



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Thursday, May 25, 2023**

**Present:** Steven Jose, President; Abhishek Jain, VP MJ 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 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 Naresh, SECONDED by Gabby to accept the Agenda as amended. CARRIED.

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

MOVED by Gabby, SECONDED by Abhishek to accept the April 30, 2023, Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Nicole, SECONDED by Naresh to accept the May 25, 2023, Executive Council Reports as presented. CARRIED.

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

MOVED by Abhishek, SECONDED by Gabby to accept the May 25, 2023, General Manager's Reports as presented. CARRIED.

Carol noted that she will be away from May 29 - June 5, 2023, for the Kayak Club Trip.

**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. Carol will contact Kendra Strong-Garcia, Director, Student Engagement and Learning Services and request an update on the International Student Email Distribution List for the previous and upcoming academic year.

**ACTION: Carol**

#### 6.3 Open Educational Resources (February 20, 2023)

Deferred. Nicole will take on this initiative as the new VP Academic and contact Alice Miller, AVP Student Services for an update regarding Sask Polytech's position on OERs.

**ACTION: Nicole**

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

Deferred. Naresh will contact the student society to submit their updated Ratification Form.

**ACTION: Naresh**

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

#### 7.1 VP Portfolios

Executive Council has determined which portfolios they will be working on for their term.

- Abhishek – VP Finance
- Naresh – VP Student Affairs
- Gabby – VP External Affairs
- Nicole – VP Academic Affairs

Gabby indicated that she will review the previously elected VP Finance position and the development of a new VP Portfolio.

**ACTION: Gabby**

#### 7.2 International Student Tuition Estimates

Naresh indicated that the current tuition increase for International students is significantly higher than the provided tuition estimates in their acceptance letter. It was noted that students would like to receive timely notices for tuition increments to prepare accordingly. The International Department has scheduled a meeting on June 13, 2023. Naresh, Nicole, and Carol will provide an update once available.

**ACTION: Naresh, Nicole & Carol**

#### 7.3 Brightspace and Pulse App

Nicole indicated that Pulse App is an extension of Brightspace that acts as a separate calendar application. As it is part of Brightspace, Sask Polytech would have no control over the Pulse App formatting and development. It was suggested that Executive Council focus on more pressing issues and concerns.



Nicole also indicated that she is almost finished reviewing the Sask Polytech Orientation posted on Brightspace. It was suggested that the Sask Polytech Orientation be mandatory for all students.

Abhishek indicated that some instructors are not well-versed in how Brightspace works. Members discussed if and how instructors receive Brightspace training and support. It was suggested that Executive Council contact Kendra regarding this concern and inquire about Sask Polytech Faculty requirements regarding Brightspace.

Executive Council will meet with Kendra next week regarding these inquiries and suggestions.

**ACTION: Executive Council**

#### 7.4 PickTime Scheduling

Executive Council discussed PickTime scheduling and determined that it would be more beneficial for Staff members to have PickTime schedules than EC members.

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

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

It was determined that the SPSA should inquire about the parameters of the Wellness Fee. Nicole suggested compiling student concerns and scheduling a meeting with Kendra to address these concerns. Executive Council and Louie will compile these concerns by June 2, 2023.

**ACTION: Executive Council & Louie**

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

Deferred. Gabby will review the Bylaws and forward suggestions to General Council for review and consideration.

**ACTION: Gabby**

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

Steven will contact AVP Miller and request an update regarding student cafeteria concerns.

**ACTION: Steven**

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

Deferred.

**ACTION: Naresh**

#### 10.5 Locker Concerns (July 22, 2022)

This item will be moved to Action Items. Carol has contacted Kendra and is currently waiting for a response.

**ACTION: Carol**



**9. Subject: Closed Session**

The closed session began at 11:46 a.m.  
The closed session ended at 12:30 p.m.

**10. Subject: Announcements**

There are no Announcements at this time.

**11. Subject: Next Meeting**

June 6, 2023, 10:00 a.m., Zoom Meeting

**12. Subject: Adjournment**

The meeting was adjourned at 12:34 p.m.

Date Accepted:

Signature:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, June 6, 2023**

**Present:** Steven Jose, President; Abhishek Jain, VP MJ 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 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 Nicole, SECONDED by Gabby to accept the Agenda as amended. CARRIED.

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

MOVED by Nicole, SECONDED by Gabby to accept the May 25, 2023, Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Gabby, SECONDED by Nicole to accept the June 6, 2023, Executive Council Reports as presented. CARRIED.

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

MOVED by Abhishek, SECONDED by Naresh to accept the June 6, 2023, General Manager's Reports as presented. CARRIED.

Carol is currently working with Microsoft to repair Dynamics Reporting System. Should the issue remain unresolved, Carol will prepare the reports manually.

Executive Council discussed the benefits of receiving the General Manager's Report. It was noted that it was done for accountability albeit not in policy. It was suggested that Executive Council look at other student organizations' reporting practices to determine



the best practice moving forward. It was also suggested that Gabby consult the auditors regarding best reporting practices.

**ACTION: Gabby**

**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 has reviewed the documentation from the previous VP Academic and is currently looking at URSU's OER initiative. Carol noted that Will has recently attended the AMICCUS Conference in which OER was a huge discussion topic. Louie will schedule a meeting with Nicole, Carol and Will to discuss other institutions' OER initiatives.

**ACTION: Louie**

6.4 ChessPoly Student Society Ratification (April 12, 2023)

Naresh indicated that the student society decided to withdraw their Student Society Ratification Form due to the lack of members. It was suggested that a club be formed instead for the upcoming Fall Semester. Louie will contact Devyn and the Campus Directors regarding the creation of a Chess/Boardgame Club on their respective campus.

**ACTION: Louie**

6.5 VP Portfolio (May 25, 2023)

Please refer to 8.2 Bylaw Updates.

6.6 International Student Tuition Estimates (May 25, 2023)

Deferred. A meeting has been scheduled on June 13, 2023 with the International Department to discuss student concerns. Naresh, Nicole, and Carol will provide an update once available.

**ACTION: Naresh, Nicole & Carol**

6.7 Brightspace and Pulse App (May 25, 2023)

Executive Council met with Kendra Strong-Garcia, Director, Student Engagement and Learning Services to discuss the Brightspace Orientation. It was noted that Kendra was very receptive to our suggestions. It was also mentioned that the Orientation includes SPSA Information. Nicole and Gabby will schedule a meeting with Ashley to determine which SPSA-related information can be included in the Brightspace Orientation.

**ACTION: Nicole & Gabby**

Nicole also met with Kendra in person to discuss Sask Polytech's new initiatives such as the Student Mentorship Program. This initiative would pair current and incoming

students with a peer mentoring system. Nicole indicated that Kendra is hoping to implement this program in the upcoming Fall Semester.

#### 6.8 Locker Concerns (July 22, 2022)

Carol met with Kendra, who indicated that she is currently working with Sask Polytech staff regarding our concerns.

**ACTION: Carol**

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

#### 7.1 Post-Secondary Student Council

Steven met with Alice Miller, AVP Student Services regarding the new Saskatchewan Post-Secondary Student Council which aims to provide a platform for post-secondary students to engage with the Ministry of Advanced Education and to provide feedback on a broad range of topics related to post-secondary education. Executive Council agreed that it would be beneficial to be part of this council. There were some concerns regarding the deadline and the nomination process. EC agreed that Steven will contact AVP Miller for clarification on said deadline and the nomination process.

**ACTION: Steven**

#### 7.2 Transportation Options

Steven and Abhishek brought forward concerns regarding transportation options for Moose Jaw students living in Regina. It was noted that the previous Executive Council has contacted the Moose Jaw Chamber of Commerce and Sandra Masters, Regina City Mayor to discuss these student concerns. Executive Council discussed whose responsibility it is to provide the appropriate resources to International students coming to Canada. Steven and Abhishek will look into this issue further.

**ACTION: Steven & Abhishek**

#### 7.3 Leadership Program Logistics

It was noted that any suggestions for guest speakers or lecture topics can be forwarded to Carol. Staff will start working on the logistics for this event.

#### 7.4 Student Affairs Concern

Naresh indicated that there are concerns regarding stolen bikes on campus. It was noted that there are bike lockers on campus but it is uncertain if these bike lockers are available for students. Another concern brought forward was the lack of water fountains on campus. It was explained that Sask Polytech switched to water bottle stations instead due to the unsanitary nature of water fountains and ultimately due to COVID. Naresh will schedule a meeting with Kendra to bring up student concerns such as cafeteria hours, lockers, water fountains and health services.

**ACTION: Naresh**



**8. Subject: Ongoing Business**

8.1 Wellness Fee (July 6, 2022)

Louie will compile the Wellness Fee questions and forward them to Executive Council for review.

**ACTION: Executive Council & Louie**

8.2 Bylaw Updates (June 22, 2022)

Gabby is in the process of reviewing the Bylaws and Policies. It was noted that Gabby will look into the efficacy of the current VP Portfolio roles and the Executive Summer Hours.

**ACTION: Gabby**

8.3 Cafeteria Concerns (June 22, 2022)

Steven has contacted AVP Miller, who indicated that a vending machine might be added to the Regina Campus in the upcoming Fall Semester. It was noted that the cafeteria is closed on certain campuses for the Summer Semester. Naresh will contact Kendra regarding the cafeteria summer hours.

**ACTION: Naresh**

8.4 Health Services (February 20, 2023)

Naresh has contacted Kendra, who indicated that they are in the process of hiring a Campus Nurse for the Moose Jaw & Prince Albert Campus. Naresh noted that Kendra will provide an updated services list once these positions have been filled.

**ACTION: Naresh**

**9. Subject: Closed Session**

The closed session began at 12:06 p.m.  
The closed session ended at 1:48 p.m.

**10. Subject: Announcements**

There are no Announcements at this time.

**11. Subject: Next Meeting**

June 21, 2023, 10:00 a.m., Zoom Meeting

**12. Subject: Adjournment**

The meeting was adjourned at 1:50 p.m.





Date Accepted:

Signature:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, June 21, 2023**

**Present:** Steven Jose, President; Abhishek Jain, VP MJ 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 12:32 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 Gabby, SECONDED by Nicole to accept the Agenda as amended. CARRIED.

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

MOVED by Naresh, SECONDED by Abhishek to accept the June 6, 2023, Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Nicole, SECONDED by Naresh to accept the June 21, 2023, Executive Council Reports as presented. CARRIED.

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

MOVED by Abhishek, SECONDED by Nicole to accept the June 21, 2023, General Manager's Reports as presented. CARRIED.

**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)

Louie scheduled a meeting with Nicole, Carol and Will to discuss other institutions' OER Initiatives. It was noted that other institutions focused on the sustainability aspect of OERs. Nicole will contact Dr. Mike Gillespie, AVP Learning & Teaching to inquire about Sask Polytech's position on OERs.

**ACTION: Nicole**

#### 6.4 Chess/Board Game Club (June 6, 2023)

Complete. Louie has contacted Devyn and the Campus Directors regarding the creation of a Chess/Boardgame Club on their respective campus.

#### 6.5 International Student Tuition Estimates (May 25, 2023)

Naresh, Nicole and Carol met with the International Department on June 13, 2023. In the meeting, it was suggested that the SPSA send our questions and comments to Danny Freire, Registrar and Director of Enrolment Services and to Annie Fu, Director of International Enrolment. Carol has forwarded the questions and is currently waiting for a response.

**ACTION: Carol**

#### 6.6 Brightspace and Pulse App (May 25, 2023)

Nicole received a response from Leanne Barrington, Student Engagement Coordinator – North, who indicated that our suggestions were taken into consideration and changes are being made to the Brightspace Orientation which included adding direct links to the SPSA Website.

Nicole and Gabby will schedule a meeting with Ashley to edit the SPSA-related information on the Brightspace Orientation.

**ACTION: Nicole & Gabby**

#### 6.7 Locker Concerns (July 22, 2022)

Ongoing. Carol has forwarded our concerns regarding the locker maps and is currently waiting for a response.

**ACTION: Carol**

#### 6.8 Post-Secondary Student Council (June 6, 2023)

Executive Council members submitted their Nomination Forms to Alice Miller, AVP Student Services prior to the June 15, 2023 deadline. Steven noted that AVP Miller will forward Executive Council's Nomination Forms to the SPSC for consideration. This item will be moved to Ongoing Business.

#### 6.9 Transportation Options (June 6, 2023)

Abhishek indicated that there are currently no reliable transportation options for students travelling from Regina to Moose Jaw during the summer. It was noted that Will



is in the process of compiling information regarding employment, housing and transportation in the City of Moose Jaw. Abhishek will provide an update once available.

**ACTION: Abhishek**

6.10 Bike Concerns (June 6, 2023)

Naresh indicated that the Prince Albert Campus does not have the appropriate facilities for bikes compared to the other campuses. Executive Council agreed that the service level should be the same across all four campuses. Naresh will contact Kendra Strong-Garcia, Director, Student Engagement and Learning Services to request the appropriate bike facilities on each campus location.

**ACTION: Naresh**

6.11 Reporting Practices for Other Institutions (June 6, 2023)

Gabby and Louie looked into other institutions' reporting practices, which will be forwarded to Executive Council for review. Gabby noted that the best practice would be to keep the General Manager's Report and develop an Accountability Policy which would include accountability practices for Executive Council, General Council and the General Manager. This item will be moved to Ongoing Business.

6.12 Cafeteria Concerns (June 22, 2022)

Naresh received a response from Bobbi Bates, Manager, Hospitality Services regarding the closure of the Cafeteria for the summer months. Naresh explained that the Cafeteria will close due to decreased sales and renovations during the summer months. Executive Council agreed to advocate for increased hours for the 2024-2025 Academic Year, as well as contact Kendra to inquire about options for this upcoming year. It was also suggested that SPSA Staff start looking into providing snack items in the afternoon when the cafeteria is closed. Carol will start looking into logistics.

**ACTION: Naresh & Carol**

**7. Subject: New Business**

7.1 SDHSS Ratification Form

Deferred. Executive Council will review the Ratification Form and decide via email by Monday, June 26, 2023.

**ACTION: Executive Council & Louie**

7.2 SPSA Financials ME May 2023

Deferred.

**ACTION: Executive Council**

**8. Subject: Ongoing Business**

8.1 Wellness Fee (July 6, 2022)

Louie has compiled the Wellness Fee questions and has forwarded them to Executive Council for review. Naresh forwarded the document to Kendra and requested a meeting to discuss these student concerns.

**ACTION: Naresh**



8.2 Bylaw Updates (June 22, 2022)

8.2.1 VP Portfolios

Gabby is compiling her suggestions regarding the Governance Structure, Title and Standing Committee changes. Gabby will forward the document to Executive Council for review once complete.

**ACTION: Gabby**

8.2.2 Executive Hours

Deferred.

**ACTION: Gabby**

8.3 Health Services (February 20, 2023)

Naresh indicated that a new Campus Health Nurse has been hired for the PA Campus. Naresh has contacted Kendra, who indicated that Health Services offerings would depend on the programs and that information should be available closer to the start of the Fall Semester.

**ACTION: Naresh**

**9. Subject: Closed Session**

The closed session began at 1:38 p.m.  
The closed session ended at 2:26 p.m.

**10. Subject: Announcements**

10.1 Client Advisory Council

Steven, Abhishek and Carol are currently attending the Client Advisory Council. Carol thanked Steven and Abhishek for their efforts during the meetings. Steven, Abhishek and Carol will provide more information at the next EC Meeting.

**11. Subject: Next Meeting**

July 5, 2023, 10:00 a.m., Zoom Meeting

**12. Subject: Adjournment**

The meeting was adjourned at 2:31 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 5, 2023**

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

**Regrets:** Nicole Zalesak, VP Saskatoon Campus

**1. Subject: Call to Order**

Steven called the meeting to order at 10:07 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 Gabby, SECONDED by Abhishek to accept the Agenda as amended. CARRIED.

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

MOVED by Naresh, SECONDED by Gabby to accept the June 21, 2023, Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Naresh, SECONDED by Abhishek to accept the July 5, 2023, President's and Vice Presidents Moose Jaw, Prince Albert and Regina's Executive Council Reports as presented. CARRIED.

**ACTION: Nicole**

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

MOVED by Abhishek, SECONDED by Gabby to accept the July 5, 2023, General Manager's Reports as presented. CARRIED.



**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)

Deferred.

**ACTION: Nicole**

6.4 International Student Tuition Estimates (May 25, 2023)

Carol has received a response from Annie Fu, Director of International Enrolment and directed our concerns to Danny Freire, Registrar and Director of Enrolment Services. Carol has forwarded the questions and is currently waiting for a response.

**ACTION: Carol**

6.5 SPSA Information on Brightspace (May 25, 2023)

Deferred.

**ACTION: Nicole & Gabby**

6.6 Locker Concerns (July 22, 2022)

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

**ACTION: Carol**

6.7 Resources for MJ Students (June 6, 2023)

Abhishek indicated that Will is in the process of compiling information regarding employment, housing and transportation in the City of Moose Jaw. Abhishek will provide an update once available.

**ACTION: Abhishek**

6.8 Bike Concerns (June 6, 2023)

Naresh received a response from Kendra, who indicated that Ben Gamble, Manager, Student Experience would be responsible for handling these concerns. It was noted that Sask Polytech is currently planning to add bike lockers on the Regina Campus. Naresh will contact Ben to request the appropriate bike facilities on the Prince Albert Campus.

**ACTION: Naresh**

6.9 Cafeteria Concerns (June 22, 2022)

Naresh received a response from Kendra, who indicated that she will forward our suggestions to Alice Miller, AVP Student Services for consideration. Naresh is currently waiting for a response. Steven indicated that he will also inquire about this suggestion at his meeting with AVP Miller on July 7, 2023

**ACTION: Naresh & Steven**



#### 6.10 SDHSS Ratification Form

Complete. Executive Council ratified the SDHSS Student Society via email on June 26, 2023.

#### 6.11 SPSA Financials ME April & May 2023

MOVED by Abhishek, SECONDED by Gabby to accept the SPSA Financials ME April & May 2023 as presented. CARRIED.

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

#### 7.1 CAC Debrief

Steven, Abhishek and Carol attended the Client Advisory Council in Toronto, on June 19 – 22, 2023. Steven indicated that it was a good opportunity to learn more about the Health & Dental Plan. Executive Council received the H&D Plan Renewal document which outlines the breakdown of the H&D Plan usage for the past academic year as well as the renewal rates for the upcoming benefit years. Abhishek noted that he and Carol are currently looking into an Administrative Services Only option for the H&D Plan implementation. Gallivan & Associates are preparing pricing quotes for this service option which will be forwarded to Executive Council for consideration. Abhishek and Carol will provide an update once available.

**ACTION: Abhishek & Carol**

#### 7.2 Student Union Development Summit

The SPSA has received an invitation to attend the Student Union Development Summit slated for August 18-21, 2023. Executive Council agreed to attend this conference as per the previous Council's recommendations. Carol and Louie will work on logistics.

**ACTION: Carol & Louie**

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

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

Naresh has received a response from Kendra, who noted that the Wellness Fee will be under the purview of Ben. Naresh will schedule a meeting with Ben once he returns from his holidays.

**ACTION: Naresh**

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

##### 8.2.1 VP Portfolios

##### 8.2.2 Executive Hours

##### 8.2.2 Accountability Policy

Gabby indicated that after further discussions, it was determined that a separate Accountability Policy will not be beneficial. GOV 5 – Campus Representative Honorarium will be expanded to include accountability practices for the Campus Representatives.



**ACTION: Gabby**

8.3 Health Services (February 20, 2023)

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

**9. Subject: Closed Session**

The closed session began at 10:29 a.m.

The closed session ended at 10:48 a.m.

**10. Subject: Announcements**

There are currently no Announcements at this time.

**11. Subject: Next Meeting**

July 19, 2023, 10:00 a.m., Zoom Meeting

**12. Subject: Adjournment**

The meeting was adjourned at 11:00 a.m.

Date Accepted:

Signature:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, July 26, 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 11:02 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 Gabby, SECONDED by Nicole to accept the Agenda as amended. CARRIED.

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

MOVED by Naresh, SECONDED by Abhishek to accept the July 5, 2023, Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Nicole, SECONDED by Abhishek to accept the July 26, 2023, Executive Council Reports as presented. CARRIED.

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

Deferred.

**ACTION: Carol**

**6. Subject: Action Items**

6.1 VP Saskatoon EC Report: July 5, 2023  
Complete.

6.2 Used Program Materials (April 12, 2023)

Deferred.

**ACTION: Steven & Carol**

6.3 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**

6.4 Open Educational Resources (February 20, 2023)

Deferred. Nicole is currently brainstorming strategies for advocating OERs.

**ACTION: Nicole**

6.5 International Student Tuition Estimates (May 25, 2023)

Nicole and Carol indicated that the tuition information on the SPT Website has been updated. Nicole will update her documents to compare tuition rates for the past few years. Carol asked Executive Council if they have received their Notice to Register for the upcoming academic year. Council members noted that most of them had not received this notice. Carol has forwarded our concerns to Danny Freire, Registrar and Director of Enrolment Services and is currently waiting for a response.

**ACTION: Nicole & Carol**

6.6 SPSA Information on Brightspace (May 25, 2023)

Deferred. Gabby and Nicole are working on a proposal document which will be forwarded to Ashley for consideration.

**ACTION: Nicole & Gabby**

6.7 Locker Concerns (July 22, 2022)

Carol has contacted Joshua Reschny, Facilities Manager, Saskatoon who noted that concerns should be forwarded to [lockers@saskpolytech.ca](mailto:lockers@saskpolytech.ca). Carol will send a follow-up email and provide an update when available.

**ACTION: Carol**

6.8 Resources for MJ Students (June 6, 2023)

Steven and Abhishek have scheduled a meeting with Hon. Tim McLeod, MLA - Moose Jaw North on July 27, 2023. Steven and Abhishek will provide an update at the next EC Meeting.

**ACTION: Steven & Abhishek**

6.9 Bike Concerns (June 6, 2023)

Naresh received correspondence from Ben Gamble, Manager, Student Experience, who confirmed that SPT is in the process of adding bike facilities on the Regina Campus. Naresh noted that Ben will look into adding bike facilities on the Prince Albert Campus.

**ACTION: Naresh**

6.10 Cafeteria Concerns (June 22, 2022)

Deferred. Steven has forwarded our suggestions to Alice Miller, AVP Student Services for consideration, who indicated that the SPSA can contact the Dean of Hospitality to work

together regarding providing food services to students. Executive Council determined that it would be more beneficial for Steven to contact AVP Miller to request clarification regarding the SPSA providing coffee and snacks to students for a small fee. It was suggested that a separate meeting be scheduled to discuss this concern further.

**ACTION: Naresh & Steven**

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

Abhishek and Carol are currently looking into the pricing quote that Gallivan has provided. Abhishek noted that the Admin Services Only option would likely be implemented for the next academic year. Abhishek and Carol will provide an update when possible.

**ACTION: Abhishek & Carol**

6.12 Student Union Development Summit (July 5, 2023)

Complete.

**7. Subject: New Business**

7.1 BCIT Invitation

Steven indicated that he has received an invitation from the BCITSA to tour the BCIT Campus and to learn more about their organization. Executive Council agreed to accept the invitation and noted that Steven, Abhishek and Naresh would attend on behalf of the Executive Council.

Louie provided an overview of previous Councils' conference reporting and suggested that the same be completed after the SUDS Conference.

**ACTION: Executive Council**

**8. Subject: Ongoing Business**

8.1 Wellness Fee (July 6, 2022)

Executive Council met with Ben, who answered all of our questions regarding the upcoming Wellness Fee. 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

Gabby has prepared a draft of the proposed Governance structure, which will be forwarded to Carol and Louie for review and discussion.

8.2.2 Executive Hours

8.2.2 Campus Representative Honorarium & Accountability

8.3 Health Services (February 20, 2023)

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



**9. Subject: Closed Session**

The closed session began at 11:53 p.m.

The closed session ended at 12:09 p.m.

**10. Subject: Announcements**

10.1 Staff Updates

Carol informed Executive Council that Katrina Vander Kwaak, Administrative Coordinator has provided her resignation with her last day on July 28, 2023. The SPSA would like to thank Katrina for her service and wishes her the very best of luck in her future endeavours. Carol is in the process of hiring for this vacant position.

**11. Subject: Next Meeting**

August 9, 2023, 10:00 a.m., Zoom Meeting

**12. Subject: Adjournment**

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

Date Accepted:

Signature:



**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:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, September 6, 2023**

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

**Regrets:** Naresh Saroye, VP Prince Albert Campus

**1. Subject: Call to Order**

Steven called the meeting to order at 4:10 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 Abhishek, SECONDED by Nicole to accept the Agenda as amended. CARRIED.

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

MOVED by Gabby, SECONDED by Nicole to accept the August 28, 2023 Meeting Minutes, August 28, 2023 E-Vote and the August 31, 2023 E-Vote as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Abhishek, SECONDED by Gabby to accept the September 6, 2023, President's and Vice President Moose Jaw, Regina and Saskatoon's Executive Council Reports as presented. CARRIED.

**ACTION: Naresh**

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

MOVED by Abhishek, SECONDED by Nicole to accept the September 6, 2023, General Manager's Report as presented. CARRIED.

**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. Carol has sent a follow-up email to Kendra Strong-Garcia, Director, Student Engagement and Learning Services, and is waiting for a response.

**ACTION: Carol**

6.3 Open Educational Resources (February 20, 2023)

Deferred.

**ACTION: Nicole**

6.4 International Student Tuition Estimates (May 25, 2023)

Carol indicated that a meeting was scheduled to discuss these concerns but the SPSA did not receive an invite to said meeting. Carol will email Danny Freire, Registrar and Director of Enrolment Services, to request another meeting.

**ACTION: Nicole & Carol**

6.5 SPSA Information on Brightspace (May 25, 2023)

Deferred. This item will be moved to Ongoing Business.

**ACTION: Louie**

6.6 Locker Concerns (July 22, 2022)

Naresh and Gabby have sent a follow-up email to Ben Gamble, Manager, Student Experience and are currently waiting for a response.

**ACTION: Gabby & Carol**

6.7 Bike Concerns (June 6, 2023)

Deferred.

**ACTION: Naresh**

6.8 Cafeteria Concerns (June 22, 2022)

Executive Council has scheduled a meeting on Friday, September 8, 2023, to prepare for the Sask Polytech Meeting slated on Monday, September 11, 2023, at 3:15 p.m. Executive Council will provide an update once available.

**ACTION: Executive Council**

6.9 BCITSA & SUDS Report (July 26, 2023)

Abhishek and Nicole will submit their SUDS Report by September 13, 2023

**ACTION: Abhishek & Nicole**

6.10 Proposed ADMIN 8 Removal Notification (August 25, 2023)

Complete.

6.11 Brightspace Instructor Training (August 25, 2023)  
Deferred.

**ACTION: Nicole**

6.12 Program Textbook List (August 25, 2023)  
Deferred.

**ACTION: Nicole**

6.13 SP Board of Director's Meeting Minutes Request (August 25, 2023)  
Deferred.

**ACTION: Nicole**

6.14 Saskatchewan Student Rally (August 25, 2023)  
Complete. Steven has contacted URSU to notify them of the Executive Council's decision.

6.15 EC Meeting with Senior Management (August 25, 2023)  
Steven has contacted Ev Slavin-Scharback, EA to the SP President to confirm the SPSA - Sask Polytech Quarterly Meeting dates. Executive Council will meet to discuss the recently completed SPSA - Sask Polytech Leadership Orientation to compile concerns which will be forwarded to Dr. Larry Rosia, President & CEO.

**ACTION: Executive Council**

6.16 Wellness Fee (July 6, 2022)  
Executive Council received concerns from students regarding the Fitness Centres access. Steven indicated some students do not have phones to download the Fit & Rec APP, while some are unable to download the APP due to phone compatibility issues. It was also noted that some students still haven't received their Student ID cards. Abhishek indicated that a MJ student was escorted out of the Fitness Centre as another student opened the door to the Fitness Centre at the same time. Carol will contact Kendra regarding these concerns.

**ACTION: Carol**

**7. Subject: New Business**

7.1 Razzle Dazzle Re-Ratification

MOVED by Nicole, SECONDED by Gabby to accept the Razzle Dazzle Student Society re-ratification as presented. CARRIED.

7.2 Bounce Platform

Executive Council members tasked staff to look into the Bounce Platform. Carol indicated that the Bounce Platform does not meet the organization's current needs.



- 8. Subject: Ongoing Business**  
8.1 Bylaw Updates (June 22, 2022)  
8.1.1 VP Portfolios  
  
8.1.2 Executive Hours  
  
8.1.3 Campus Representative Honorarium & Accountability  
  
8.2 Health Services (February 20, 2023)  
  
8.3 H&D Plan - Admin Services Option (July 5, 2023)
- 9. Subject: Closed Session**  
The closed session began at 4:46 p.m.  
The closed session ended at 5:03 p.m.
- 10. Subject: Announcements**  
There are no Announcements at this time.
- 11. Subject: Next Meeting**  
September 20, 2023, 4:00 p.m., Zoom Meeting
- 12. Subject: Adjournment**  
The meeting was adjourned at 5:10 p.m.

Date Accepted:

Signature:





**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, September 20, 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 4:02 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 Nicole, SECONDED by Gabby to accept the Agenda as amended. CARRIED.

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

MOVED by Gabby, SECONDED by Abhishek to accept the September 6, 2023 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Nicole, SECONDED by Naresh to accept the September 20, 2023 Executive Council Reports as presented. CARRIED.

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

MOVED by Abhishek, SECONDED by Nicole to accept the September 20, 2023 General Manager's Report as presented. CARRIED.

**6. Subject: Action Items**

6.1 VP Prince Albert EC Report (September 6, 2023)  
Complete.

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

Deferred.

**ACTION: Steven & Carol**

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

Deferred.

**ACTION: Carol**

#### 6.4 Open Educational Resources (February 20, 2023)

Nicole met with Dr. Mike Gillespie, AVP Learning & Teaching, who indicated that Sask Polytech is working on strategies to promote OERs more to instructors. It was also noted that producing OERs has been a challenge as it is additional work for instructors. Nicole will compile her ideas for OERs and forward them to the Executive Council for review and consideration.

**ACTION: Nicole**

#### 6.5 International Student Tuition Estimates (May 25, 2023)

Nicole, Naresh and Carol met with Danny Freire, Registrar and Director of Enrolment Services, Kendra Strong-Garcia, Director, Student Engagement & Learning Services and Annie Fu, Director, International Enrolment last Monday, September 11, 2023, to discuss the discrepancies between tuition estimates and current tuition charged to students. Nicole indicated that Sask Polytech hopes to avoid these issues in the future with the new Tuition & Fees Policy in place. It was noted that Danny requested information regarding programs that have had issues with tuition estimates and current tuition rates. Nicole will prepare a document outlining several programs and forward this document to Danny.

**ACTION: Nicole**

Nicole also indicated that the Tuition Fee rates are released each year in July, which does not provide ample time for students to prepare should there be any significant increase to their tuition estimates. It was suggested that this concern be forwarded to the Saskatchewan Post-Secondary Council to be addressed.

#### 6.6 Locker Concerns (July 22, 2022)

Deferred. Naresh indicated that Ben Gamble, Manager, Student Experience mentioned that SaskBuilds provides the campus and locker maps to Facilities. Naresh will contact Ben to ask who to contact in SaskBuilds regarding campus and locker maps.

**ACTION: Naresh**

#### 6.7 Bike Concerns (June 6, 2023)

Deferred. This item will be moved to Ongoing Business.

**ACTION: Louie**

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

Executive Council and Carol met with Alice Miller, AVP Student Services and Bobbi Bates, Manager, Hospitality Services last Monday, September 11, 2023, to discuss

students' cafeteria concerns. Steven indicated that the MJ Student Lounge will be open from 7:30 a.m. to 11:00 p.m. and that the vending machines will be operational starting in October. Steven noted that Bobbi wants to know what kind of food students would want in the vending machines. Executive Council suggested that Sask Polytech survey students' food preferences. Steven will contact Bobbi regarding this suggestion.

**ACTION: Steven**

Executive Council also noted that the cafeteria hours question was raised during the Council Connect Meetings, wherein most students indicated that increased cafeteria hours would be beneficial. Nicole also noted that the Saskatoon Campus Cafeteria Lounge closes at 5:00 p.m. Nicole will contact Bobbi regarding this concern.

**ACTION: Nicole**

#### 6.9 BCITSA & SUDS Report (July 26, 2023)

Deferred. Nicole will submit her SUDS Report by September 25, 2023.

**ACTION: Nicole**

#### 6.10 Brightspace Instructor Training (August 25, 2023)

Deferred. Nicole will contact Dr. Gillespie regarding this agenda item.

**ACTION: Nicole**

#### 6.11 Program Textbook List (August 25, 2023)

Nicole inquired when students received their textbook lists during the Council Connect Meeting. The students also indicated that they were not provided with their textbook lists and had to find them on their own. Naresh also noted that there were concerns regarding purchasing textbooks solely for quizzes. Nicole will contact AVP Miller, Dr. Gillespie, and Blair Pizio, Manager, Enrolment Services Modernization regarding these concerns.

**ACTION: Nicole**

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

Deferred. Louie will forward the Sask Polytech Bylaw on Meeting Minutes availability to Nicole for review.

**ACTION: Nicole & Louie**

#### 6.13 EC Meeting with Senior Management (August 25, 2023)

Executive Council met with the Sask Polytech Senior Leadership Team on Tuesday, September 12, 2023, via Zoom. EC Members noted that the meeting was mostly introductory in nature and that only cafeteria concerns were discussed. It was suggested that an agenda be prepared and forwarded to the Senior Leadership Team before the meeting to ensure that discussions can take place. Carol and Louie will prepare a sample agenda for Executive Council consideration.

**ACTION: Carol & Louie**

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

Carol has contacted Kendra, who indicated that the issues have been noted. Carol will follow up on the APP accessibility issues and provide an update to the Executive Council when available.

**ACTION: Carol**

#### 6.15 Bylaw Updates – VP Portfolios (July 6, 2022)

Gabby inquired if Executive Council agrees to forward the proposed Governance Structure to the General Council for review and consideration. Nicole and Naresh agreed to forward the proposal to the General Council. Abhishek will contact Gabby at a later date once he has the chance to thoroughly review the proposed documents.

**ACTION: Executive Council**

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

#### 7.1 Recreation & Tourism 2024 Re-ratification

Complete. The Recreation & Tourism 2024 student society was re-ratified via an email vote on September 13, 2023.

#### 7.2 H&T Sept 2023 Ratification

Executive Council members expressed concerns regarding the student society's ratification form. Naresh, Carol, Milan and Louie will meet with the society members to understand the society's goals.

**ACTION: Naresh, Carol & Louie**

#### 7.3 N Drive for Executive Council

Gabby indicated that an N Drive for Executive Council use will be beneficial for incoming EC members, especially during the transition period. Louie will contact Ashley to inquire about the possibility of implementing a location on the computer network for Executive Council use.

**ACTION: Louie**

#### 7.4 Lobbying Efforts with URSU

Steven received correspondence from URSU, inquiring about other lobbying efforts they can assist SPSA with. Executive Council agreed to let URSU know that the SPSA is in the process of trying out other avenues at this time and that EC members will reach out to collaborate on other endeavours when they come up. Steven will contact URSU and provide them with the Executive Council's direction.

**ACTION: Steven**

#### 7.5 Campus Representative Appointments Update

Louie indicated that the Campus Representative Applications is currently open and that we have received the following number of applications per campus:

- Moose Jaw 12
- Prince Albert 4
- Regina 2
- Saskatoon 2

Louie and Ashley will forward applications as soon as they come.

**ACTION: Louie**

#### 7.6 GC Meeting Logistics

Carol and Louie indicated that the GC Meeting, slated for October 14 & 15, 2023 could either be in Moose Jaw, Regina, or Saskatoon. Executive Council agreed that Regina would be the best location for the first GC Meeting. Carol and Louie will work on logistics.

**ACTION: Carol & Louie**

#### 7.7 Student Services Meeting

Steven received correspondence from Kendra requesting a meeting to discuss the Student Services' goals for the year. It was suggested that Kendra be invited to the upcoming in-person GC Meeting for this discussion. Steven will email Kendra regarding this suggestion

**ACTION: Steven**

#### 7.8 Council Connect

Naresh requested to have a bigger space for the next Council Connect Meeting in the Prince Albert Campus. Louie will contact Devyn and Milan regarding this request.

**ACTION: Louie**

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

#### 8.1 Bylaw Updates (June 22, 2022)

##### 8.1.1 Executive Hours

##### 8.1.2 Campus Representative Honorarium & Accountability

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

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

Abhishek indicated that he and Carol are planning to meet Gallivan in November to discuss this option.

#### 8.4 SPSA Information on Brightspace (May 25, 2023)

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

The closed session began at 5:38 p.m.

The closed session ended at 5:59 p.m.



**10. Subject: Announcements**

10.1 Sask Polytech Board of Directors

The SPSA would like to congratulate Steven Jose, President on his appointment to the Saskatchewan Polytechnic Board of Directors.

10.2 Youth Advisory Committee

The SPSA would like to congratulate Steven Jose, President and Abhishek Jain, VP Moose Jaw on their appointment to the Moose Jaw City, Youth Advisory Committee.

**11. Subject: Next Meeting**

October 4, 2023, 4:00 p.m., Zoom Meeting

**12. Subject: Adjournment**

The meeting was adjourned at 6:03 p.m.

Date Accepted:

Signature:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, October 11, 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 4:06 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 Abhishek, SECONDED by Nicole to accept the Agenda as presented. CARRIED.

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

MOVED by Gabby, SECONDED by Nicole to accept the September 20, 2023 Meeting Minutes and the September 27, 2023 E-Vote as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Abhishek, SECONDED by Nicole to accept the October 11, 2023 President and Vice Presidents Moose Jaw, Regina and Saskatoon Reports as presented. CARRIED.

**ACTION: Naresh**

*Naresh joined the meeting at 4:08 p.m.*

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

MOVED by Abhishek, SECONDED by Gabby to accept the October 11, 2023 General Manager's Report as presented. CARRIED.

**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)

Deferred.

**ACTION: Nicole**

6.4 International Student Tuition Estimates (May 25, 2023)

Deferred.

**ACTION: Nicole**

6.5 Locker Concerns (July 22, 2022)

Deferred. Gabby indicated that Ben Gamble, Manager, Student Experience is currently on a sick leave and noted that it would be best to contact Kendra Strong-Garcia, Director, Student Engagement & Learning Services regarding our concerns.

**ACTION: Naresh**

6.6 Cafeteria Concerns (June 22, 2022)

Steven contacted Bobbi Bates, Manager, Hospitality Services regarding the SPSA suggestion of surveying students' food preferences. Nicole contacted Saskatoon Facilities regarding the Saskatoon Campus Cafeteria Lounge, who noted that the lounge closes at 4:30 p.m. Executive Council will bring forward these concerns to Kendra at the next General Council Meeting.

**ACTION: Executive Council**

6.7 BCITSA & SUDS Report (July 26, 2023)

Deferred.

**ACTION: Nicole**

6.8 Brightspace Instructor Training (August 25, 2023)

Deferred. Nicole has contacted Dr. Mike Gillespie, AVP Learning & Teaching and is currently waiting for a response.

**ACTION: Nicole**

6.9 Program Textbook List (August 25, 2023)

Deferred. Nicole will contact AVP Miller, Dr. Gillespie, and Blair Pizio, Manager, Enrolment Services Modernization regarding student concerns.

**ACTION: Nicole**

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

Louie has forwarded the appropriate section of the Sask Polytech Bylaw regarding Meeting Minutes availability to Nicole for review. Nicole has contacted Trish Schmidt, EA to the Board of Directors to request the SPT Board's Meeting Minutes and is currently waiting for a response.

**ACTION: Nicole**

6.11 Sample Agenda for SLT Meeting (September 20, 2023)

Complete.



6.12 Wellness Fee (July 6, 2022)

Executive Council will discuss this agenda item with the General Council members to determine any concerns regarding access to the facilities and availability of services.

**ACTION: Executive Council**

6.13 Bylaw Updates – VP Portfolios (July 6, 2022)

Complete. The Bylaw Draft has been forwarded to General Council for review and endorsement at the next General Council Meeting.

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

Deferred. Naresh, Carol, Milan, and Louie will meet with the society members to understand the society's goals.

**ACTION: Naresh, Carol & Louie**

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

Deferred. Louie has contacted Ashley regarding this request, who noted that the SPSA System Administrator is currently working on implementing and EC Drive.

**ACTION: Louie**

6.16 Lobbying Efforts with URSU (September 20, 2023)

Executive Council agreed to let URSU know that the SPSA is in the process of trying out other avenues at this time and that EC members will reach out to collaborate on other endeavours when they come up. Steven will contact URSU and provide them with the Executive Council's direction.

**ACTION: Steven**

6.17 Campus Representative Appointments Update (September 20, 2023)

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

- Campus Representative, Moose Jaw:
  - Swetal Shah
  - Siddharth Jain
  - Achint Dhiman
- Campus Representative, Prince Albert:
  - Diem Huong (Michielin) Nguyen
  - Vinh (Kevin) Duong
  - Harishgowtham Shanmugam
- Campus Representative, Regina:
  - Bhavya Trivedi
  - Van Duc Hai (Kai) Nguyen
  - Vihang Sadhu
- Campus Representative, Saskatoon:
  - Kriztel Sayana
  - Luis Aguinaga
  - San (Daniel) Jeong



Louie also in the process of providing an Onboarding Training for all the incoming Campus Representatives.

6.18 GC Meeting Logistics (September 20, 2023)

Complete. The General Council Meeting is slated for October 14 & 15, 2023 in Regina.

6.19 Student Services Meeting (September 20, 2023)

Executive Council members indicated that there has been some confusion regarding the purpose of this meeting. It was noted that the meeting was suggested by the SP Senior Leadership Team. Steven will reach out to Kendra to request clarification on the purpose of the meeting.

**ACTION: Steven**

6.20 Council Connect Location (September 20, 2023)

Complete. Louie has contacted Devyn and Milan regarding this request and the location has been changed for the next Council Connect Meeting.

**7. Subject: New Business**

7.1 SPSA Financials ME August 2023

MOVED by Abhishek, SECONDED by Naresh to accept SPSA Financials ME August 2023 as presented. CARRIED.

7.2 HR Student Society Re-Ratification

MOVED by Abhishek, SECONDED by Nicole to accept the re-ratification of the HR Student Society as presented. CARRIED.

7.3 BE Adult 12 SRC Re-Ratification

MOVED by Nicole, SECONDED by Abhishek to accept the re-ratification of the BE Adult 12 SRC as presented. CARRIED.

**8. Subject: Ongoing Business**

8.1 Bylaw Updates (June 22, 2022)

8.1.1 Executive Hours

8.1.2 Campus Representative Honorarium & Accountability

8.2 Health Services (February 20, 2023)

Naresh Indicated that a Campus Nurse for the Prince Albert Campus has been hired. Naresh will contact Kendra to inquire about the various services the Health Services can provide to students.

**ACTION: Naresh**

8.3 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 and the Gap Coverage.



8.4 SPSA Information on Brightspace (May 25, 2023)

Gabby and Nicole have forwarded their proposed document to Ashley for review. This document will be forwarded to Leanne Barrington, Student Engagement Coordinator – North for addition on Brightspace.

8.5 Bike Concerns (June 6, 2023)

**9. Subject: Closed Session**

The closed session began at 4:55 p.m.

The closed session ended at 5:26 p.m.

**10. Subject: Announcements**

10.1 Cultural Diversity Advisory Committee

The SPSA would like to congratulate Abhishek Jain, VP Moose Jaw on their appointment to the Moose Jaw Cultural Diversity Advisory Committee.

**11. Subject: Next Meeting**

October 25, 2023, 4:00 p.m., Zoom Meeting

**12. Subject: Adjournment**

The meeting was adjourned at 5:28 p.m.

Date Accepted:

Signature:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, October 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 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 Naresh to accept the Agenda as presented. CARRIED.

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

MOVED by Nicole, SECONDED by Abhishek to accept the October 11, 2023 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

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

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

MOVED by Naresh, SECONDED by Abhishek to accept the October 25, 2023 General Manager's Report as presented. CARRIED.

Carol announced that effective Monday, October 23, 2023, the SPSA has received our Certificate of Registration for the Saskatchewan Immigrant Nominee Program (SINP).

**6. Subject: Action Items**

6.1 VP Prince Albert EC Report (October 11, 2023)  
Complete.



6.2 Used Program Materials (April 12, 2023)

Deferred.

**ACTION: Steven & Carol**

6.3 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**

6.4 Open Educational Resources (February 20, 2023)

Nicole has emailed Dr. Mike Gillespie, AVP Learning & Teaching regarding textbook requirements and affordability. Nicole and the Academic Affairs Committee will be investigating this issue further.

**ACTION: Nicole**

6.5 International Student Tuition Estimates (May 25, 2023)

Deferred.

**ACTION: Nicole**

6.6 Locker Concerns (July 22, 2022)

Deferred. It was noted that General Council members brought forward student concerns such as locker maps and website accessibility to Kendra Strong-Garcia, Director, Student Engagement & Learning Services at the last General Council Meeting. Naresh will follow-up with Kendra and provide an update to Executive Council once available.

**ACTION: Naresh**

6.7 Cafeteria Concerns (June 22, 2022)

General Council members brought forward student concerns to Kendra at the last General Council Meeting. Steven has contacted Bobbi Bates, Manager, Hospitality Services regarding the students' food preferences. Nicole noted that during the Saskatoon Council Connect, students complained about the lack of food choices for students who have dietary requirements. It was also suggested that ingredient list be made available to ensure that students are getting the appropriate food. Carol forwarded the Cold Vending Machine photos from the Moose Jaw Campus. Currently, only chips and snack items are available inside the vending machine.

Executive Council agreed to bring forward these issues to the SP Senior Leadership Team at the next SP/SPSA Meeting slated for November 23, 2023. It was suggested that communication issues between SP and SPSA be discussed at this meeting. Executive Council also agreed to bring forward these issues to the SP Board of Directors should the communication issues persist.

**ACTION: Executive Council**

Louie will schedule a meeting to discuss the Agenda for the next SP/SPSA Meeting.

**ACTION: Louie**

6.8 BCITSA & SUDS Report (July 26, 2023)

Complete.

6.9 Brightspace Instructor Training (August 25, 2023)

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

**ACTION: Nicole**

6.10 Program Textbook List (August 25, 2023)

Deferred. Nicole has contacted Dr. Gillespie and Kendra to inquire about textbook list submission deadlines by instructors and is currently waiting for a response.

**ACTION: Nicole**

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

Nicole met with Ev Slavin-Scharback, EA to the President & CEO and Trish Schmidt, EA to the Board of Directors regarding the SPSA request for the SP Board of Director's Meeting Minutes. Nicole indicated that the past meeting minutes will be forwarded to her as soon as possible, however the most recent minutes will take time as the format of the meeting minutes has changed. Steven will inquire at the next Board Meeting, the rationale behind the meeting minutes format change.

**ACTION: Steven**

6.12 Wellness Fee (July 6, 2022)

General Council members brought forward student concerns at the last General Council Meeting. Nicole indicated that during the Saskatoon Council Connect, students mentioned the following concerns:

- Gym equipment availability (e.g., balls and nets);
- Slippery Gym floors when participating in Police Officer Physical Abilities Test (POPAT);
- Accessibility for students studying in the satellite campuses.

Abhishek mentioned that the Moose Jaw Campus has a lack of gym equipment as well. Naresh indicated that the Commissionaires on the PA Campus are able to open the gym stores and provide the gym equipment to students when the Wellness Staff is away. Carol will contact Kendra to request for the same process at the other campuses.

**ACTION: Carol**

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

Deferred. Louie has contacted the student society's Executive Council and is still waiting for a response.

**ACTION: Naresh, Carol & Louie**

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

Deferred.

**ACTION: Louie**

6.15 Lobbying Efforts with URSU (September 20, 2023)

Complete.

#### 6.16 Student Services Meeting (September 20, 2023)

Steven has contacted Kendra, who indicated that the intent of the meeting was to direct Executive Council members to the appropriate contact in order to pursue their personal and professional goals. Gabby suggested that members can notify Kendra individually should they need assistance and guidance. Nicole suggested providing Kendra with the VP's portfolio goals instead. Steven will contact Kendra to schedule a meeting with Nicole to discuss the Academic Affairs portfolio goals.

**ACTION: Steven**

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

#### 7.1 Promotion of Outside Organizations

Executive Council members have been receiving an influx of emails asking the SPSA to promote their services and events. Members discussed that the SPSA can promote some organizations and it would be dependent on what type of event it would be. One suggestion was to include links to our "External Links" page on the website. The Governance & Policy Committee and Louie will look into other organization's advertising policies for outside groups.

**ACTION: Gabby & Louie**

#### 7.2 Multicultural Music Club Ratification

MOVED by Naresh, SECONDED by Nicole to accept the ratification of the Multicultural Music Club as presented. CARRIED.

#### 7.3 Vietnamese Student Society Ratification

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

#### 7.4 Gujarati Samaj Ratification

MOVED by Naresh, SECONDED by Abhishek to accept the ratification of the Gujarati Samaj as presented. CARRIED.

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

#### 8.1 Bylaw Updates (June 22, 2022)

The Governance & Policy Committee met yesterday to discuss the policies for review. The Committee will forward suggested amendments to General Council for approval.

##### 8.1.1 Executive Hours

##### 8.1.2 Campus Representative Honorarium & Accountability

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

Naresh indicated that Kendra is currently working on a comprehensive list of services that the Campus Health Nurses will provide but noted that pre-primary healthcare (initial assessments), information, recommendations, advisory and vaccinations are some of the services that the Campus Health Nurse will provide to students.



8.3 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.

8.4 SPSA Information on Brightspace (May 25, 2023)

Complete.

8.5 Bike Concerns (June 6, 2023)

**9. Subject: Closed Session**

The closed session began at 4:55 p.m.  
The closed session ended at 5:20 p.m.

**10. Subject: Announcements**

10.1 Saskatchewan Post-Secondary Council (SPSC)

The SPSA would like to congratulate Steven Jose, President and Nicole Zalesak, VP Saskatoon & Academic, on their appointment as Council Members of the Saskatchewan Post-Secondary Council (SPSC).

10.2 MLA Reception

Steven will be joining the MLA Reception in Regina on October 30, 2023.

10.3 Annual General Meeting

The Annual General Meeting has been scheduled for November 2, 2023, 12:00 p.m. at the following locations (Zoom Links are available upon request):

- Moose Jaw Rm 2.213
- Prince Albert Board Room, Technical Building
- Regina Rm 336
- Saskatoon Rm 104

10.4 Campus Representative Update

Abhishek announced that Achint Dhiman has stepped down from his position and Het Patel has been successfully appointed as Campus Representative, Moose Jaw.

**11. Subject: Next Meeting**

Wednesday, November 8, 2023, 4:00 p.m., Zoom Meeting

**12. Subject: Adjournment**

The meeting was adjourned at 5:23 p.m.





Date Accepted:

Signature:



**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:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, November 22, 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 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 Abhishek, SECONDED by Gabby to accept the Agenda as amended. CARRIED.

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

MOVED by Naresh, SECONDED by Abhishek to accept the November 8, 2023 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Naresh, SECONDED by Gabby to accept the November 8, 2023, President's and Vice President Moose Jaw, Prince Albert and Regina's Reports as presented. CARRIED.

**ACTION: Nicole**

**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. It was noted that



time and resources are limited to effectively develop an OER for a specific class. 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 gathering information on programs that require textbooks solely for the online access codes, which provide access to quizzes and exams that students are required to take. It was noted that there is also a price discrepancy between buying from the Bookstore and online. The Committee is also in the process of developing a Textbook Policy Proposal for presentation to the SP Senior Leadership Team.

*English Language Requirement (November 8, 2023)*

Deferred.

*Learning Plan Policy Proposal (November 22, 2023)*

The Committee will work closely with the Student Advocates to develop a Learning Plan Policy Proposal to present to the SP Senior Leadership Team.

*Co-op Work Term Fees (November 22, 2023)*

Committee members indicated that students who decide to participate in a co-op work term would need to pay a fee of \$1,400. Louie has forwarded his research to the Academic Committee for review and discussion at their next meeting.

*6.2 Student Affairs*

*Locker Concerns (July 22, 2022)*

Deferred.

*Cafeteria Concerns (June 22, 2022)*

Deferred.

*Wellness Fee (July 6, 2022)*

The Committee will continue monitoring the Fitness and Gym Facilities for any issues that may arise.

*Health Services (February 20, 2023)*

Deferred. Naresh has contacted Kendra Strong Garcia, Interim Director, Counselling & Health Services regarding providing a comprehensive list of services that the Campus Health Nurses will provide and is currently waiting for a response.

*Bike Concerns (June 6, 2023)*

Deferred.

*Student Etiquette (November 8, 2023)*

The Committee will contact Kendra and the International Education to provide a session regarding the Student Code of Conduct and Canadian Culture.



### 6.3 Governance & Policy

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

Deferred.

#### 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

Once complete, the Committee will forward the policies to the Remuneration & Honorarium Committee and then to the General Council for review and consideration.

### 6.4 Finance

#### SPSA Financial Statements (November 22, 2023)

The Committee met last week to discuss the SPSA Financials ending October 31, 2023 and the SPSA Operating Budget 2023/24 (Actuals ME October 31, 2023).

#### Health & Dental Plan (November 22, 2023)

The Committee discussed the upcoming International Student Emergency Medical Coverage, Repatriation and Transportation Plan Referendum. Committee members also discussed and provided feedback on the current Health & Dental Plan services. Carol suggested that the Finance Committee look into Canada Life vs. Adjudicare at an upcoming committee meeting.

## **7. Subject: Action Items**

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

Deferred.

**ACTION: Steven**

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

Deferred. Carol has followed up with Kendra, who inquired about the purpose of the International Student Email List. Carol explained to Kendra, that the SPSA has requested a copy of the list to survey international students for items such as transportation needs, housing and welcome airport pick-up. Carol will provide an update once available.

**ACTION: Carol**

### 7.3 Brightspace Instructor Training (August 25, 2023)

Deferred.

**ACTION: Nicole**

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

Steven will inquire at the next Board Meeting, about the rationale behind the meeting minutes format change.

**ACTION: Steven**

7.5 SP Academic Appeals Policy (November 8, 2023)

Deferred. Gabby will schedule a meeting with Madi Currie, Student Advocate - North to discuss concerns regarding this policy.

**ACTION: Gabby**

7.6 SPSA Financials ME October 31, 2023 (November 8, 2023)

MOVED by Abhishek, SECONDED by Naresh to accept SPSA Financials ME October 31, 2023, as presented. CARRIED.

**8. Subject: New Business**

8.1 Rec & Tourism Management 2025 Ratification

MOVED by Gabby, SECONDED by Naresh to accept the ratification of the Rec & Tourism Management 2025 Student Society as presented. CARRIED.

**9. Subject: Ongoing Business**

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

9.2 International Student Tuition Estimates (May 25, 2023)

**10. Subject: Closed Session**

The closed session began at 4:17 p.m.

The closed session ended at 4:55 p.m.

**11. Subject: Announcements**

There are no Announcements at this time.

**12. Subject: Next Meeting**

Wednesday, December 6, 2023, 4:00 p.m., Zoom Meeting

**13. Subject: Adjournment**

The meeting was adjourned at 4:58 p.m.

Date Accepted:

Signature:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, December 6, 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 4:03 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 Nicole, SECONDED by Abhishek to accept the Agenda as amended. CARRIED.

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

MOVED by Gabby, SECONDED by Naresh to accept the November 22, 2023 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Nicole, SECONDED by Naresh to accept the November 22, 2023, President's and Vice President Moose Jaw and Regina's Reports as presented. CARRIED.

**ACTION: Nicole & Naresh**

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

Deferred.

**ACTION: Carol**

**6. Subject: Standing Committee Updates**

6.1 Academic Affairs

Open Educational Resources (February 20, 2023)

Deferred.

Textbook Affordability (August 25, 2023)

Deferred.

English Language Requirement (November 8, 2023)

Louie forwarded his research to committee members for review and agreed that SP's English Language Requirements are on par with other post-secondary institutions. The Committee will contact International Education to inform them of concerns from students indicating that they are having trouble understanding coursework due to their lack of English proficiency.

Learning Plan Policy Proposal (November 22, 2023)

Deferred.

Co-op Work Term Fees (November 22, 2023)

Louie has forwarded his research to the Academic Committee for review and agreed that the Co-op Fees are on par with other post-secondary institutions. Louie is in the process of researching Co-op Procedures.

Learning Services Tutor (December 6, 2023)

Nicole indicated that Learning Services provides some online Chemistry resources and three Chemistry Tutors, two of which are based in the Saskatoon Main Campus and one in the Moose Jaw Campus. The Saskatoon-based tutors offer "Intro to Chemistry", which covers high school-level theory/equations and general-level Chemistry theory, while the Moose Jaw-based tutor offers "Advanced Chemistry" which is available via Zoom for Saskatoon students. Nicole noted that students who requested a Zoom session for Advanced Chemistry expressed difficulty working through practical equations over Zoom. Nicole has contacted Kendra Strong Garcia, Director, Student Engagement & Learning Services, who inquired about which specific Programs are having this concern. Nicole will respond with Programs that have reached out but note that there might be students from other Programs that have not reached out for support.

6.2 Student Affairs

Locker Concerns (July 22, 2022)

Deferred.

Cafeteria Concerns (June 22, 2022)

Naresh indicated that SP has decided to extend the cafeteria hours to 4:00 p.m., however, the implementation timeframe is still undetermined.

Wellness Fee (July 6, 2022)

The Committee will continue monitoring the Fitness and Gym Facilities for any issues that may arise. Naresh will contact Kendra to request for the SPSA's participation in the Wellness Planning Committee.

Health Services (February 20, 2023)

Deferred. Naresh has contacted Kendra Strong Garcia, Interim Director, Counselling & Health Services regarding the current Regina Campus Nurse, whose hours are Tuesdays & Thursdays from 9:00 a.m. - 3:00 p.m. Naresh received a response from Kendra, who

indicated that the Regina Campus Nurse will be back in January and should have regular office hours.

*Bike Concerns (June 6, 2023)*

Deferred.

*Student Etiquette (November 8, 2023)*

The Committee will contact Kendra and the International Education to provide a session regarding the Student Code of Conduct and Canadian Culture.

6.3 Governance & Policy

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

Deferred.

*Policy Updates (October 25, 2023)*

The Committee has finished reviewing the proposed amendments for the Governance Series Policies, which will be forwarded to the General Council once endorsed by the Remuneration & Honorarium Committee. The Committee will start reviewing the Elections Series Policies to determine if any amendments are required.

6.4 Finance

Deferred.

**7. Subject: Action Items**

7.1 VP Saskatoon EC Report (November 22, 2023)

Complete.

7.2 Used Program Materials (April 12, 2023)

Deferred. Carol will contact Alice Miller, AVP Student Services regarding providing this service to the student membership. Carol will include Steven in this communication.

**ACTION: Carol**

7.3 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**

7.4 Brightspace Instructor Training (August 25, 2023)

Deferred.

**ACTION: Nicole**

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

Deferred. Steven indicated that the SPSA Executive Council has been invited to the next SP Board of Directors' Meeting on January 26, 2024. Steven will inquire about the rationale behind the meeting minutes format change at this meeting

**ACTION: Steven**



7.5 SP Academic Appeals Policy (November 8, 2023)

Deferred.

**ACTION: Gabby**

**8. Subject: New Business**

8.1 SNSS Re-Ratification

MOVED by Nicole, SECONDED by Naresh to accept the re-ratification of the Saskatoon Nursing Student Society (SNSS) as presented. CARRIED.

**9. Subject: Ongoing Business**

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

Nicole indicated that some students have expressed that the SPSA Dental Plan was unable to cover some of their dental procedures. Carol noted that concerns regarding the SPSA Health & Dental Plan should be forwarded to staff to ensure that students can receive the appropriate information on the present services and support. Should there be a need for changes to the SPSA Health & Dental Plan, Abhishek and Carol can meet with Gallivan to address these concerns.

9.2 International Student Tuition Estimates (May 25, 2023)

**10. Subject: Closed Session**

The closed session began at 4:34 p.m.

The closed session ended at 5:37 p.m.

**11. Subject: Announcements**

There are no Announcements at this time.

**12. Subject: Next Meeting**

Wednesday, December 20, 2023, 4:00 p.m., Zoom Meeting

**13. Subject: Adjournment**

The meeting was adjourned at 5:43 p.m.

Date Accepted:

Signature:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, December 20, 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 4:03 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 Naresh, SECONDED by Abhishek to accept the Agenda as amended. CARRIED.

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

MOVED by Nicole, SECONDED by Naresh to accept the December 6, 2023 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Gabby, SECONDED by Nicole to accept the December 20, 2023, Executive Council Reports as presented. CARRIED.

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

MOVED by Abhishek, SECONDED by Gabby to accept the December 20, 2023, General Manager's Report as presented. CARRIED.

**6. Subject: Standing Committee Updates**

6.1 Academic Affairs

Open Educational Resources (February 20, 2023)

Deferred.

Textbook Affordability (August 25, 2023)

Deferred.

*English Language Requirement (November 8, 2023)*

Nicole noted student concerns indicating that they are having trouble understanding the coursework due to their lack of English proficiency. Committee members have forwarded these concerns to Kendra and will contact Annie Fu, Manager, International Education regarding these concerns as well.

*Learning Plan Policy Proposal (November 22, 2023)*

Deferred.

*Co-op Work Term Fees (November 22, 2023)*

Nicole indicated that students who decide to participate in a co-op work term would need to pay a fee of \$1,400. This fee would provide access to a list of SP-approved employers and SP employees who can assist in resume-building, interview practices, and finding the best-fit employer for the student co-op. Committee members noted concerns that students who are unable to secure employment will not be provided a refund for their Co-op Work Term Fees. At the GC Meeting, it was noted that Laura Sperlie, Director, Strategic Enrolment Management will be the best contact for this concern.

*Learning Services Tutor (December 6, 2023)*

Nicole has contacted Kendra regarding providing an in-person Advanced Chemistry Tutor in Saskatoon. Nicole noted that Kendra will look into this concern.

6.2 Student Affairs

*Locker Concerns (July 22, 2022)*

Deferred.

*Cafeteria Concerns (June 22, 2022)*

Naresh indicated that SP has decided to extend the cafeteria hours to 4:00 p.m., however, the implementation timeframe is still undetermined. Naresh suggested contacting SP in February regarding the implementation timeline if the increased hours haven't been implemented.

*Wellness Fee (July 6, 2022)*

Naresh indicated that changes are being made to the PA Campus Fitness Centres. New equipment has been purchased and some cardio machines have been moved to the first floor.

*Health Services (February 20, 2023)*

Deferred.

*Bike Concerns (June 6, 2023)*

Deferred.

*Student Etiquette (November 8, 2023)*

The Committee will contact Kendra and the International Education to provide a session regarding the Student Code of Conduct and Canadian Culture.



### 6.3 Governance & Policy

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

Deferred.

#### Policy Updates (October 25, 2023)

Gabby indicated that a meeting has been scheduled with Carol, Ashley and Louie to discuss the Election Policies.

### 6.4 Finance

Abhishek has forwarded the SPSA Financials ME November 2023 to the committee for review and indicated that no concerns were noted by the committee members.

## **7. Subject: Action Items**

### 7.1 VP Saskatoon and VP Prince Albert EC Report (December 6, 2023)

Complete.

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

Deferred. Carol has contacted Kendra Strong-Garcia, Director, Student Engagement & Learning Services and currently waiting for a response.

**ACTION: Carol**

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

Deferred.

**ACTION: Carol**

### 7.4 Brightspace Instructor Training (August 25, 2023)

Deferred.

**ACTION: Nicole**

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

Deferred.

**ACTION: Steven**

### 7.5 SP Academic Appeals Policy (November 8, 2023)

Gabby met with Madi Currie, Student Advocate – North to discuss their concerns regarding the SP Academic Appeals Policy. Gabby will gather more information to develop an amendment proposal for the policy

**ACTION: Gabby**

## **8. Subject: New Business**

### 8.1 Security Concerns for Examinations

Steven indicated that there were security concerns regarding bags not being allowed in the gymnasium during the exam week. Other VP Campuses noted that this is currently not a concern at their respective campus. Abhishek will look into this issue.

**ACTION: Abhishek**



8.1 SPSA Financials ME November 2023

MOVED by Abhishek, SECONDED by Nicole to accept the SPSA Financials ME November 2023 as presented. CARRIED.

**9. Subject: Ongoing Business**

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

9.2 International Student Tuition Estimates (May 25, 2023)

**10. Subject: Closed Session**

The closed session began at 4:22 p.m.

The closed session ended at 4:46 p.m.

**11. Subject: Announcements**

11.1 Food Bank Donation

Abhishek indicated that Gallivan & Associates has donated an amount to each campus city Food Bank.

**12. Subject: Next Meeting**

TBA

**13. Subject: Adjournment**

The meeting was adjourned at 4:49 p.m.

Date Accepted:

Signature:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, January 10, 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 4:37 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 Abhishek to accept the Agenda as amended. CARRIED.

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

MOVED by Gabby, SECONDED by Naresh to accept the December 20, 2023 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Nicole, SECONDED by Naresh to accept the January 10, 2024, Executive Council Reports as presented. CARRIED.

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

MOVED by Abhishek, SECONDED by Naresh to accept the January 10, 2024, General Manager's Report as presented. CARRIED.

Carol will be conducting interviews for the Student Advocate - South position for the next two days in Regina. Carol noted that Madi Currie, Student Advocate - North will be assisting in the interview process.

**6. Subject: Standing Committee Updates**

6.1 Academic Affairs

Open Educational Resources (February 20, 2023)

Deferred.

*Textbook Affordability (August 25, 2023)*

Nicole indicated that a group of students has forwarded their concerns regarding required textbook pricing and availability. Nicole noted that the Program has been involved in the discussions and has addressed the student inquiries. Nicole suggested implementing a survey to find out student textbook concerns. It was noted that the survey can be included in the upcoming SWIPE Newsletter release.

*English Language Requirement (November 8, 2023)*

Deferred.

*Learning Plan Policy Proposal (November 22, 2023)*

Deferred.

*Co-op Work Term Fees (November 22, 2023)*

Deferred.

6.2 Student Affairs

*Locker Concerns (July 22, 2022)*

Deferred.

*Cafeteria Concerns (June 22, 2022)*

Naresh indicated that cafeteria hours have been extended to 4:00 p.m. across all campuses. The Student Affairs Committee will now focus on cafeteria food pricing, food quality and choices.

*Wellness Fee (July 6, 2022)*

Naresh indicated new equipment has been purchased and some cardio machines have been moved to the first floor of the PA Campus Fitness Centres.

*Health Services (February 20, 2023)*

Deferred.

*Bike Concerns (June 6, 2023)*

Deferred.

*Student Etiquette (November 8, 2023)*

Naresh attended the last International Student Orientation and noted that the Student Code of Conduct inside and outside the classroom has been discussed. Naresh will inquire at the next Student Affairs Meeting if the same has been implemented on the other campuses.

6.3 Governance & Policy

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

Deferred.

Policy Updates (October 25, 2023)

The Governance and Policy Committee met to discuss the proposed changes to the Elections Policy Series. The Governance Policy Series and Elections Policy Series drafts have been forwarded to the General Council for consideration. Moving forward, the committee will focus on the Grades Appeal Policy and FSAA lobbying.

6.4 Finance

Abhishek has forwarded the SPSA Financials ME December 2023 to the committee for review and indicated that no concerns were noted by the committee members.

**7. Subject: Action Items**

7.1 Used Program Materials (April 12, 2023)

Deferred. Carol has contacted Kendra Strong-Garcia, Director, Student Engagement & Learning Services to schedule a meeting with Alice Miller, AVP Student Services to discuss the SPSA's proposal of selling used program materials.

**ACTION: Carol**

7.2 International Student Email List (September 30, 2022)

Carol indicated that SP is concerned with the SPSA surveying the student body excessively. Carol noted that as per the SP-SPSA Master Partnership Agreement, 3.17 Student Engagement:

*The Student Association and Sask Polytech shall annually report on student engagement programs and services. In alignment with our commitment to a vibrant, involved student culture the Student Association annual report to the Associate Vice President Student Services shall include, but not be limited to, the following key performance indicators as identified by the Student Association:*

- (a) Student satisfaction as measured by survey data from Students.*
- (b) Student Association outcomes as measured against the SPSA Strategic Plan.*
- (c) Number of Students accessing Student Association opportunities, programs and services relative to all eligible Students.*

*This report shall focus on the year in review, lessons learned and plans for moving forward.*

*Sask Polytech shall provide ongoing Student Engagement Feedback in accordance with Section 8.1 [General Communications]. Unless specifically set out in writing, the Student Engagement Feedback shall not be considered a waiver of any right of Sask Polytech under this Agreement.*

Carol has forwarded this section to Kendra for review and consideration.

**ACTION: Carol**

7.3 Brightspace Instructor Training (August 25, 2023)

Deferred.

**ACTION: Nicole**

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

Deferred.

**ACTION: Steven**

7.5 SP Academic Appeals Policy (November 8, 2023)

Deferred. Gabby is compiling information that will be forwarded to Madi Currie, Student Advocate – North for review.

**ACTION: Gabby**

7.6 Security Concerns for Examinations (December 20, 2023)

Deferred. Abhishek will contact Kendra to obtain clarification on examination protocols.

**ACTION: Abhishek**

7.7 Parking Concerns (December 20, 2023)

Deferred. Carol met with Kendra, who indicated that she would look into student parking concerns such as overselling of monthly passes.

**ACTION: Carol**

**8. Subject: New Business**

8.1 MJ Thamizh Community Ratification

MOVED by Abhishek, SECONDED by Gabby to accept the ratification of the MJ Thamizh Community as presented. CARRIED.

8.2 AI Tools Usage

At the last GC Meeting, council members brought forward concerns regarding students utilizing AI Tools to aid in assignments and essays. Executive Council agreed that it would be beneficial if parameters for AI Tools usage were set by the institution. Louie will look into other institutions' policies regarding AI Tools usage.

**ACTION: Louie**

8.3 SPSA Elections

Louie indicated that the SPSA Elections will be held on March 31, 2024, and information sessions and nominations are slated for February and March 2024. The Elections Committee, which is responsible for carrying out the SPSA Elections in accordance with the SPSA's Bylaws and Policies should be formed in the meantime. Executive Council appointed the following individuals:

- Chief Returning Officer (CRO): Steven Jose
- Deputy Returning Officer (DRO):
  - Moose Jaw – Vacant
  - Prince Albert – Naresh Saroye
  - Regina – Gabriela Pozner
  - Saskatoon – Nicole Zalesak

Abhishek will inquire with the Moose Jaw Campus Representatives regarding the filling of the Moose Jaw DRO position.

**ACTION: Abhishek**

Louie asked the VPs to secure a Student-at-Large Representative from their respective Campus. Louie asked the council to provide names by Friday, January 19, 2024, at noon.

**ACTION: Executive Council**

#### 8.4 Annual Services Review Committee

Louie asked EC members to name a Campus Representative from each Campus Council to serve on the committee. Louie asked the council to provide names by Friday, January 19, 2024, at noon.

**ACTION: Executive Council**

#### 8.5 Remuneration & Honorarium Committee

Louie asked EC members to name the following:

- One member from each of the Campus Councils
- One member at large in good standing from each of the Campuses a Campus

Louie asked the council to provide names by Friday, January 19, 2024, at noon.

**ACTION: Executive Council**

#### 8.6 FSAA Meeting

Steven and Gabby indicated that the FSAA has proposed dates for an in-person lobbying effort in Ottawa. Gabby noted that the dates and lobbying documents are being finalized and once complete would be forwarded to Executive Council members for review.

**ACTION: Steven & Gabby**

#### 8.7 GC Meeting

Louie indicated that the next GC Meeting is scheduled for Saturday, January 20, 2024, at 9:00 a.m. Gallivan & Associates will be joining the meeting at 9:15 a.m. This will be to provide a refresher/overview of the myCanadaPlan information for the upcoming referendum and to answer any final questions. Louie also noted that Kendra will be joining the GC Meeting at 10:15 a.m. as a guest and observer.

#### 8.8 Provost Student Advisory Committee

Steven indicated that he and Abhishek have been invited to attend the Provost Student Advisory Committee Meetings. It was noted that in the SP-SPSA Master Partnership Agreement, Schedule H - Student Association Representation on Sask Polytech Board, Councils, and Committees, all five Executive Council members should have been invited to the Provost Student Advisory Committee. Steven will contact Dr. Has Malik, Provost & VP Academic, regarding this concern.

**ACTION: Steven**

## **9. Subject: Ongoing Business**

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

9.2 International Student Tuition Estimates (May 25, 2023)



**10. Subject: Closed Session**

The closed session began at 5:28 p.m.  
The closed session ended at 5:48 p.m.

**11. Subject: Announcements**

There are no Announcements at this time.

**12. Subject: Next Meeting**

Wednesday, January 24, 2024, 4:30 p.m.

**13. Subject: Adjournment**

The meeting was adjourned at 5:51 p.m.

Date Accepted:

Signature:





**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, January 24, 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 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 Nicole, SECONDED by Naresh to accept the Agenda as presented. CARRIED.

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

MOVED by Abhishek, SECONDED by Naresh to accept the January 10, 2024 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Abhishek, SECONDED by Nicole to accept the January 24, 2024, Executive Council Reports as presented. CARRIED.

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

MOVED by Gabby, SECONDED by Naresh to accept the January 24, 2024, General Manager's Report as presented. CARRIED.

Carol indicated that she is slated to have her holidays from February 20 - March 19, 2024.

**6. Subject: Standing Committee Updates**

6.1 Academic Affairs

Open Educational Resources (February 20, 2023)

Deferred.

*Textbook Affordability (August 25, 2023)*

Nicole is compiling information regarding required textbook misuses to prepare a position statement which will be forwarded to the SP Senior Leadership Team (SLT). Some of these issues include requiring textbooks solely for the online access codes, which provide access to quizzes and exams that students are required to take. Nicole will forward the position statement draft to the General Council for review once complete.

*English Language Requirement (November 8, 2023)*

Nicole also indicated that some students are experiencing difficulty understanding the coursework due to their lack of English proficiency. Nicole will contact Annie Fu, Manager, International Education regarding this concern.

*Learning Plan Policy Proposal (November 22, 2023)*

Deferred.

*Co-op Work Term Fees (November 22, 2023)*

Complete. Nicole indicated that the committee noted concerns that students who are unable to secure employment will not be provided a refund for their Co-op Work Term Fees. Nicole explained that alternative arrangements would be provided to students who were unable to secure employment.

6.2 Student Affairs

*Locker Concerns (July 22, 2022)*

Deferred.

*Cafeteria Concerns (June 22, 2022)*

Naresh indicated that the cafeteria across all four campuses has extended their hours to 4:00 p.m. Moving forward, the Student Affairs Committee agreed to focus on concerns regarding food options and pricing.

*Wellness Fee (July 6, 2022)*

Naresh indicated new equipment has been purchased and some cardio machines have been moved to the first floor of the PA Campus Fitness Centres. It was noted that Kelli Wells, Wellness Coordinator, has been contacted regarding the availability of the gymnasium during the weekends for student use. It was discussed that should a response not be received promptly, committee members should contact Kendra Strong-Garcia, Director, Counselling & Health Services regarding these concerns.

*Health Services (February 20, 2023)*

Naresh indicated that committee members will check the Campus Nurses' office hours to ensure that they are available for students in need. Naresh will also contact Kendra regarding the Health Nurses' duties and responsibilities.

*Bike Concerns (June 6, 2023)*

Deferred.

*Student Etiquette (November 8, 2023)*

Naresh indicated that the orientation provided by the International Department for the Winter Intake included a section on the Student Code of Conduct in and out of class. It was noted that during Saskatoon Council Connect Meeting, students brought forward concerns regarding bullying on Campus. It was suggested that the committee contact Kendra regarding this concern.

#### 6.3 Governance & Policy

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

Deferred.

##### Policy Updates (October 25, 2023)

Complete. The Governance Policy Series and Elections Policy Series amendments have been approved by the General Council.

#### 6.4 Finance

Abhishek indicated that the committee will work on the H&D Plan – Admin Services Only option as soon as the Referendum has been completed.

### **7. Subject: Action Items**

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

Deferred. Carol has scheduled a meeting with Kendra Strong-Garcia, Director, Student Engagement & Learning Services to discuss the SPSA's proposal of selling used program materials.

**ACTION: Carol**

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

Deferred. Carol has scheduled a meeting with Kendra regarding this item.

**ACTION: Carol**

#### 7.3 Brightspace Instructor Training (August 25, 2023)

Deferred.

**ACTION: Nicole**

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

Deferred. Steven will bring this forward at the next Board Meeting.

**ACTION: Steven**

#### 7.5 SP Academic Appeals Policy (November 8, 2023)

Deferred. Gabby is compiling information that will be forwarded to Madi Currie, Student Advocate – North for review. Once the document is complete, Gabby will schedule a meeting with Madi.

**ACTION: Gabby**

#### 7.6 Security Concerns for Examinations (December 20, 2023)

Deferred. Abhishek will contact Kendra to obtain clarification on examination protocols when the winter exam week starts. This item will be moved to Ongoing Business.

**ACTION: Abhishek**

#### 7.7 Parking Concerns (December 20, 2023)

Deferred. Carol has scheduled a meeting with Kendra to discuss student concerns regarding parking. Naresh noted that the student parking is full, however, monthly passes are still being sold to students.

**ACTION: Carol**

#### 7.8 AI Tools Usage (January 10, 2024)

Deferred.

**ACTION: Louie**

#### 7.9 SPSA Elections (January 10, 2024)

##### 7.9.1 DRO, Moose Jaw

Complete.

##### 7.9.2 Student-at-Large Representatives

Complete.

#### 7.10 Annual Services Review Committee (January 10, 2024)

Participants for the committee will be as follows:

- Abhishek Jain, VP Moose Jaw & Finance (Chair)
- Naresh Saroye, VP Prince Albert & Student Affairs (Vice Chair)
- Kumar Vikram, Campus Representative, Moose Jaw
- Michielin Nguyen, Campus Representative, Prince Albert
- Kai Nguyen, Campus Representative, Regina
- Nicole Zalesak, VP Saskatoon & Academic
- Carol Tetreault, General Manager (ex-officio)

Louie will schedule a meeting within the next two weeks.

**ACTION: Louie**

#### 7.11 Remuneration & Honorarium Committee (January 10, 2024)

Participants for the committee will be as follows:

- Abhishek Jain, VP Moose Jaw & Finance (Chair)
- Vacant, Campus Representative, Moose Jaw
- Harishgowtham Shanmugam, Campus Representative, Prince Albert
- Bhavya Trivedi, Campus Representative, Regina
- Kriztel Sayana, Campus Representative, Saskatoon
- Soniya Shetty, Student-at-Large Representative, Moose Jaw
- Digvijay Singh Monga, Student-at-Large Representative, Prince Albert
- Abraham Charles Winston Churchill, Student-at-Large Representative, Regina
- Faith Whitehawk, Student-at-Large Representative, Saskatoon
- Steven Jose, President (ex-officio)
- Carol Tetreault, General Manager (ex-officio)

Louie will schedule a meeting within the next two weeks.

**ACTION: Louie**



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

Deferred. Steven and Gabby are waiting for a response from the FSAA regarding the lobbying schedule. Steven will contact the FSAA should no response be received by the end of the week.

**ACTION: Steven**

7.13 Provost Student Advisory Committee (January 10, 2024)

Steven forwarded this concern to Alice Miller, AVP Student Services, who indicated that SP would review the committee's Terms of Reference. Steven will provide an update once it is available.

**ACTION: Steven**

**8. Subject: New Business**

8.1 Gap Coverage Referendum

The Referendum regarding the International Student Emergency Medical Coverage, Repatriation and Transportation Plan will be held on January 31, 2024. Carol, Louie and members from Gallivan & Associates are at all cities' campuses providing pamphlets and information regarding the proposed plan to students.

8.2 Meeting with AVP Miller

Steven met with AVP Miller last January 16, 2024, who indicated that the new classroom management system SP has been developing is currently undergoing an approval process. Once approved, the new system will be implemented in Fall 2024.

**9. Subject: Ongoing Business**

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

Abhishek and Carol noted that they will work with Gallivan once the referendum has been completed.

9.2 International Student Tuition Estimates (May 25, 2023)

**10. Subject: Closed Session**

The closed session began at 4:59 p.m.

The closed session ended at 5:55 p.m.

**11. Subject: Announcements**

There are no Announcements at this time.

**12. Subject: Next Meeting**

Tuesday, February 6, 2024, 4:45 p.m.

**13. Subject: Adjournment**



The meeting was adjourned at 5:57 p.m.

Date Accepted:

Signature:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Tuesday, February 6, 2024**

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

**Regrets:** Naresh Saroye, VP Prince Albert Campus

**1. Subject: Call to Order**

Steven called the meeting to order at 4:51 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 Abhishek to accept the Agenda as amended. CARRIED.

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

MOVED by Gabby, SECONDED by Abhishek to accept the January 24, 2024 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Nicole, SECONDED by Abhishek to accept the February 6, 2024, President's and VP Regina's Reports as presented. CARRIED.

**ACTION: Abhishek, Naresh & Nicole**

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

MOVED by Abhishek, SECONDED by Gabby to accept the February 6, 2024, General Manager's Report as presented. CARRIED.

**6. Subject: Standing Committee Updates**

6.1 Academic Affairs

Open Educational Resources (February 20, 2023)

Deferred.



*Textbook Affordability (August 25, 2023)*

Nicole has compiled information regarding textbook misuse and forwarded the draft to the General Council for review. Nicole, Carol, and Louie will prepare a position statement draft which will be forwarded to the General Council for approval.

*English Language Requirement (November 8, 2023)*

Nicole indicated that the Executive Council met with the SP Board of Directors last January 26, 2024, and presented several items including student campus needs, housing, transportation and cafeteria concerns. Nicole noted that the English Language Requirement was discussed but concerns were referred to the International Department. Nicole indicated that Dr. Has Malik, VP Academic has mentioned the availability of support for students struggling with understanding their coursework due to their lack of English proficiency. It was noted that the SPSA is not made aware of such student support. Nicole will inquire with Kendra Strong-Garcia, Director, Student Engagement & Learning Services.

*Learning Plan Policy Proposal (November 22, 2023)*

Deferred.

6.2 Student Affairs

*Locker Concerns (July 22, 2022)*

Deferred.

*Cafeteria Concerns (June 22, 2022)*

Deferred.

*Wellness Fee (July 6, 2022)*

Deferred.

*Health Services (February 20, 2023)*

Deferred.

*Bike Concerns (June 6, 2023)*

Deferred.

*Student Etiquette (November 8, 2023)*

Deferred.

6.3 Governance & Policy

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

Executive Council agreed that the promotion of outside organizations conflicts with the SP-SPSA Master Partnership Agreement and determined that this agenda item will be removed.

6.4 Finance

The Finance Committee has no updates at this time.





**7. Subject: Action Items**

7.1 Used Program Materials (April 12, 2023)

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**

7.2 International Student Email List (September 30, 2022)

Deferred. Carol indicated that Kendra is looking into this request.

**ACTION: Carol**

7.3 Brightspace Instructor Training (August 25, 2023)

Nicole spoke with instructors regarding Brightspace Instructor Training and indicated that the training course is available on Brightspace and is non-mandatory for instructors. Nicole will contact Alice Miller, AVP Student Services regarding this concern.

**ACTION: Nicole**

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

Deferred.

**ACTION: Steven**

7.5 SP Academic Appeals Policy (November 8, 2023)

Deferred.

**ACTION: Gabby**

7.6 Parking Concerns (December 20, 2023)

Carol was informed that the Regina parking lots will be repaired in Spring. Carol will follow up with Kendra regarding the overselling of monthly passes.

**ACTION: Carol**

7.7 AI Tools Usage (January 10, 2024)

Louie has forwarded the research to the Executive Council for review. It was suggested that Nicole contact Kendra to request an update on Academic Integrity Guidelines for AI Usage.

**ACTION: Nicole**

7.8 Annual Services Review Committee (January 10, 2024)

The meeting is scheduled for Friday, February 9, 2024, at 2:30 p.m.

7.9 Remuneration & Honorarium Committee (January 10, 2024)

The meeting is scheduled for Thursday, February 8, 2024, at 4:30 p.m.

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

Steven indicated that the in-person lobbying will be scheduled in March 2024 to accommodate the MLA availabilities. Steven and Gabby will meet with the FSAA on Thursday, February 8, 2024, at 6:30 p.m. to discuss the in-person lobbying logistics.

**ACTION: Steven & Gabby**



7.11 Provost Student Advisory Committee (January 10, 2024)

Steven contacted AVP Miller regarding this concern and is currently waiting for a response. Steven will send a follow-up email.

**ACTION: Steven**

**8. Subject: New Business**

8.1 Gap Coverage Referendum

Abhishek announced that 83.23% of voters voted in favour of implementing the International Student Emergency Medical Coverage, Repatriation and Transportation Plan beginning in Fall 2024. Abhishek and Carol thanked all Council members and staff for their efforts in ensuring that the student body is making an informed decision.

8.2 Teacher's Strike

Carol has contacted Kendra to inquire about how the Saskatchewan Teachers' Federation (STF) strike will affect the students on the Ave W Campus in Saskatoon. It was noted that SP classes and supports will continue as usual and that cafeteria closure dates have been provided to students. The SPSA will continue monitoring the situation to ensure that the effect on SP students will be minimal.

**9. Subject: Ongoing Business**

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

9.2 International Student Tuition Estimates (May 25, 2023)

9.3 Security Concerns for Examinations (December 20, 2023)

**10. Subject: Closed Session**

The closed session began at 5:36 p.m.  
The closed session ended at 5:44 p.m.

**11. Subject: Announcements**

11.1 General Council Meeting

The General Council Meeting is scheduled for Saturday, February 10, 2024, at 9:00 a.m.

11.2 Budget Retreat

The Budget Retreat is scheduled for Friday, February 16, 2024, until Monday, February 19, 2024.

11.3 Saskatchewan Post-Secondary Student Council

Steven and Nicole will be attending the Saskatchewan Post-Secondary Student Council in Regina on February 21, 2024.



**12. Subject: Next Meeting**  
Monday, February 19, 2024, 10:00 a.m.

**13. Subject: Adjournment**  
The meeting was adjourned at 5:48 p.m.

Date Accepted:

Signature:



**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:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, March 6, 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**

Abhishek called the meeting to order at 4:48 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 Nicole, SECONDED by Gabby to accept the Agenda as amended. CARRIED.

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

MOVED by Gabby, SECONDED by Nicole to accept the February 19, 2024 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Gabby, SECONDED by Nicole to accept the March 6, 2024, Vice Presidents' Reports as presented. CARRIED.

**ACTION: Steven**

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

Deferred.

**ACTION: Carol**

**6. Subject: Standing Committee Updates**

6.1 Academic Affairs

Open Educational Resources (February 20, 2023)

Nicole indicated that this coming week will be OER Week, wherein information regarding OERs will be distributed to the students and staff. Nicole will also contact Dr.



Mike Gillespie, AVP Learning & Teaching, regarding OER Funding to determine the next steps.

Textbook Affordability (August 25, 2023)

Deferred.

English Language Requirement (November 8, 2023)

Deferred.

Learning Plan Policy Proposal (November 22, 2023)

Deferred.

Chemistry Tutor

Deferred.

6.2 Student Affairs

Locker Concerns (July 22, 2022)

Deferred. Naresh indicated that the Committee is planning to contact SaskBuilds directly to address our concerns.

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. It was noted that the cafeteria has started to offer more vegetarian options at each campus location.

Wellness Fee (July 6, 2022)

Deferred.

Health Services (February 20, 2023)

Naresh indicated that the Committee is currently monitoring the Campus Nurse hours. Naresh also noted that SP is in the process of hiring for the Director, Counselling & Health Services position.

Bike Concerns (June 6, 2023)

Deferred.

Student Etiquette (November 8, 2023)

Deferred.

6.3 Governance & Policy

The Governance & Policy Committee has no updates at this time.

6.4 Finance

The Finance Committee has no updates at this time.

**7. Subject: Action Items**

7.1 Used Program Materials (April 12, 2023)



Deferred.

**ACTION: Carol**

7.2 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**

7.3 Brightspace Instructor Training (August 25, 2023)

Deferred.

**ACTION: Nicole**

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

Deferred.

**ACTION: Steven**

7.5 SP Academic Appeals Policy (November 8, 2023)

Gabby met with Madi Currie, Student Advocate – North to discuss concerns with the SP Academic Appeals Policy and Procedures. Gabby will be developing strategies to address these concerns and determine the next steps.

**ACTION: Gabby**

7.6 GOV 6 – Executive Remuneration & Accountability Draft (February 19, 2024)

Complete. The Executive Council has reviewed the proposed draft and agreed to forward it to the General Council for consideration.

7.7 Parking Concerns (December 20, 2023)

Deferred.

**ACTION: Carol**

7.8 AI Tools Usage (January 10, 2024)

Deferred.

**ACTION: Nicole**

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

Deferred. Steven and Gabby are currently waiting for a response.

**ACTION: Steven & Gabby**

7.10 Provost Student Advisory Committee (January 10, 2024)

Deferred. Steven will forward the last PAC Meeting Agenda to Executive Council.

**ACTION: Steven & Abhishek**

7.11 Office Hours (February 19, 2024)

Executive Council agreed to amend the SPSA Office Hours to Monday to Friday, 8:00 a.m. to 4:00 p.m. beginning in the Fall Semester. In addition, increased campus-specific office hours may be implemented at the beginning of each intake.

7.12 Response to URSU (February 19, 2024)

Complete.

7.13 Transition Retreat Logistics (February 19, 2024)

Deferred. Louie is looking into various venues for April 26-29, 2024.

**ACTION: Louie**

**8. Subject: New Business**

8.1 SPSA Fees - LINC Students

Abhishek and Carol explained that SP will no longer assist in paying for LINC students' SPSA Fees, effectively removing them from our membership. Abhishek and Carol are currently scheduling a meeting with Steven, Alice Miller, AVP Student Services and Kendra Strong-Garcia, Director, Student Engagement & Learning Services.

**ACTION: Abhishek & Carol**

8.2 Staff Send-Off

Carol will schedule a dinner with Will once back from her holidays.

**ACTION: Carol**

8.3 Brush and Colours Art Club (PA) Student Society Ratification

MOVED by Naresh, SECONDED by Nicole to accept the ratification of the Brush and Colours Art Club as presented. CARRIED.

**9. Subject: Ongoing Business**

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

9.2 International Student Tuition Estimates (May 25, 2023)

9.3 Security Concerns for Examinations (December 20, 2023)

Steven noted that students were told to only carry necessities for their exams. Students were also told that bio breaks would not be allowed during the exam. Abhishek will send a follow-up email to Kendra regarding these concerns.

**ACTION: Abhishek**

9.4 Campus Dentist (February 19, 2024)

**10. Subject: Closed Session**

The closed session began at 5:32 p.m.

The closed session ended at 6:02 p.m.

**11. Subject: Announcements**

11.1 All Nominees Meeting

The All Nominees Meeting will be on Monday, March 11, 2024, at 12:00 p.m. and 4:30 p.m.



11.2 GC Meeting

The General Council meeting is slated for March 23-24, 2024 at the Saskatoon Campus.

11.3 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.

**12. Subject: Next Meeting**

Wednesday, March 20, 2024, 4:45 p.m.

**13. Subject: Adjournment**

The meeting was adjourned at 6:06 p.m.

Date Accepted:

Signature:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Zoom Meeting**  
**Wednesday, March 20, 2024**

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

**Regrets:** Abhishek Jain, VP Moose Jaw Campus

**1. Subject: Call to Order**

Steven called the meeting to order at 4:47 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 Nicole, SECONDED by Gabby to accept the Agenda as amended. CARRIED.

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

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

**4. Subject: Executive Council Reports**

MOVED by Nicole, SECONDED by Naresh to accept the March 20, 2024, President's and Vice Presidents Moose Jaw and Regina's Reports as presented. CARRIED.

**ACTION: Nicole & Naresh**

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

Deferred.

**ACTION: Carol**

**6. Subject: Standing Committee Updates**

6.1 Academic Affairs

Open Educational Resources (February 20, 2023)

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



Textbook Affordability (August 25, 2023)

Nicole has contacted Dr. Gillespie to request a meeting to discuss the previously forwarded Textbook Affordability Position Statement.

English Language Skills Supports (November 8, 2023)

Nicole has contacted Kendra Strong-Garcia, Director, Student Engagement and Learning Services regarding English language skills supports available for international students.

Learning Plan Policy Proposal (November 22, 2023)

Deferred.

Chemistry Tutor

Deferred.

6.2 Student Affairs

Locker Concerns (July 22, 2022)

Deferred.

Cafeteria Concerns (June 22, 2022)

Deferred.

Wellness Fee (July 6, 2022)

Deferred.

Health Services (February 20, 2023)

Deferred.

Bike Concerns (June 6, 2023)

Deferred.

Student Etiquette (November 8, 2023)

Deferred.

6.3 Governance & Policy

The Governance & Policy Committee has no updates at this time.

6.4 Finance

The Finance Committee has no updates at this time.

**7. Subject: Action Items**

7.1 President's EC Report (March 6, 2024)

Complete.

7.2 Used Program Materials (April 12, 2023)

Deferred.

**ACTION: Carol**





7.3 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**

7.4 Brightspace Instructor Training (August 25, 2023)

Deferred.

**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 Carol and Louie to assist in developing strategies and determine the next steps.

**ACTION: Gabby**

7.7 Parking Concerns (December 20, 2023)

Deferred.

**ACTION: Carol**

7.8 AI Tools Usage (January 10, 2024)

Deferred.

**ACTION: Nicole**

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

Ongoing. Steven and Gabby have sent a follow-up email to Michael Gault, BCFS Director, and are currently awaiting a response.

**ACTION: Steven & Gabby**

7.10 Provost Student Advisory Committee (January 10, 2024)

Deferred. Steven will forward the last PAC Meeting Agenda to the Executive Council.

**ACTION: Steven & Abhishek**

7.11 Transition Retreat Logistics (February 19, 2024)

Deferred.

**ACTION: Louie**

7.12 SPSA Fees – LINC Students (March 6, 2024)

Steven, Abhishek and Carol have been in communication with Alice Miller, AVP Student Services and Kendra Strong-Garcia, Director, Student Engagement & Learning Services regarding this concern. Carol has scheduled a meeting with Emel Ortac, LINC Program Head to discuss the various SPSA Services provided to LINC Students.

**ACTION: Steven, Abhishek & Carol**

7.13 Staff Send-Off (March 6, 2024)

Complete.

**8. Subject: New Business**

8.1 Council Connect Event

Steven noted that Rob Clark, CEO, Moose Jaw & District Chamber of Commerce has been invited to the MJ Council Connect to discuss the RINP. It was suggested that this be an independent event instead to cater specifically to international students. Steven will discuss this further with Abhishek.

**ACTION: Steven**

8.2 Sask Polytech Hackathon 2024

Nicole has participated in the first SP Hackathon event on campus which aimed to respond to this year's challenge statement: "How can we make Sask Polytech a better place for future students?" Nicole noted that students have presented some ideas which includes:

- An improved student and campus event calendar.
- SPCard - a unified access card and student ID for all things on campus.
- A student-led community forum.
- A carpool app exclusively for Sask Polytech students.
- An improved booking experience for students requiring testing accommodations.

It was noted that the SPSA would be willing to develop these ideas with the students should they choose to do so.

**9. Subject: Ongoing Business**

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

9.2 International Student Tuition Estimates (May 25, 2023)

9.3 Security Concerns for Examinations (December 20, 2023)

9.4 Campus Dentist (February 19, 2024)

Carol has not received a response from any of the Campus Dentist contacts.

**10. Subject: Closed Session**

The closed session began at 5:33 p.m.

The closed session ended at 6:01 p.m.

**11. Subject: Announcements**

11.1 Staff Update

Carol announced that Alyssa Taylor has joined the SPSA as the new Administrative Assistant, Moose Jaw Campus.



**12. Subject: Next Meeting**

Wednesday, April 3, 2024, 4:45 p.m.

**13. Subject: Adjournment**

The meeting was adjourned at 6:05 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 3, 2024**

**Present:** Steven Jose, President; Abhishek Jain, VP Moose Jaw Campus, Incoming President; Naresh Saroye, VP Prince Albert Campus; Gabriela Pozner, VP Regina Campus; Nicole Zalesak, VP Saskatoon Campus; Soniya Shetty, Incoming VP Finance; Altaf Iqbal Mansuri, Incoming VP Moose Jaw Campus; Vihang Sadhu, Incoming VP Regina Campus; Harishgowtham Shanmugam, Incoming VP Prince Albert Campus; Kriztel Sayana, Incoming VP Saskatoon Campus; Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Steven called the meeting to order at 4:49 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 Naresh, SECONDED by Abhishek to accept the March 20, 2024 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Nicole, SECONDED by Abhishek to accept the April 3, 2024, Executive Council Reports as presented. CARRIED.

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

MOVED by Gabby, SECONDED by Nicole to accept the April 3, 2024, General Manager's Report as presented. CARRIED.

Carol indicated that a meeting with Nicole and Leanne Mills, Administration Director, NAITSA should be included in the report.

**6. Subject: Standing Committee Updates**

6.1 Academic Affairs

Open Educational Resources (February 20, 2023)

Deferred.

Textbook Affordability (August 25, 2023)

Deferred.

English Language Skills Supports (November 8, 2023)

Nicole has contacted Kendra Strong-Garcia, Director, Student Engagement and Learning Services, who is currently looking into the services that Senior Leadership has mentioned. It was noted that Learning Services can assist in translating difficult terminology in some courses to help students understand the materials better.

Learning Plan Policy Proposal (November 22, 2023)

Refer to 8.6 Student Services Meeting.

Chemistry Tutor

Nicole received a response from Ann Mackenzie, Learning Services, who indicated that the position remains unfilled due to a lack of interest. Nicole will inquire where the position is posted and she hopes that the position will be filled by Fall 2024.

6.2 Student Affairs

Nicole reached out to Shawnakay Sterling-Daley, Senior Planning & Evaluation Consultant, MAE regarding our student concerns. It was noted that SP is working with SaskBuilds and Procurement on options for the modernization of the maps and upgrades to the current system.

Locker Concerns (July 22, 2022)

Deferred.

Cafeteria Concerns (June 22, 2022)

Deferred.

Wellness Fee (July 6, 2022)

Deferred.

Health Services (February 20, 2023)

Deferred.

Bike Concerns (June 6, 2023)

Deferred.

6.3 Governance & Policy

The Governance & Policy Committee has no updates at this time.

#### 6.4 Finance

The Finance Committee has no updates at this time.

### 7. Subject: **Action Items**

#### 7.1 VP Prince Albert and VP Saskatoon's EC Report (March 20, 2024)

Complete.

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

Deferred.

**ACTION: Carol**

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

Deferred.

**ACTION: Carol**

#### 7.4 Brightspace Instructor Training (August 25, 2023)

Deferred.

**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)

Gabby contacted Alice Miller, AVP Student Services to inquire about the SP Academic Appeals Policy and Procedures review process. Gabby noted that AVP Miller indicated that the Policy is slated for review in Fall 2024 while the Procedures are slated for 2025. Gabby will forward all the information she has gathered to the incoming VP overseeing the Governance portfolio. This item will be moved to Ongoing Business.

**ACTION: Gabby & Louie**

#### 7.7 Parking Concerns (December 20, 2023)

Deferred.

**ACTION: Carol**

#### 7.8 AI Tools Guidelines (January 10, 2024)

Nicole met with Kendra Strong-Garcia, who indicated that the institution is in the process of developing guidelines for AI tool usage. This item will be moved to Ongoing Business.

**ACTION: Louie**

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

Steven and Gabby indicated that the in-person lobbying has been postponed for this year. This item will be moved to Ongoing Business.

**ACTION: Louie**



7.10 Provost Student Advisory Committee (January 10, 2024)

Deferred. Steven will contact AVP Miller regarding this concern.

**ACTION: Steven**

7.11 Transition Retreat Logistics (February 19, 2024)

Deferred. The Transition Retreat is currently slated for April 26 – 29, 2024 in Calgary.

**ACTION: Louie**

7.12 SPSA Fees – LINC Students (March 6, 2024)

Carol indicated that she spoke with Kendra Strong-Garcia, who indicated that she would provide an update once available.

**ACTION: Carol**

7.13 Council Connect Event (March 20, 2024)

It was suggested that the last Council Connect event include giveaways for the attendees. This suggestion will be forwarded to the Staff.

**8. Subject: New Business**

8.1 Getting Together Continently PA Student Society Ratification

MOVED by Naresh, SECONDED by Abhishek to accept the ratification of the Getting Together Continently Student Society as presented. CARRIED.

8.2 Team Innovate PA Student Society Ratification

MOVED by Naresh, SECONDED by Gabby to accept the ratification of the Team Innovate Student Society as presented. CARRIED.

8.3 Shuttle Champs PA Student Society Ratification

MOVED by Naresh, SECONDED by Abhishek to accept the ratification of the Shuttle Champs Student Society as presented. CARRIED.

8.4 Cricket Club PA Student Society Ratification

MOVED by Naresh, SECONDED by Gabby to accept the ratification of the Cricket Club as presented. CARRIED.

8.5 SPSA Financial Statements ME February 2024

MOVED by Abhishek, SECONDED by Naresh to accept the SPSA Financial Statements ending February 29, 2024, as presented. CARRIED.

8.6 Student Services Meeting

Nicole met with Kendra Strong-Garcia and Cara Workman, Director, Counselling, Accessibility and Health Services to discuss various student concerns. Nicole informed Kendra that learning plans were utilized differently across different programs and suggested that Kendra schedule a meeting with Madi to discuss further details regarding this concern. Nicole also brought up reasonable accommodation concerns. It was noted SP is working on implementing a listing of mental health concerns and learning disabilities to assist students. Counselling hours were also discussed, wherein Kendra noted that SP is looking into hiring more staff for weeknights and weekends.



**9. Subject: Ongoing Business**

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

Carol has received the Client Advisory Council (CAC) Invitation from Gallivan and will forward the information to Abhishek and Soniya.

9.2 International Student Tuition Estimates (May 25, 2023)

9.3 Security Concerns for Examinations (December 20, 2023)

9.4 Campus Dentist (February 19, 2024)

**10. Subject: Closed Session**

The closed session began at 5:45 p.m.

The closed session ended at 5:54 p.m.

**11. Subject: Announcements**

11.1 Student Outstanding Citizenship Award

The SPSA congratulates Gabriela Pozner, VP Regina for receiving the Student Outstanding Citizenship Award – Regina Campus.

**12. Subject: Next Meeting**

Wednesday, April 17, 2024, 4:45 p.m.

**13. Subject: Adjournment**

The meeting was adjourned at 5:58 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 17, 2024**

**Present:** Steven Jose, President; Abhishek Jain, VP Moose Jaw Campus, Incoming President; Naresh Saroye, VP Prince Albert Campus; Gabriela Pozner, VP Regina Campus; Nicole Zalesak, VP Saskatoon Campus; Soniya Shetty, Incoming VP Finance; Altaf Iqbal Mansuri, Incoming VP Moose Jaw Campus; Vihang Sadhu, Incoming VP Regina Campus; Harishgowtham Shanmugam, Incoming VP Prince Albert Campus; Kriztel Sayana, Incoming VP Saskatoon Campus; Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Steven called the meeting to order at 4:47 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 Abhishek to accept the Agenda as amended. CARRIED.

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

MOVED by Nicole, SECONDED by Abhishek to accept the April 3, 2024 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Gabby, SECONDED by Nicole to accept the April 17, 2024, President's and Vice Presidents Saskatoon and Regina's Reports as presented. CARRIED.

**ACTION: Abhishek & Naresh**

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

MOVED by Naresh, SECONDED by Abhishek to accept the April 17, 2024, General Manager's Report as presented. CARRIED.

**6. Subject: Standing Committee Updates**

6.1 Academic Affairs

Open Educational Resources and Textbook Affordability

Nicole met with Alice Miller, AVP Student Services, Dr. Mike Gillespie, AVP Learning & Teaching, Kendra Strong-Garcia, Director, Student Engagement and Learning Services, regarding SPSA Textbook Affordability Position Statement. Nicole noted that SP indicated a textbook policy is not possible, however, SP will look into other avenues to address student concerns.

6.2 Student Affairs

Health Services

Naresh has scheduled a meeting with Cara Workman, Director, Counselling, Accessibility and Health Services to discuss the list of services that the Health Nurses will be offering. The meeting will be held in the Prince Albert Campus hence, Harish was also invited as an incoming member of the Executive Council.

Wellness Fee

Naresh has contacted Kendra to schedule a meeting to discuss access to a gymnasium for the Regina Campus.

6.3 Governance & Policy

The Governance & Policy Committee has no updates at this time.

6.4 Finance

The Finance Committee has no updates at this time.

**7. Subject: Action Items**

7.1 Used Program Materials (April 12, 2023)

Deferred.

**ACTION: Carol**

7.2 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**

7.3 Brightspace Instructor Training (August 25, 2023)

Deferred.

**ACTION: Nicole**

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

Deferred.

**ACTION: Steven**

7.5 Parking Concerns (December 20, 2023)

Deferred.

**ACTION: Carol**



7.6 Provost Student Advisory Committee (January 10, 2024)

Deferred. Refer to 8.2 SP SP/SPSA Year-End Meeting.

7.7 Transition Retreat Logistics (February 19, 2024)

Complete. The Transition Retreat is currently slated for April 27 – 29, 2024 in Regina.

7.8 SPSA Fees – LINC Students (March 6, 2024)

Deferred.

**ACTION: Carol**

**8. Subject: New Business**

8.1 Shiromni Akali Dal PA Student Society Ratification

MOVED by Naresh, SECONDED by Abhishek to accept the ratification of the Shiromni Akali Dal Student Society as presented. CARRIED.

8.2 SP/SPSA Year-End Meeting

Steven received correspondence from Ev Slavin-Scharback, EA to the President & CEO regarding the last SP Quarterly Meeting. The meeting is scheduled for April 23, 2024, at 3:00 p.m. which would conflict with the SP Strategic Plan Meeting. Louie will look into rescheduling the SP Strategic Plan Meeting to accommodate the SP Year-End Meeting.

**ACTION: Louie**

It was also noted that Abhishek should contact Ev regarding the SP Orientation for the incoming Executive Council.

**ACTION: Abhishek**

8.3 SP Student Services Retreat

The Executive Council received a copy of the SP Student Services Retreat Agenda and noted that it would be beneficial for the incoming Executive Council to attend the Retreat. Nicole indicated that if not all council members can attend, it would be imperative for the incoming VP Academic Affairs and VP Student Affairs to attend instead. Incoming EC will discuss attendance at this event during their meeting on Monday.

**ACTION: Incoming Executive Council**

**9. Subject: Ongoing Business**

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

9.2 International Student Tuition Estimates (May 25, 2023)

9.3 Security Concerns for Examinations (December 20, 2023)

9.4 Campus Dentist (February 19, 2024)

9.5 SP Academic Appeals Policy (November 8, 2023)

9.6 AI Tools Guidelines (January 10, 2024)



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

9.8 English Language Skills Supports (November 8, 2023)

9.9 Chemistry Tutor (February 19, 2024)

**10. Subject: Closed Session**

The closed session began at 5:19 p.m.

The closed session ended at 5:38 p.m.

**11. Subject: Announcements**

There are no Announcements at this time.

**12. Subject: Next Meeting**

Sunday, April 28, 2024, 2:00 p.m.

**13. Subject: Adjournment**

The meeting was adjourned at 5:45 p.m.

Date Accepted:

Signature:



**SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.**  
**EXECUTIVE COUNCIL MEETING MINUTES**  
**Moose Jaw, Prince Albert, Regina & Saskatoon Campuses**  
**Rm. 1130, Regina Campus**  
**Sunday, April 28, 2024**

**Present:** Steven Jose, President; Abhishek Jain, VP Moose Jaw Campus, Incoming President; Naresh Saroye, VP Prince Albert Campus; Gabriela Pozner, VP Regina Campus; Nicole Zalesak, VP Saskatoon Campus; Soniya Shetty, Incoming VP Finance; Altaf Iqbal Mansuri, Incoming VP Moose Jaw Campus; Vihang Sadhu, Incoming VP Regina Campus; Harishgowtham Shanmugam, Incoming VP Prince Albert Campus; Kriztel Sayana, Incoming VP Saskatoon Campus; Carol Tetreault, General Manager and Louie Ramos, Executive Assistant

**1. Subject: Call to Order**

Steven called the meeting to order at 1:32 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 Gabby, SECONDED by Nicole to accept the Agenda as amended. CARRIED.

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

MOVED by Abhishek, SECONDED by Nicole to accept the April 17, 2024 Meeting Minutes as presented. CARRIED.

**4. Subject: Executive Council Reports**

MOVED by Gabby, SECONDED by Abhishek to accept the April 28, 2024, Vice Presidents' Reports as presented. CARRIED.

**ACTION: Steven**

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

MOVED by Nicole, SECONDED by Naresh to accept the April 28, 2024, General Manager's Report as presented. CARRIED.

**6. Subject: Standing Committee Updates**

6.1 Academic Affairs

Open Educational Resources and Textbook Affordability

Nicole indicated that SP has received a government grant for the development of OERs. Nicole has contacted Donna Cook-Thiessen, Librarian, Scholarly Communication/Copyright to inquire about the parameters of this grant. Altaf will contact Donna for an update.

Nicole will also be presenting the Textbook Affordability at the next Provost Advisory Committee on May 7, 2024.

6.2 Student Affairs

Health Services

Naresh has scheduled a meeting with Cara Workman, Director, Counselling, Accessibility and Health Services tomorrow, April 29, 2024, to discuss the list of services that the Health Nurses will be offering. Harish will also join the meeting as the incoming VP Student Affairs.

6.3 Governance & Policy

The Governance & Policy Committee has no updates at this time.

6.4 Finance

The Finance Committee has no updates at this time.

**7. Subject: Action Items**

7.1 VP Moose Jaw and VP Prince Albert EC Reports (April 1, 2024)

Complete.

7.2 Used Program Materials (April 12, 2023)

Deferred.

**ACTION: Carol**

7.3 International Student Email List (September 30, 2022)

Deferred.

**ACTION: Carol**

7.4 Brightspace Instructor Training (August 25, 2023)

Nicole contacted Kendra on April 23, 2024, to request an update and is currently waiting for a response. It was noted that Altaf, VP Academic will contact Kendra and request another update.

**ACTION: Altaf**

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

Steven explained that the SP Board of Directors changed the meeting minutes format due to the changes to the meeting format. Nicole noted that there is no contact



information available to the public to request a copy of the SP BOD's meeting minutes. Abhishek will forward this concern to the Board.

**ACTION: Abhishek**

7.6 Parking Concerns (December 20, 2023)

Deferred.

**ACTION: Carol**

7.7 SPSA Fees – LINC Students (March 6, 2024)

Deferred. Carol has contacted AVP Miller and is currently waiting for an update.

**ACTION: Carol**

7.8 SP Strategic Plan Meeting Schedule (April 17, 2024)

Complete.

7.9 SP Orientation for Incoming EC (April 17, 2024)

Abhishek will contact Dr. Larry Rosia, SP President and CEO and AVP Miller, to request the SP/SPSA Orientation.

**ACTION: Abhishek**

7.10 SP Student Services Retreat (April 17, 2024)

Complete. Abhishek, Altaf and Kriztel will be attending the SP Student Services Retreat slated for April 29 – 30, 2024 in Saskatoon. The attending EC members will provide a report following the event to determine future SPSA attendance.

**ACTION: Abhishek, Altaf & Kriztel**

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

Abhishek and Carol suggested that the SPSA move forward with the Admin Services Only option.

MOVED by Abhishek, SECONDED by Nicole to switch the current H&D Plan mechanism to the Admin Services Only option as presented. CARRIED.

Abhishek, Soniya and Carol will forward the SPSA's decision to Gallivan & Associates at the upcoming Client Advisory Committee slated for June 17 – 20, 2024.

**ACTION: Abhishek, Soniya & Carol**

**8. Subject: New Business**

8.1 URSU Introduction Meeting

Steven received an invitation from URSU to meet with their current Executive Council. The incoming Executive Council will respond to this request.

**ACTION: Incoming Executive Council**

8.2 SP Hackathon 2024

Nicole has participated in the first SP Hackathon event on campus which aimed to respond to this year's challenge statement: "How can we make Sask Polytech a better place for future students?" Nicole will contact the event organizer to learn more about



the student projects presented at this event. It was noted that Altaf could look into this item further.

**ACTION: Altaf**

### 8.3 President Reporting

It was suggested that a President's Update section be included in the meeting agenda and meeting minutes. Executive Council agreed that this would be a beneficial addition to continued accountability. Louie will include this section for the next meeting agenda and meeting minutes.

**ACTION: Louie**

### 8.4 VP Portfolio Appointments

The incoming Executive Council has determined their VP Portfolios:

- VP Academic Affairs – Altaf Iqbal Mansuri
- VP External Affairs – Vihang Sadhu
- VP Governance – Kriztel Sayana
- VP Student Affairs – Harish Shanmugam

## **9. Subject: Ongoing Business**

### 9.1 International Student Tuition Estimates (May 25, 2023)

Nicole indicated that the incoming Executive Council should monitor the 2024-2025 Tuition and Fees to determine if there are any discrepancies.

### 9.2 Security Concerns for Examinations (December 20, 2023)

Complete. Abhishek noted no student concerns from the last examination season.

### 9.3 Campus Dentist (February 19, 2024)

### 9.4 SP Academic Appeals Policy (November 8, 2023)

### 9.5 AI Tools Guidelines (January 10, 2024)

### 9.6 FSAA In-Person Lobbying (January 10, 2024)

### 9.7 English Language Skills Supports (November 8, 2023)

### 9.8 Chemistry Tutor (February 19, 2024)

## **10. Subject: Closed Session**

The closed session began at 2:18 p.m.

The closed session ended at 2:47 p.m.





**11. Subject: Announcements**

Steven 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.

**12. Subject: Next Meeting**

TBA

**13. Subject: Adjournment**

The meeting was adjourned at 2:50 p.m.

Date Accepted:

Signature: