



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

Moose Jaw, Prince Albert, Regina & Saskatoon Campuses

Rm. 1130 – Regina Campus

Sunday, October 16, 2022

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

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

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

1. Subject: Call to Order
Deep called the meeting to order at 9:40 a.m.

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

1.1 Introduction of New General Council Members

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

- Campus Representative, Moose Jaw:
 - Palak Halani
 - Rachit Mehta
 - Dakshesh Raval
- Campus Representative, Prince Albert:
 - Tapish Grover
 - Tom Varghese Manoj
- Campus Representative, Regina:
 - Ayomide Famuyide
 - Joyce Oduntan
 - Het Modi

- Campus Representative, Saskatoon
 - Bernice Castro
 - Mickayla Maclachlan
 - Sahil Singh

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 Het, SECONDED by Mickayla to accept the March 27, 2022, Meeting Minutes and April 6, 2022 Email Vote as presented. CARRIED.

4. Subject: Executive Council Reports

MOVED by Cecily, SECONDED by Tom to accept the Executive Council Reports as presented. CARRIED.

5. Subject: SPT Discussion

Kendra Strong Garcia, Director, Student Engagement and Learning Services

OERs and Textbook Affordability

General Council members indicated that some programs require students to purchase a textbook/workbook to access online quizzes. Council members agreed that this model is unfair as taking quizzes, a course requirement, is an extra expense. Members also indicated that there are concerns regarding the availability of textbooks. Programs are requiring textbooks that are unavailable at the bookstore. Members also mentioned that in some programs, cohorts in the same course have varying requirements. There is currently no consistency with instructor requirements.

Deep and Carol indicated that a few years ago, the SPSA forwarded a position statement regarding Open Education Resources and Textbook Affordability to Sask Polytech Senior Admin. The position statement outlined developing a policy that would require programs to use the same edition of textbooks for at least 2 to 3 years before being changed and the development of more OERs for student use. Louie will forward this document to Kendra for review.

ACTION: Louie

Instructor Competency & Behaviour

The SPSA has received concerns from students regarding instructor behaviours such as rudeness and usage of threatening language in class. Most students are afraid to come forward with their concerns due to fear of reprisal. Students who have successfully filed a complaint were told that they have no choice as there would be no instructor left to teach the course. Students also noted that some instructors were not familiar with the course material that they are teaching. General Council indicated that this is a huge

concern as students may fail their exams if they were taught incorrectly. Other concerns that students have brought forward include attendance policies and class cancellations. Students indicated that there is no consistency between attendance policies in programs and the minimum timeframe for cancellation of classes. General Council members noted that some attendance policies are unfair to a certain group of students. Classes are also being cancelled 30 minutes before the scheduled time which makes it difficult for students who are travelling. Instructors also do not provide information regarding make-up classes or if the student needs to learn the material on their own.

Kendra noted that Student Relations have developed a process for Instructor Complaints. Kendra will inform General Council once the process has been approved by Sask Polytech's HR Department. Kendra also indicated that the Instructional and Leadership Development Centre (ILDC) has been providing training for instructors to teach effectively.

Faculty Survey & Evaluation

General Council indicated that most students do not feel that the survey provided at the end of a course is confidential enough. Kendra explained that once the survey has been completed, they are forwarded to the Academic Chair and Learner Pathways for review. The surveys do not include the student's name, email or Student ID number.

Tuition & Fees

The SPSA has received concerns from International Students regarding tuition estimates. It was suggested that a policy be developed to prevent changes to students' Tuition & Fees, 14 days before the program start date. Some students reported that when they received an additional charge on their accounts, they have seen differing balances from their classmates who are in the same program. General Council also noted that some programs were able to negotiate the increment to the increase of their tuition & fees. Some programs are also being charged a Lab Fee, but they do not have access to the labs or don't have any lab component in their courses. The Academic Affairs Standing Committee is tasked with following up on this issue.

ACTION: Academic Affairs Committee

Childcare Support for Students

General Council indicated that students are requesting childcare facilities on the Moose Jaw and Saskatoon main campuses. Kendra indicated that she will look into having something in place at the Moose Jaw campus.

ACTION: Student Affairs Committee

International Student Advisors

General Council indicated that there are not enough International Student Advisors to help students with their concerns. General Council hopes that each campus location has at least two permanent International Student Advisors to help address student concerns.

Lockers

Cecily indicated that posters on campus have helped with locker inquiries regarding how to use locks and staff contact information. Cecily has also forwarded Executive Council's suggestions on the current Locker Terms & Conditions to amend some of the wording. Kendra will follow up with Facilities regarding this item.

ACTION: Student Affairs Committee

Parking

It was noted that students studying at satellite campuses would have to pay for city parking and campus parking should they want to come to the Saskatoon Main Campus to access facilities. Kendra will look into options for these students.

ACTION: Student Affairs Committee

Cafeteria

General Council expressed concerns regarding Cafeteria hours and the unavailability of certain food items. Students who have late or evening classes have no access to food services as the cafeteria is closed by 1:30 p.m. It was suggested that the Cafeteria do a trial run of closing later in the day to provide grab-and-go items to students who are taking late/evening classes.

ACTION: Student Affairs Committee

6. Subject: Action Items

6.1 Virtual Healthcare

Complete. Carol indicated that the myvirtualdoctor has been implemented on September 1, 2022.

6.2 SPSA Financials Q3 March 31, 2022

Complete. The SPSA Financials Q3 March 31, 2022, has been approved via email on April 6, 2022.

7. Subject: New Business

7.1 Bylaw Amendments

Deferred. The Bylaws Draft will be forwarded to the Governance & Policy Committee for review and input.

ACTION: Governance & Policy Committee

7.2 SPSA Standing Committee Members

7.2.1 Academic Affairs Committee

- Sydney Soloway, Chair
- Rachit Mehta
- Mickayla Maclachlan

7.2.2 Finance Committee

- Ujjval Chavda, Chair
- Het Modi

- Tom Varghese Manoj
- Sahil Singh

7.2.3 Governance & Policy Committee

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

7.2.4 Student Affairs Committee

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

7.3 YE June 2022 Audited Financial Statements

MOVED by Ujjval, SECONDED by Sydney to present the YE June 30, 2022, Audited Financial Statements to the membership at November 2, 2022, Annual General Meeting. CARRIED.

7.4 SPSA Financials Q1 September 30, 2022

MOVED by Ujjval, SECONDED by Cecily to accept the 1st Quarter Financial Statements ending September 30, 2022, as presented. CARRIED.

7.5 SPSA Operating Budget

The SPSA Operating Budget (2022 – 2023) outlining the budget vs actual figures to date was distributed to the General Council for review.

7.6 Upcoming Meetings

7.6.1 Annual General Meeting

The Annual General Meeting is currently slated for November 2, 2022, at noon. Deep asked council members to encourage other students to attend the AGM.

7.6.2 Council Connect Meetings

The Student Open Forum Assembly Meetings or Council Connect Meetings are scheduled for every last Tuesday of the month. General Council members are expected to attend these sessions and actively listen to any student concerns that may arise. The next Council Connect Meeting is on Tuesday, October 25, 2022, at noon.

7.6.3 General Council Meeting

General Council Meetings will be scheduled monthly to keep all members informed of any student concerns and Executive Council activities. The next General Council Meeting is scheduled for Wednesday, October 26, 2022.



7.7 FSAA Advocacy Priorities

Deep explained that the Federal Student Advocacy Alliance (FSAA) is a national coalition comprised of the British Columbia Federation of Students (BCFS), the Alberta Students Executive Council (ASEC) and the SPSA. The FSAA aims to provide a unified student voice for Western Canadian students to influence national change. The FSAA has requested the SPSA to provide two advocacy priorities for Saskatchewan students which will be presented to the Ministers in Ottawa in early winter/late spring. VP Campuses will discuss further with their respective Campus Councils and forward suggestions at the next General Council Meeting.

ACTION: VP Campuses

7.8 SDG Accord

Deferred.

ACTION: Deep

8. Subject: Closed Session

The closed session is deferred until the next General Council Meeting.

9. Subject: Announcements

There are currently no Announcements at this time.

10. Subject: Next Meeting

Wednesday, October 26, 2022 (Tentative)

11. Subject: Adjournment

The meeting was adjourned at 12:16 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Videoconference Centres Saturday, November 5, 2022

Present: Executive Council
Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;
Raj Chandran, VP Prince Albert Campus; and Cecily Chartier, VP Saskatoon Campus

Campus Representatives
Moose Jaw: Palak Halani, Rachit Mehta, Dakshesh Raval
Prince Albert: Tom Varghese Manoj
Regina: Ayomide Famuyide, Joyce Oduntan
Saskatoon: Bernice Castro, Mickayla Maclachlan, Sahil Singh

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

Regrets: Sydney Soloway, VP Regina Campus; Tapish Grover, Campus Representative PA;
Navjot Kaur, Campus Representative PA; Het Modi, Campus Representative Regina

1. Subject: Call to Order
Deep called the meeting to order at 9:08 a.m.

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

2. Subject: Adoption of Agenda
MOVED by Cecily, SECONDED by Rachit to accept the Agenda as presented. CARRIED.

3. Subject: Adoption of Meeting Minutes
MOVED by Ujjval, SECONDED by Rachit to accept the October 16, 2022, Meeting Minutes as presented. CARRIED.

4. Subject: Executive Council Reports
Deferred.

5. Subject: Action Items

5.1 OER & Textbook Affordability Letter Distribution

Complete. Louie has forwarded the letter to Kendra Strong-Garcia, Director, Student Engagement and Learning Services. The Academic Affairs Committee will discuss this item at their next meeting.

ACTION: Academic Affairs Committee

5.2 Tuition & Fees Concerns

Deferred. The Academic Affairs Committee is in the process of scheduling a meeting to discuss student concerns.

ACTION: Academic Affairs Committee

5.3 Childcare Support for Students

Cecily indicated that students are requesting childcare facilities on the Moose Jaw and Saskatoon main campuses. Deep suggested contacting the Moose Jaw Chamber of Commerce to determine if private companies would provide this service. Cecily and Ujval will meet to discuss options and forward them to the Student Affairs Committee for consideration.

ACTION: Student Affairs Committee

5.4 Locker Concerns

Cecily indicated that locker information has improved and that Sask Polytech has started posting posters and images regarding “how to open a lock” and whom to contact for any issues. General Council members also noted that the Facilities Office is accessible on each campus. Cecily has forwarded the SPSA’s suggestions on the Locker Terms & Conditions to Kendra but is currently waiting for a response.

ACTION: Student Affairs Committee

5.5 Parking Concerns

Deferred. Cecily is currently awaiting a response from Kendra.

ACTION: Student Affairs Committee

5.6 Cafeteria Concerns

Deferred. It was suggested that the Cafeteria do a trial run of closing later in the day to provide grab-and-go items to students who are taking late/evening classes. Cecily will forward this suggestion to Bobbi Bates, Hospitality Services Manager. The Student Affairs Committee will discuss the next steps should there be no changes to the cafeteria hours.

ACTION: Student Affairs Committee

5.7 Bylaw Amendments

Deferred. Raj indicated that the Governance & Policy Committee will meet later today to discuss possible amendments to the Bylaws and Policies.

ACTION: Governance & Policy Committee



5.8 FSAA Advocacy Priorities

Deferred. VP Campuses will discuss with their respective Campus Councils and forward suggestions at the next General Council Meeting.

ACTION: VP Campuses

5.9 SDG Accord

Deferred.

ACTION: General Council

6. Subject: New Business

6.1 Committee Vice-Chair Appointments

Deep asked Standing Committee Chairs to appoint a Vice-Chair from their respective committee members.

ACTION: VP Campuses

7. Subject: Closed Session

The closed session began at 9:43 a.m.

The closed session ended at 9:54 a.m.

8. Subject: Announcements

8.1 Campus Representative, Prince Albert

The SPSA welcome Navjot Kaur, the newly appointed Campus Representative, Prince Albert. General Council members look forward to working with Navjot more closely in the future.

9. Subject: Next Meeting

Saturday, December 3, 2022, 9:00 a.m.

10. Subject: Adjournment

The meeting was adjourned at 9:56 a.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING NOTES

Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Saturday, December 3, 2022

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

Campus Representatives
Moose Jaw: Palak Halani, Rachit Mehta
Prince Albert: Tapish Grover
Regina: Ayomide Famuyide, Joyce Oduntan
Saskatoon: Bernice Castro, Mickayla Maclachlan, Sahil Singh

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

Regrets: Campus Representatives
Moose Jaw: Dakshesh Raval
Prince Albert: Tom Varghese Manoj, Navjot Kaur
Regina: Het Modi

1. Subject: Call to Order
Deep called the meeting to order at 9:04 a.m.

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

2. Subject: Agenda
General Council agreed to accept the Agenda as amended.

3. Subject: Meeting Notes
General Council agreed to accept the Meeting Notes as presented.

4. Subject: Executive Council Reports

General Council agreed to accept the Executive Council Reports as presented.

5. Subject: Action Items

5.1 OER & Textbook Affordability

The Academic Affairs Committee met with Donna Thiessen, Scholarly Communication Librarian regarding Sask Polytech's direction on Open Educational Resources (OERs). Sydney explained that SPT would like to promote OERs on campus by informing and engaging both instructors and students. Sydney explained that student engagement and involvement are vital to the success of OERs and that SPT is requesting SPSA's support. Committee members agreed to gather information via survey to find out how many students chose not to purchase textbooks due to costs and to inform students of the benefits of OERs. Sydney asked General Council members to forward survey question suggestions to Sydney which will be compiled and forwarded to Donna. The Academic Affairs Committee will meet with Donna again to determine next steps.

ACTION: Academic Affairs Committee

5.2 Tuition & Fees Concerns

Sydney indicated that some programs require students to purchase uniforms that are not included as part of their tuition and fees. The Academic Affairs Committee will look into programs that are experiencing this issue. Sydney also noted that this issue was brought forward to SPT Senior Admin during their meeting last November 22, 2022.

ACTION: Academic Affairs Committee

5.3 Childcare Support for Students

General Council agreed that childcare facilities on campus would be beneficial for students. One suggestion was to create a childcare facility registry on our website but it was noted that it might not be useful if there are currently no seats available. General Council agreed to forward this issue to SPT to be addressed. Deep will forward this concern to AVP Alice Miller at their next meeting.

ACTION: Deep

5.4 Locker Concerns

Deferred. Cecily is currently awaiting a response from Kendra Strong-Garcia, Director, Student Engagement and Learning Services. General Council agreed that Deep will forward this concern to AVP Miller.

ACTION: Deep

5.5 Parking Concerns

Deferred. Carol will follow up with Kendra regarding this issue.

ACTION: Carol

5.6 Cafeteria Concerns

Deferred. Cecily has contacted Bobbi Bates, Hospitality Services Manager regarding a trial run of increased cafeteria hours and is currently waiting for a response. Executive Council also brought this issue forward to SPT Senior Admin, who responded positively



to our suggestions and indicated that they will implement changes in the Winter Semester. Deep asked Council members to monitor their respective campus cafeterias to note any changes in the cafeteria operating hours.

ACTION: General Council

5.7 Bylaw Amendments

Raj indicated that the Governance & Policy Committee had their first meeting and is in the process of reviewing and discussing possible amendments to the Bylaws and Policies.

ACTION: Governance & Policy Committee

5.8 FSAA Advocacy Priorities

Each Campus Council has provided their advocacy priorities and it was agreed that provincial student advocacy and diversity and inclusion will be forwarded to the Federal Student Advocacy Alliance (FSAA).

ACTION: Deep

5.9 SDG Accord

Deferred.

ACTION: General Council

5.10 Committee Vice-Chair Appointments

Complete.

6. Subject: New Business

There are no new businesses at this time.

7. Subject: Closed Session

The closed session began at 9:08 a.m.

The closed session ended at 9:34 a.m.

8. Subject: Announcements

There are currently no Announcements at this time.

9. Subject: Next Meeting

Saturday, January 7, 2022, 9:00 a.m. (Tentative)

10. Subject: Adjournment

The meeting was adjourned at 10:15 a.m.



Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING NOTES

Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Saturday, January 28, 2023

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

Campus Representatives
Moose Jaw: Palak Halani, Rachit Mehta
Regina: Ayomide Famuyide, Joyce Oduntan
Saskatoon: Mickayla Maclachlan, Sahil Singh

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

Regrets: Campus Representatives
Prince Albert: Tapish Grover, Navjot Kaur
Regina: Het Modi

1. Subject: Call to Order
Deep called the meeting to order at 9:06 a.m.

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

2. Subject: Agenda
General Council agreed to accept the Agenda as amended.

3. Subject: Meeting Notes
General Council agreed to accept the December 3, 2022 Meeting Notes as presented.

4. Subject: Executive Council Reports
General Council agreed to accept the Executive Council Reports as presented.



5. Subject: Standing Committee Updates

Student Affairs Committee

The Committee had a meeting yesterday to discuss student concerns. Cecily is currently working on scheduling a meeting with the International Department to forward student concerns. It was noted that Thevi Pather, AVP International will be at the Moose Jaw Campus on February 2nd, to hear International student concerns on campus.

Academic Affairs Committee

The Committee had a meeting scheduled but was postponed due to scheduling conflicts. Committee members were tasked to look into which programs have uniforms costs that are not part of their tuition and program fees.

Finance Committee

Ujjval will schedule a Committee meeting in the coming weeks.

Governance & Policy Committee

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

6. Subject: Action Items

5.1 OER & Textbook Affordability

Rachit indicated that the survey was included in the January SWIPE distribution. Carol noted that the SWIPE was sent to 8,495 email accounts and had 3,822 opens. Out of those opens 395 users clicked on the link to the Textbook Survey and of those, only 67 users completed the survey. It was suggested that a scenario be forwarded together with the survey to urge people to participate in the survey. Palak asked when the SWIPE is distributed and Louie noted that the SWIPE is sent out at the end of each month. It was suggested that the Academic Affairs Committee look into requesting a policy which urges instructors to use textbooks for 2-3 years before changing the edition they are using. Staff will meet with Sydney to discuss the next steps.

ACTION: Sydney & Carol

5.2 Tuition & Fees Concerns

Sydney indicated that some programs require students to purchase uniforms that are not included as part of their tuition and fees. The Academic Affairs Committee members provided their research in which five programs require uniforms that are not included as part of their tuition and fees. Sydney will look into uniform practices at other institutions.

ACTION: Sydney

5.3 Childcare Support for Students

Deferred.

ACTION: Deep



5.4 Locker Concerns

Council members indicated that Regina students were unable to speak with the Facilities Department staff as students were informed that their area was restricted. The Moose Jaw Facilities Department was closed during lunch hours preventing students from addressing their concerns. Cecily has reached out to Kendra Strong-Garcia, Director, Student Engagement & Learning Services, regarding locker student concerns.

ACTION: Cecily

5.5 Parking Concerns

Deferred.

ACTION: Carol

5.6 Cafeteria Concerns

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. Executive Council has brought forward these concerns to SPT Senior Admin, who indicated that they will work with the Hospitality Services to provide an extended hours trial run in the Moose Jaw and Regina Campuses. Executive Council also suggested that the SPSA provide snack items in the afternoon when the cafeteria is closed. Executive Council will provide an update once available.

ACTION: Executive Council

5.7 Bylaw Amendments

Deferred.

ACTION: Governance & Policy Committee

5.8 FSAA Advocacy Priorities

Deferred. Deep has forwarded the SPSA's Advocacy Priorities to the Federal Student Advocacy Alliance (FSAA) and is currently awaiting a response.

ACTION: Deep

5.9 SDG Accord

Deferred.

ACTION: General Council

7. Subject: New Business

7.1 SPSA Financials Q2 December 31, 2022

General Council agreed to accept the SPSA Financials Q2 December 31, 2022, as presented.

Kendra Strong-Garcia, Director, Student Engagement & Learning Services joined the meeting at 9:55 a.m.

7.2 SPT Discussion Items with Kendra Strong-Garcia

Parking

Members noted that some students have difficulty paying for parking as they do not have credit cards or usually have cash on hand. It was suggested that options for debit cards be accepted as a method of payment for both the APP and the parking kiosk. It was also suggested that the Commissionaires or Facilities have a cash float wherein students can get change for the parking kiosks. Members also expressed concerns over the delay in snow and ice removal as students are unable to park in their specified lots. It was also noted that students who study at a satellite campus have to pay additional parking fees if they come to the main campus to take classes or to participate in events. Kendra will look into these concerns and provide an update.

Lockers

Kendra indicated that the Facilities Department was supposed to have a booth set up to assist students with locker concerns during Welcome Week. Deep noted that the main student concern was that no one was available to assist students in person. It was also noted that Regina students were unable to get their issues addressed as the Facilities Department area was restricted to students. Another concern brought forward was the inability of students to pay with cash. Kendra indicated that Alice Miller, AVP Student Services is currently looking into changes to the methods of payment for the lockers.

International Student Concerns

General Council expressed concerns that International student needs are not being met and that Sask Polytech should do more to address their needs. Members noted that some programs lack instructors and students are unable to contact Program Faculty to express their concerns. It was suggested that SPT stop their program intake until the issues have been resolved. Members also suggested hiring students as Instructor Aides to help teach some of the courses.

General Council members also discussed the Airport Service and UniBuddy system and noted that these services would be beneficial for students. Kendra mentioned that an Alumni Mentorship Program is currently in development. It was noted that the SPSA and SPT should revisit talks regarding the Airport Service and UniBuddy system to provide this service to students.

Members noted that staff were unavailable during the holidays to assist students arriving in Canada for the Winter Semester. It was suggested that a skeleton staff or an emergency phone number be available to International students for assistance. 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 Ujjval 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.



Transportation Options

Deep and Sydney will be meeting with the Regina Mayor, Sandra Masters to discuss transportation options for students travelling from Regina to Moose Jaw. Kendra indicated that she attended Community Talks in Moose Jaw to discuss transportation options and housing for students. Carol noted that public transportation is also an issue at the Prince Albert Campus as well.

Kendra left the meeting at 10:36 a.m.

7.3 Meeting with Gallivan

Deep, Ujval and Carol will be attending a meeting with Gallivan on February 16-18, 2023 in Waterloo to discuss the current fee structure and premium renewal. Carol noted that the Health & Dental Plan might need to be adjusted due to the number of services we have added recently. Deep, Ujval and Carol will provide an update after the meeting.

ACTION: Deep, Ujval & Carol

7.4 Student Fees

The Finance Committee will look into the possibility of increasing the SPSA Student Fees for the upcoming Academic Year. Carol noted that the SPSA Student Fees were increased back in 2018, and with the current rate of inflation, it might be time to increase the fees to provide the appropriate service levels at each campus location. Louie will look into other institutions' student fees for comparison.

ACTION: Louie

Executive Council will also discuss this during the Budget Retreat.

ACTION: Executive Council

8. Subject: Closed Session

The closed session began at 10:48 a.m.
The closed session ended at 11:02 a.m.

9. Subject: Announcements

9.1 Staff Updates

The SPSA would like to express their gratitude to Laura Leslie, for her service and wishes her the very best of luck in her future endeavours.

The SPSA would also like to welcome Katrina Vander Kwaak, Administrative Coordinator, Prince Albert who will be beginning her role on February 7, 2023.

10. Subject: Next Meeting

March 25-26, 2023, 9:00 a.m., Saskatoon Campus



11.Subject: Adjournment
The meeting was adjourned at 10:15 a.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses
Rm. 128, Saskatoon Campus
Sunday, March 26, 2023**

Present: Executive Council
Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;
Raj Chandran, VP Prince Albert Campus; and Cecily Chartier, VP Saskatoon Campus

Campus Representatives
Moose Jaw: Palak Halani, Rachit Mehta, Steven Jose
Regina: Ayomide Famuyide, Joyce Oduntan, Het Modi
Prince Albert: Suchika, Naresh Saroye
Saskatoon: Mickayla Maclachlan, Sahil Singh, Hunter Nippi-Thirsk

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

Regrets: Executive Council
Sydney Soloway, VP Regina Campus;

Campus Representatives
Prince Albert: Navjot Kaur

1. Subject: Call to Order
Deep called the meeting to order at 10:54 a.m.

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

2. Subject: Adoption of Agenda
MOVED by Raj, SECONDED by Cecily to accept the Agenda as presented. CARRIED.

3. Subject: Adoption of Meeting Minutes
MOVED by Het, SECONDED by Ujjval to accept the January 28, 2023, Meeting Minutes as presented. CARRIED.

4. Subject: Executive Council Reports

MOVED by Mickayla, SECONDED by Het to accept the Executive Council Reports as presented. CARRIED.

5. Subject: Standing Committee Updates

Student Affairs Committee

The Committee met last week to discuss student concerns. It was suggested that a “community pantry” be implemented to help in-need students. Cecily also indicated that it would be beneficial for SPT to better inform their staff regarding various SPT services to ensure that students receive the appropriate information.

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. The Committee also discussed the Gap Coverage, club user fees and the SPSA Operating Budget.

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 in today’s meeting.

6. Subject: Action Items

6.1 OER & Textbook Affordability

Deep and Sydney will attend a meeting with Alice Miller, AVP Student Services, Kaveri Braid, AVP Marketing & Communications, Dr. Mike Gillespie, AVP Learning & Teaching to learn more about Sask Polytech’s stance on Open Education Resources (OERs) and Textbook Affordability. Deep and Sydney will provide an update once available.

ACTION: Deep & Sydney

6.2 Tuition & Fees Concerns

General Council members met with AVP Miller yesterday, who indicated that some programs for the 2023-2024 Academic Year will see a tuition increase of 4%. It was noted that the tuition increase was based on the higher technology costs. Deep also indicated that uniforms are now included in the tuition of some programs. Sydney and the incoming VP Academic will contact AVP Miller for a copy of the updated Tuition & Fees Policy.

ACTION: Sydney & Incoming VP Academic

6.3 Childcare Support for Students

Deep met with Thevi Pather, AVP International regarding this concern. The possibility of implementing the ECE Program on the Moose Jaw Campus was also discussed as a solution. General Council members suggested that SPT develop a list of daycare centres



at each campus location to aid students needing childcare services. Cecily will contact Kendra Strong-Garcia, Director, Student Engagement and Learning Services regarding this suggestion.

ACTION: Cecily

6.4 Locker Concerns

General Council members met with AVP Miller yesterday, who indicated that she is in contact with the Facilities Department to alleviate this issue for the upcoming Academic Year.

6.5 Parking Concerns

Cecily indicated that students should be provided with accurate information regarding Parking prior to the start of classes. Council members explained that students should be able to park in another campus location if they have bought the weekly or monthly pass. It was also noted that the information on the SPT Website is incorrect. Cecily will forward these concerns to Kendra.

ACTION: Cecily

6.6 Cafeteria Concerns

Cecily indicated that the cafeteria hours remain unchanged but a “grab & go” vending machine pilot has been implemented at the Moose Jaw Campus. It was noted that if the pilot is successful, SPT will implement a “grab & go” vending machine at each main campus location. The vending machine will not be included in the Contract Management Agreement as noted by AVP Miller during yesterday’s meeting. General Council members agreed that it would be beneficial to survey students regarding cafeteria pricing and satisfaction. Incoming Executive Council will work on implementing a survey for the fall semester.

ACTION: Incoming Executive Council

6.7 Bylaw Amendments

Deferred. It was suggested that any Bylaw Amendments be forwarded to incoming Executive Council members for review at the Transition Retreat.

ACTION: Governance & Policy Committee

6.8 FSAA Advocacy Priorities

Deep explained that the Federal Student Advocacy Alliance (FSAA) is a national coalition comprised of the British Columbia Federation of Students (BCFS), the Alberta Students Executive Council (ASEC) and the SPSA. The FSAA aims to provide a unified student voice for Western Canadian students to influence national change. Deep noted that there has been no FSAA Meeting in the past few months and posed a question to the General Council – would it be beneficial for the SPSA to continue being a member of the FSAA? Council members indicated that it would be best if incoming Executive Council members learn more about the FSAA to make an informed decision. Executive Council members will discuss the FSAA at the Transition Retreat.

ACTION: Executive Council



6.9 SDG Accord

Deep explained the purpose of the Sustainable Development Goals (SDG) Accord. It was indicated that signing the Accord would be beneficial as it would keep the organization accountable for our sustainability practices.

MOVED by Raj, SECONDED by Mickayla for Deep Pandya, President to sign the SDG Accord on behalf of the SPSA. CARRIED.

6.10 Meeting with Gallivan

Deep, Ujjval and Carol attended meetings with Gallivan on February 16-18, 2023 in Waterloo to discuss the current Health & Dental Plan and the Gap Coverage. General Council discussed the Gap Coverage Survey that was recently completed and it was noted that 500 students have completed the survey with an overwhelming majority agreeing that the SPSA should look into Emergency Medical and Repatriation benefits. It was suggested that General Council meet with Gallivan to discuss any questions they may have. Carol will contact Gallivan to schedule this meeting.

ACTION: Carol

6.11 SPSA Student Fees

General Council members discussed the possibility of increasing the Health & Dental Plan Fee by \$25.00 and the Student Fee by \$10.00. Deep and Carol explained that due to the recent additions to the H&D Plan, namely the myLegalPlan and myVirtualDoctor, it would be beneficial to increase the H&D Plan Fee to keep all currently available benefits.

MOVED by Ujjval, SECONDED by Steven to increase the Health & Dental Plan Fee by \$25.00. CARRIED.

General Council also discussed the proposed Student Fee increase of \$10.00. Deep explained that an increase was proposed to continue providing the same service level on all campus locations. Carol also noted that the SPSA has not increased the Student Fees since 2017.

MOVED by Ujjval, SECONDED by Rachit to increase the Students' Association Fees to \$10.00 for Full-time Students, \$5.00 for Part-time Students, \$2.50 for Apprenticeship Students and \$0.35 for Continuing Ed/Distance Students. CARRIED.

7. Subject: Closed Session

The closed session began at 11:20 a.m.
The closed session ended at 12:05 p.m.

8. Subject: New Business

8.1 SPSA Policies

8.1.1 Administration Policy Series

Louie has forwarded the policy drafts to General Council members for review and consideration. The amendments are as follows:

- ADMIN 1: fixed phrasing to include Executive Council consultation
- ADMIN 2: removal of policy due to irrelevancy
- ADMIN 3: inclusion of Executive Council Laptop procedures
- ADMIN 4 - 12: spelling, grammar and position title corrections

MOVED by Cecily, SECONDED by Ujjval to accept the amendments to Administration Policy Series as presented. CARRIED.

8.1.2 GOV 5 & GOV 6

GOV 5 - Campus Representative Honorarium

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

- Removal of the Parking and Bus Pass Subsidy benefits
- Increase the Annual Maximum Eligibility to \$1,200.00
- Honorarium Category adjustments

GOV 6 – Executive Council Remuneration & Accountability

The policy was amended to reflect the Remuneration & Honorarium Committee’s recommendation of increasing the Executive Salary by 6.7% based on Saskatchewan CPI.

MOVED by Rachit, SECONDED by Cecily to accept the amendments to GOV 5 - Campus Representative Honorarium and GOV 6 – Executive Council Remuneration & Accountability as presented. CARRIED.

8.2 Proposed SPSA Operating Budget 2023-2024

Ujjval presented the Proposed Operating Budget 2023-2024 to General Council for consideration and noted the following changes:

- CPI Increase of 6.7% to Executive Council and Staff Salaries
- Campus Representative Honorarium (see 8.1 SPSA Policies)
- Adjusted budget to correlate with the approved SPSA Student Fee & H&D Plan Fee increase

MOVED by Ujjval, SECONDED by Rachit to accept the SPSA Proposed Operating Budget 2023-2024 as presented. CARRIED.

9. Subject: Announcements

9.1 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

10.Subject: Next Meeting
TBA

11.Subject: Adjournment
The meeting was adjourned at 12:38 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Saturday, April 15, 2023

Present: Executive Council
Deep Pandya, President; Ujjval Chavda, VP Moose Jaw Campus;
Raj Chandran, VP Prince Albert Campus; and Cecily Chartier, VP Saskatoon Campus

Campus Representatives
Moose Jaw: Palak Halani, Rachit Mehta, Steven Jose
Regina: Ayomide Famuyide, Joyce Oduntan, Het Modi
Prince Albert: Suchika, Naresh Saroye
Saskatoon: Mickayla Maclachlan, Sahil Singh, Hunter Nippi-Thirsk

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

Regrets: Executive Council
Sydney Soloway, VP Regina Campus;

Campus Representatives
Prince Albert: Navjot Kaur

1. Subject: Call to Order
Deep called the meeting to order at 9:40 a.m.

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

2. Subject: Adoption of Agenda
MOVED by Cecily, SECONDED by Steven to accept the Agenda as presented. CARRIED.

3. Subject: Adoption of Meeting Minutes
MOVED by Ujjval, SECONDED by Cecily to accept the March 26, 2023, Meeting Minutes as presented. CARRIED.

4. Subject: Discussion with Gallivan – International Student Gap Coverage

Cory Wright, Executive Vice President, Shelly Walker, Regional Director, Client Services and Sean Gallivan, Client Relations Specialist from Gallivan & Associates joined the meeting to discuss any questions or concerns from General Council regarding the Gap Coverage. It was explained that the SPSA conducted a survey to determine whether students are in favour of the SPSA continuing to investigate programs like the Emergency Medical and Repatriation benefits with the mandatory fees being assessed to eligible international students. Out of 500 survey participants, 467 students responded “Yes” to the survey question. Carol noted that the next step would be to hold a Referendum, asking the student membership if they would want Emergency Medical and Repatriation benefits.

General Council inquired about the logistics of the Gap Coverage such as opt-in/opt-out options and coverage duration. It was explained that the SPSA can determine Gap Coverage logistics as it is a service that the SPSA will offer to students.

MOVED by Rachit, SECONDED by Cecily to hold a Referendum regarding the implementation of the Gap Coverage. Five were in favour, five opposed, and one abstained. *The motion has been defeated.*

5. Subject: Standing Committee Updates

VP Campuses are in the process of scheduling a meeting for their respective Standing Committees.

6. Subject: Action Items

6.1 OER & Textbook Affordability

Deep and Sydney will attend a meeting with Alice Miller, AVP Student Services, Kaveri Braid, AVP Marketing & Communications, and Dr. Mike Gillespie, AVP Learning & Teaching to learn more about Sask Polytech’s stance on Open Education Resources (OERs) and Textbook Affordability. Deep and Sydney will provide an update once available.

ACTION: Deep & Sydney

6.2 Tuition & Fees Concerns

Deferred. The incoming VP Academic will contact AVP Miller for a copy of the updated Tuition & Fees Policy.

ACTION: Incoming VP Academic

6.3 Childcare Support for Students

Cecily has contacted Kendra Strong-Garcia, Director, Student Engagement and Learning Services regarding the General Council’s suggestion that SPT develop a list of daycare centres at each campus location to aid students needing childcare services. Cecily noted that Kendra liked the suggestion and added Ben Gamble, Manager, Student Experience to the discussion. Cecily will contact Kendra and Ben for an update.



ACTION: Cecily

6.4 Parking Concerns

Cecily has forwarded our concerns to Kendra and will follow up for an update.

ACTION: Cecily

6.5 Cafeteria Concerns

Executive Council met with Dr. Larry Rosia, President & CEO, Dr. Has Malik, Provost & VP Academic and Alice Miller, AVP Student Services regarding the cafeteria. It was noted that the “grab & go” vending machine had no food options available. Executive Council was told that Sask Polytech will continue working on cafeteria concerns and that Bobby Bates will be going to each campus location to determine issues and solutions for the cafeteria.

The incoming Executive Council will continue to monitor the cafeteria and will bring forward any concerns that may arise.

ACTION: Incoming Executive Council

6.6 Bylaw Amendments

Deferred. The incoming Executive Council will review the Bylaws to determine any amendments.

ACTION: Incoming Executive Council

6.7 FSAA Membership

Deferred. Executive Council members will discuss the FSAA at the Transition Retreat.

ACTION: Executive Council

6.8 Gap Coverage Discussion

Please refer to 4. Discussion: Gap Coverage with Gallivan.

7. Subject: New Business

7.1 SPSA Financials Q3 March 31, 2023

Ujjval and Carol presented the SPSA Financials 3rd Quarter ending March 31, 2023, to General Council.

MOVED by Ujjval, SECONDED by Rachit to accept the 3rd Quarter Financial Statements ending March 31, 2023, as presented. CARRIED.

8. Subject: Closed Session

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

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

9. Subject: Announcements

9.1 Year-End Reports

Deep indicated that Year-End Reports must be submitted to receive the SPSA Fee and Health & Dental Fee Reimbursement.



9.2 Expression of Gratitude

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

Deep would also like to thank the staff, on behalf of the General Council, for their incredible hard work and support.

10.Subject: Next Meeting
TBA

11.Subject: Adjournment
The meeting was adjourned at 10:41 a.m.

Date Accepted:

Signature: