 p.m. to discuss the students' cafeteria concerns. Executive Council will provide an update once available.

**ACTION: Executive Council**

6.10 H&D Plan – Admin Services Option (July 5, 2023)

Deferred. This item will be moved to Ongoing Business.

**ACTION: Abhishek & Carol**

6.11 BCITSA & SUDS Report (July 26, 2023)

Executive Council has attended the Student Union Development Summit last August 18-21, 2023. Executive Council will submit a BCITSA Visit and SUDS Report by September 5, 2023.

**ACTION: Executive Council**

**7. Subject: New Business**

7.1 3D DPM Re-Ratification

MOVED by Nicole, SECONDED by Abhishek to accept the 3D DPM Student Society re-ratification as presented. CARRIED.

7.2 Proposed ADMIN 8 Removal

MOVED by Gabby, SECONDED by Nicole to accept the removal of ADMIN 8 - Student Activity and Recreation Grant due to irrelevance and obsolescence as presented. CARRIED.

Louie will update and distribute appropriate notifications.

**ACTION: Louie**

7.3 Brightspace Instructor Training

Executive Council discussed the importance of Brightspace Training for instructors to help alleviate students' concerns. Nicole will contact Dr. Gillespie regarding this suggestion.

**ACTION: Nicole**

7.4 Program Textbook List

Executive Council indicated that accurate textbook list should be provided to students in an appropriate timeframe. It was also suggested that course booklets should be provided to students for free online. Carol has contacted Kendra Strong-Garcia, Director, Student Engagement and Learning Services and Ben to inquire about book lists and program scheduling and is currently waiting for a response. Nicole will contact Blair Pizio, Manager, Enrolment Services Modernization regarding these concerns.

**ACTION: Nicole**

#### 7.5 Student ID Cards

Executive Council indicated that Student ID Cards will be used for gym access. It was suggested that the Student ID cards be used for other services.

#### 7.6 Campus Safe Spaces

Gabby met with Ben, who indicated that Sask Polytech is planning on improving these rooms for the students. Gabby indicated that updates will be provided once available.

#### 7.7 Board of Director's Presentation

Executive Council discussed section 3.1.2 of the Sask Polytech Board of Directors' Bylaws which indicate that "the Board will provide an opportunity and invite elected student representatives at each campus to meet with the Board on an annual basis to present matters of common interest and enhance communication". It was noted that once Steven has been appointed to the Board of Directors, the SPSA will prepare a presentation to present to the Board. Nicole indicated that at the SPSA - Sask Polytech Leadership Orientation earlier today, Trish Schmidt, Executive Assistant to the Board of Directors noted that Board Meeting Minutes can be viewed upon request. Nicole will contact Trish to request for the Board's Meeting Minutes.

**ACTION: Nicole**

#### 7.8 Saskatchewan Student Rally

Executive Council met with URSU last August 8, 2023 regarding their initiative rally called "Brand the Future". It was explained that URSU hopes that the SPSA will participate in this rally to protest the increasing student tuition fees, decreased government funding and lack of scholarships for students. After discussion, Executive Council determined that it would be more beneficial for the SPSA to use other avenues to express our concerns regarding tuition fees and funding. Steven will contact URSU to notify them of the SPSA's decision.

**ACTION: Steven**

#### 7.9 Declaration of EC Office Hours

As per GOV 6 – Executive Remuneration & Accountability, Executive Council members must declare their office hours at the start of each semester.

- Steven – 25 Hours
- Abhishek – 15 Hours
- Naresh – 15 Hours
- Gabby – 15 Hours
- Nicole – 15 Hours

#### 7.10 EC Meeting with Senior Management

Executive Council had the SPSA - Sask Polytech Leadership Orientation earlier today. Executive Council will discuss further in a separate meeting.

**ACTION: Executive Council**

**8. Subject: Ongoing Business**

8.1 Wellness Fee (July 6, 2022)

Executive Council will continue to monitor the Wellness Fee and the Fitness Facilities to ensure that students can access these services.

8.2 Bylaw Updates (June 22, 2022)

8.2.1 VP Portfolios

8.2.2 Executive Hours

8.2.2 Campus Representative Honorarium & Accountability

8.3 Health Services (February 20, 2023)

Naresh met with Kendra, who indicated that she is in the process of hiring a nurse for the Prince Albert Campus and that a nurse will start working in the Moose Jaw Campus next week. Naresh also indicated that Kendra will provide more information about the Health Services once Campus Health Nurses are available on each campus location.

8.4 Post-Secondary Student Council (June 6, 2023)

Nicole received notification of her appointment to the Saskatchewan Post-Secondary Student Council.

**9. Subject: Closed Session**

The closed session began at 2:45 p.m.

The closed session ended at 3:35 p.m.

**10. Subject: Announcements**

10.1 PA Council Board

Executive Council congratulates Naresh Saroye, VP Prince Albert & VP Student Affairs for their successful appointment to the Prince Albert Council Board, Community Service Advisory Committee.

10.2 Post-Secondary Student Council

Executive Council congratulates Nicole Zalesak, VP Saskatoon and VP Academic for being successfully appointed as a Council Member of the Saskatchewan Post-Secondary Student Council.

**11. Subject: Next Meeting**

September 6, 2023, 4:00 p.m., Zoom Meeting

**12. Subject: Adjournment**

The meeting was adjourned at 3:38 p.m.



Date Accepted:

Signature: