



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.
EXECUTIVE COUNCIL MEETING MINUTES
Moose Jaw, Prince Albert, Regina & Saskatoon Campuses
Zoom Meeting
Monday, February 19, 2024

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 9:00 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 Nicole, SECONDED by Naresh to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Gabby, SECONDED by Abhishek to accept the February 6, 2024 Meeting Minutes as presented. CARRIED.

4. Subject: Executive Council Reports

MOVED by Nicole, SECONDED by Naresh to accept the February 19, 2024, Executive Council Reports as presented. CARRIED.

5. Subject: General Manager's Report

MOVED by Abhishek, SECONDED by Gabby to accept the February 19, 2024, General Manager's Report as presented. CARRIED.

6. Subject: Standing Committee Updates

6.1 Academic Affairs

Open Educational Resources (February 20, 2023)

Nicole noted that some programs were willing to develop OERs, however, most programs do not have the budget to aid in developing these resources for student use. It was suggested that the SPSA contact the Ministry of Advanced Education to discuss

OER Funding opportunities. Nicole will contact Dr. Mike Gillespie, AVP Learning & Teaching, regarding OER Funding to determine the next steps.

Textbook Affordability (August 25, 2023)

Nicole presented the SPSA Textbook Affordability Position Statement draft to the General Council which was approved at the last GC Meeting on February 10, 2024. Nicole will forward and present the position statement to Dr. Has Malik, Provost & VP Academic, Alice Miller, AVP Student Services, Dr. Mike Gillespie, AVP Learning & Teaching and Kendra Strong-Garcia, Director, Student Engagement & Learning Services.

English Language Requirement (November 8, 2023)

Nicole will contact Kendra to inquire about international student English supports.

Learning Plan Policy Proposal (November 22, 2023)

Deferred. Carol and Louie indicated that the Learning Plan can be integrated into the current Academic Progress Policy & Procedures. Nicole will contact AVP Miller to request the inclusion of Learning Plans in the SP Academic Progress Policy & Procedures.

Chemistry Tutor

Nicole will contact Kendra to request an update on the in-person Chemistry tutor for the Saskatoon Campus.

6.2 Student Affairs

Locker Concerns (July 22, 2022)

Deferred. Naresh will contact Ben Gamble, Manager, Student Experience for an update on locker maps.

Cafeteria Concerns (June 22, 2022)

The Committee will continue monitoring cafeteria food pricing, quality and options. This concern will be forwarded to the incoming Executive Council's portfolio.

Wellness Fee (July 6, 2022)

The Committee will continue monitoring the Fitness Centres for any concerns. It was noted that most of the sporting events are lacking student engagement. Naresh also indicated that the APP is not working on some campuses.

Health Services (February 20, 2023)

Naresh received correspondence from Kendra, who indicated that a full-time Nurse has been hired for the Regina Campus. Naresh also noted that SP is in the process of hiring for the Director, Counselling & Health Services position.

Bike Concerns (June 6, 2023)

Naresh received a response from Ben, who indicated that Facilities is trying to solidify funding for the bike locker in the PA Campus.

Student Etiquette (November 8, 2023)

Deferred. Naresh will contact Kendra regarding providing student etiquette and bullying awareness campaigns.



6.3 Governance & Policy

Gabby will schedule a committee meeting in the coming weeks to provide a debriefing on what has transpired since Fall 2023. The committee will also compile a list of recommendations for the incoming committee to review.

6.4 Finance

The Finance Committee has no updates at this time.

7. Subject: Action Items

7.1 VP Moose Jaw, VP Prince Albert and VP Saskatoon Reports (February 6, 2024)

Complete.

7.2 Used Program Materials (April 12, 2023)

Ongoing. Carol met with Kendra Strong-Garcia, Director, Student Engagement & Learning Services, who is looking into the possibility of the SPSA selling used program materials.

ACTION: Carol

7.3 International Student Email List (September 30, 2022)

Ongoing. Carol indicated that Thevi Pather, AVP International should be providing the SPSA with the International Student Email List.

ACTION: Carol

7.4 Brightspace Instructor Training (August 25, 2023)

Deferred. Nicole will contact Alice Miller, AVP Student Services regarding the non-mandatory Brightspace Training for instructors. Steven noted that during the Provost Advisory Committee (PAC) Meeting, it was mentioned that an update would be added to Brightspace wherein students struggling with their courses will receive intuitive pop-ups for student resources. These intuitive pop-ups aim to address student academic concerns as soon as it is evident.

ACTION: Nicole

7.5 SP Board of Directors Minutes' Format Changes Rationale (October 25, 2023)

Deferred.

ACTION: Steven

7.6 SP Academic Appeals Policy (November 8, 2023)

Deferred. Gabby will schedule a meeting with Madi Currie, Student Advocate – North to discuss concerns with the SP Academic Appeals Policy and Procedures.

ACTION: Gabby

7.7 Parking Concerns (December 20, 2023)

Ongoing. Abhishek suggested that the maximum Executive Council monthly parking reimbursement should be \$66.00 and should be included as an amendment to the GOV 6 – Executive Remuneration Policy.

ACTION: Louie



Carol will follow up with Kendra regarding the overselling of monthly passes.

ACTION: Carol

7.8 AI Tools Usage (January 10, 2024)

Deferred.

ACTION: Nicole

7.9 FSAA In-Person Lobbying (January 10, 2024)

Steven indicated that the proposed in-person lobbying dates have been rescheduled for April 8-12, 2024 or April 15-19, 2024. Steven and Gabby will attend the in-person lobbying should their exam schedule permit. It was also suggested that the incoming President and VP External Affairs attend the in-person lobbying. Executive Council will determine attendees once the in-person lobbying dates have been finalized.

ACTION: Executive Council

7.10 Provost Student Advisory Committee (January 10, 2024)

Executive Council indicated that a discussion occurred at the last General Council Meeting, where it was determined that the Executive Council will continue to advocate for the addition of the three other EC members to the Provost Advisory Committee. Executive Council agreed to bring this forward to both the Senior Leadership Team and the Board of Directors, depending on which meeting schedule comes first.

ACTION: Steven & Abhishek

8. Subject: New Business

8.1 SPSA Financials ME January 31, 2024

MOVED by Abhishek, SECONDED by Nicole to accept the SPSA Financials ME January 31, 2024, as presented. CARRIED.

8.2 Debate Club (PA) Student Society Ratification

MOVED by Naresh, SECONDED by Abhishek to accept the ratification of the Debate Club as presented. CARRIED.

8.3 BCP Student Committee (Saskatoon) Student Society Ratification

MOVED by Nicole, SECONDED by Gabby to accept the ratification of the BCP Student Committee as presented. CARRIED.

8.4 Office Hours

Carol indicated that the Executive Council approved changing the SPSA Office Hours to 8:00 a.m. to 4:30 p.m. at the beginning of Fall 2023. It was suggested that SPSA Office Hours be reverted to 8:00 a.m. to 4:00 p.m. Executive Council will review this suggestion and determine a decision at the next EC Meeting.

ACTION: Executive Council

8.5 Response to URSU

Steven received correspondence from URSU regarding the recently announced International Student Cap. Executive Council agreed to let URSU know that the SPSA is currently waiting for more information regarding the International Student Cap before



determining the next steps. Steven will contact URSU and provide them with the Executive Council's direction.

ACTION: Steven

8.6 External Affairs Committee

It was suggested that the incoming VP External Affairs and the External Affairs Committee develop a working relationship with Ashley Poole, Marketing Director and Devyn Gregoire, Events & Marketing Coordinator to provide content (e.g., event photos, meeting photos, etc.) that can be posted on the SPSA's social media platforms. It was also suggested that the incoming Committee develop photography consent forms and posters, together with the Marketing Team. Carol and Louie will forward these suggestions to the incoming VP External Affairs.

8.7 Proposed SPSA Operating Budget 2024-2025

Abhishek and Carol presented the Proposed SPSA Operating Budget 2024-2025 to the Executive Council for review.

MOVED by Abhishek, SECONDED by Gabby to endorse the Proposed SPSA Operating Budget 2024-2025 for presentation to the General Council for consideration. CARRIED.

8.8 NIRSA Conference

Carol indicated that the National Intramural-Recreational Sports Association (NIRSA) will be having a conference on April 17-20, 2024 in Phoenix, Arizona. Carol noted that it would be beneficial for the SPSA to attend the conference to foster a relationship with the SP Wellness Team.

MOVED by Nicole, SECONDED by Gabby to approve the attendance of Carol Tetreault, General Manager and Ashley Poole, Marketing Director to the NIRSA Conference scheduled for April 17-20, 2024. CARRIED.

8.9 Transition Retreat

Louie indicated that the proposed Transition Retreat dates are April 26-29, 2024. Louie will look into venue options and develop the Itinerary for the outgoing and incoming Executive Council.

ACTION: Louie

9. Subject: Ongoing Business

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

Abhishek and Carol indicated that they will be travelling to Waterloo, Ontario to discuss the myCanadaPlan and the H&D Plan – Admin Services Option with Gallivan. It was noted that the travel dates are yet to be determined.

9.2 International Student Tuition Estimates (May 25, 2023)

Nicole suggested that the incoming VP Finance further look into the tuition increases for the 2024-2025 Academic Year. Nicole will complete the document by the end of her term.



9.3 Security Concerns for Examinations (December 20, 2023)

Abhishek will contact Kendra to inquire where students can store their bags during exams.

10. Subject: Closed Session

The closed session began at 11:23 a.m.

The closed session ended at 11:40 a.m.

11. Subject: Announcements

11.1 Staff Update

Carol informed Executive Council that Adeyemi Williams, Campus Director – Moose Jaw has provided his resignation with his last day being March 15, 2024. The SPSA would like to thank Will for his service and wishes him the very best of luck in his future endeavours.

Carol also noted that she will be on holidays from February 20 - March 19, 2024.

12. Subject: Next Meeting

Wednesday, March 6, 2024, 4:45 p.m.

13. Subject: Adjournment

The meeting was adjourned at 11:41 a.m.

Date Accepted:

Signature: