



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, November 8, 2023**

**Present:** Steven Jose, President; Abhishek Jain, VP Moose Jaw Campus;  
Gabriela Pozner, VP Regina; Nicole Zalesak, VP Saskatoon Campus, and  
Louie Ramos, Executive Assistant

**Regrets:** Naresh Saroye, VP Prince Albert Campus and Carol Tetreault, General Manager

**1. Subject: Call to Order**

Steven called the meeting to order at 4:01 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 Gabby, SECONDED by Nicole to accept the Agenda as amended. CARRIED.

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

MOVED by Nicole, SECONDED by Gabby to accept the October 25, 2023 Meeting Minutes and October 31, 2023 E-Vote as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Abhishek, SECONDED by Nicole to accept the November 8, 2023, Executive Council Reports as presented. CARRIED.

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

MOVED by Abhishek, SECONDED by Gabby to accept the November 8, 2023, General Manager's Report as presented. CARRIED.

**6. Subject: Standing Committee Updates**

6.1 Academic Affairs

Open Educational Resources (February 20, 2023)

Nicole has received a response from Dr. Mike Gillespie, AVP Learning & Teaching, who noted various reasons for the lack of interest in OERs from instructors. The Committee will continue brainstorming ideas for an OER Campaign.



*Textbook Affordability (August 25, 2023)*

Nicole indicated that instructors and Program Heads oversee which textbooks students require for their specific programs. The Committee is in the process of developing a Textbook Policy Proposal for presentation to the SP Senior Leadership Team.

6.2 Student Affairs

*Locker Concerns (July 22, 2022)*

Deferred. Naresh will follow up with Kendra Strong-Garcia, Director, Student Engagement & Learning Services and provide an update to the Executive Council once available.

*Cafeteria Concerns (June 22, 2022)*

Deferred.

*Wellness Fee (July 6, 2022)*

Deferred. Louie indicated that Carol has contacted Kendra regarding the APP concerns and gym equipment accessibility and is awaiting a response.

*Health Services (February 20, 2023)*

Deferred.

*Bike Concerns (June 6, 2023)*

Deferred.

6.3 Governance & Policy

*Promotion of Outside Organizations (October 25, 2023)*

Louie has forwarded his research to Gabby for review. The Committee will review the research and provide recommendations once complete.

*Policy Updates (October 25, 2023)*

The Committee is currently working on developing suggested amendments for the following policies:

- GOV 5 – Campus Representative Honorarium
- GOV 6 – Executive Council Remuneration & Accountability
- GOV 9 – Executive Council Spring Retreat

The Committee will also look into a Confidentiality Agreement for General Council members and staff.

6.4 Finance

Abhishek will schedule a committee meeting for next week.

**7. Subject: Action Items**

*7.1 Used Program Materials (April 12, 2023)*

Steven met with Alice Miller, AVP Student Services, who indicated that it is a good idea and will forward this item to Kaveri Braid, AVP Communications & Marketing to



determine if there are issues regarding the SPSA providing this service. Steven will provide an update once available.

**ACTION: Steven**

7.2 International Student Email List (September 30, 2022)

Deferred. Louie indicated that Carol has followed up with Kendra and is currently waiting for a response. It was noted that the SPSA has received a student distribution list from SP, but contains no indicators as to whether a student is domestic or international.

**ACTION: Carol**

7.3 International Student Tuition Estimates (May 25, 2023)

Deferred. Nicole will compile the data as soon as possible. This item will be moved to Ongoing Business.

**ACTION: Nicole**

7.4 SP/SPSA Agenda Meeting (July 26, 2023)

Complete. The Agenda Meeting is slated for Tuesday, November 14, 2023, at 1:00 p.m.

7.5 Brightspace Instructor Training (August 25, 2023)

Deferred. Nicole has contacted Kendra regarding this agenda item and is currently waiting for a response.

**ACTION: Nicole**

7.6 SP Board of Director's Meeting Minutes Request (August 25, 2023)

Nicole indicated that she has received some of the SP Board of Directors' Meeting Minutes and is waiting for the minutes from June 2021 to present. Steven will inquire at the next Board Meeting, about the rationale behind the meeting minutes format change.

**ACTION: Steven**

7.7 H&T Sept 2023 Ratification (September 20, 2023)

Complete. The Hotel & Tourism 2023 Student Society was ratified on October 31, 2023, via an email vote.

7.8 N Drive for Executive Council (September 20, 2023)

Complete. Executive Council agreed that Carol and Louie should have access to this drive as well.

7.9 Student Services Meeting (September 20, 2023)

Steven will contact Kendra to schedule a meeting with Nicole to discuss the Academic Affairs portfolio goals.

**ACTION: Steven**

**8. Subject: New Business**

8.1 SP Academic Appeals Policy

Gabby noted some concerns regarding the SP Academic Appeals Policy and Procedures in consultation with Carrie Woodrow, Student Advocate - South. Executive Council agreed that Gabby will continue working on the SP Academic Appeals Policy and Procedures. Gabby will meet with the Student Advocates to develop recommendations.

**ACTION: Gabby**

8.2 SPSA Financials ME October 31, 2023

Deferred. Abhishek will forward the financial documents to the Finance Committee for review and discussion.

**ACTION: Abhishek**

8.3 Student Etiquette

Louie indicated that there have been complaints regarding student conduct and etiquette on campus. It was noted that some students have been disrespectful and disruptive on multiple occasions. It was suggested that the Student Affairs Committee contact International Education to provide a session regarding the Student Code of Conduct and Canadian Culture. This item will be moved to Standing Committee Updates - Student Affairs.

**ACTION: Naresh**

8.4 English Language Requirement

Louie indicated that the SPSA has received concerns from students, who are having difficulty learning course materials due to their lack of English proficiency. Louie will research English Language Requirements for SP and other institutions. This item will be moved to Standing Committee Updates - Academic Affairs.

**ACTION: Nicole & Louie**

**9. Subject: Ongoing Business**

9.1 H&D Plan - Admin Services Option (July 5, 2023)

Abhishek and Carol will be meeting with Gallivan on November 10, 2023, to discuss the Admin Services Only option as well as the referendum on Gap Coverage for international students.

**10. Subject: Closed Session**

The closed session began at 4:51 p.m.

The closed session ended at 5:31 p.m.

**11. Subject: Announcements**

10.1 Saskatchewan Post-Secondary Council (SPSC)

Steven and Nicole have received their orientation for the Saskatchewan Post-Secondary Council (SPSC).



**12. Subject: Next Meeting**  
Wednesday, November 22, 2023, 4:00 p.m., Zoom Meeting

**13. Subject: Adjournment**  
The meeting was adjourned at 5:36 p.m.

Date Accepted:

Signature: