



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Rm 156 - Regina Campus Sunday October 15, 2023

Present: Executive Council
Steven Jose, President; Abhishek Jain, VP Moose Jaw Campus;
Naresh Saroye, VP Prince Albert Campus; Gabriela Pozner, VP Regina Campus and
Nicole Zalesak, VP Saskatoon Campus

Campus Representatives
Moose Jaw: Swetal Shah, Siddharth Jain, Het Patel
Regina: Bhavya Trivedi, Kai Nguyen, Vihang Sadhu
Prince Albert: Michielin Nguyen, Kevin Duong, Harishgowtham Shanmugam
Saskatoon: Kriztel Sayana, Daniel Jeong, Luis Aguinaga

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

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

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

1.1 Introduction of New General Council Members

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

- Campus Representative, Moose Jaw:
 - Swetal Shah
 - Siddharth Jain
 - Het Patel
- 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
 - San (Daniel) Jeong
 - Luis Aguinaga

2. Subject: Adoption of Agenda

MOVED by Gabby, SECONDED by Nicole to accept the Agenda as presented. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Abhishek, SECONDED by Nicole to accept the April 15, 2023, Meeting Minutes as presented. CARRIED.

4. Subject: Executive Council Reports

MOVED by Abhishek, SECONDED by Naresh to accept the May 25 - September 20, 2023 Executive Council Reports as presented. CARRIED.

5. Subject: Sask Polytech Discussion

Kendra Strong-Garcia, Director, Student Engagement and Learning Services

Wellness Fee

- Fitness Facilities in the Saskatoon Campus are not as accessible for students studying in the Saskatoon Satellite Campuses.
- The shower rooms at the Prince Albert Campus location lacks privacy.
- 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.
- SP provide soap for all shower rooms across all campuses.

Kendra will look into General Council's suggestions and noted that the collected Wellness Fee will be used to improve the current fitness facilities and upgrade the fitness equipment at each main campus location. Kendra also indicated that the SPSA Student Affairs Committee can join the Planning Committee which will be implemented this year to further develop the Fitness Facilities.

Housing & Transportation

General Council members indicated that there are housing and transportation issues across all four campuses.

- One major concern that students have brought up is that students do not know which campus they will be attending.
- Students were uninformed when dealing with leasing agents. General Council members suggested that SP be mindful when accepting more International students due to housing and transportation concerns. It was also suggested that resources be made available for students looking for housing.



Kendra explained that the overcapacity was due to the approval of backlog Visas during the pandemic which lead to more students coming to Canada than anticipated. Kendra also suggested creating a committee between the SPSA, International Student Services and Student Engagement to provide them with our suggestions.

Campus Security & Safety

General Council members expressed student concerns regarding the security on campus. It was noted that some Commissionaires may not be the best fit for securing the campus grounds. Members also described incidents that have happened on campus. Kendra will look into the roles of the Commissionaires and provide to General Council for review.

Cafeteria Concerns

General Council members forwarded student concerns to Kendra, who indicated that conversations are currently ongoing regarding these concerns. Concerns include quality of food, pricing and hours of operation.

Locker Concerns

General Council members logged into the locker website and presented their concerns regarding the difficulty in navigating the site and that locker maps and floor plan layouts are complicated to use as well as difficult to read. Members also indicated that students are charged a cancellation fee for switching lockers to a more appropriate location. It was also noted that students prefer to talk to someone in person regarding their locker concerns instead of emailing lockers@saskpolytech.ca. Members also brought forward locker payment options, as currently, students can only pay with a credit card. Kendra will follow-up with the appropriate departments and provide an update to General Council once available.

Campus Health Nurse

General Council inquired about what kind of services would the Campus Health Nurses provide to students. 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.

Textbook List

General Council members indicated that students would like to receive their textbook list at least two weeks prior to the program start date. It was also noted that some textbook list that students received was inaccurate and some textbooks were unavailable for purchase in the bookstore. Members also brought forward concerns regarding textbooks being required solely for the online access codes, which provides access to quizzes and exams that students are required to take. Programs such as Business, Computer Systems Technology, Hotel & Restaurant Management, Business Information Systems, Hospitality & Tourism, and Early Childhood Education have been affected by these concerns.

Program Schedules

General Council members indicated that students would like to receive their program schedules at least two weeks prior to the program start date to prepare accordingly. Kendra explained that one reason program schedules are late might be due to the manual assignment of classrooms by each campus Facilities Department. Kendra noted that changes to this system will be implemented in the next few years to assist in scheduling rooms for all programs. Members also expressed some concerns regarding changing program schedules in the middle of the semester. Kendra noted that schedule changes are not permitted as per Policy and would look further into this issue.

Bike Concerns

Naresh inquired about the possibility of SP providing an indoor bike locker in the Prince Albert Campus to avoid thefts. Kendra will look in this issue.

Student Connections

Nicole inquired about the “Student Connections” program that Kendra was working on. This program would connect current students with incoming students and alumni to act as a resource regarding what their program entails and to help acclimate students. Kendra noted that she is in the process of creating a position that will oversee this portfolio.

International Student Orientation

General Council members noted that information regarding adjusting to Life in Canada is not readily available for International students. It was noted that the International Student Guide is available online, however, students are not aware of its existence. Members suggested that this guide be promoted more to students and indicated that Zoom sessions discussing what Life in Canada is like would be very beneficial.

Laboratory Fees

General Council members indicated that some programs were assessed Lab Fees but did not have a “lab” component in their curriculum. Kendra will investigate this concern.

Executive Council will follow-up on these concerns and report back to General Council.

ACTION: Executive Council

General Council recessed at 11:50 a.m. and reconvened at 12:30 p.m.

6. Subject: SPSA Presentation

SPSA Staff members joined the meeting to present information regarding Advocacy and Marketing & Media. Madi Currie, Student Advocate - North and Carrie Woodrow, Student Advocate - South provided a presentation regarding what Advocacy entails and how the Advocates can assist students. Ashley Poole, Marketing Director presented on social media logistics and the other avenues the SPSA utilizes to reach students such as the Swipe and SPSA Connect.

7. Subject: Action Items

7.1 OER & Textbook Affordability

Nicole indicated that she is currently working on Open Educational Resources (OERs) and Textbook Affordability. Nicole explained 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 and the Academic Affairs Committee will work on a textbook policy proposal.

ACTION: Nicole

7.2 Tuition & Fees Concerns

Nicole indicated that some International students' tuition increase was 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. Nicole is also in the process of preparing a document to compare tuition rates for the past few years. Once complete, Nicole will forward a listing of programs to SP for review and follow-up.

ACTION: Nicole

7.3 Childcare Support for Students

Previous General Council suggested that SP develop a list of daycare centres at each campus location to aid students needing childcare services. Naresh will contact Kendra and Ben Gamble, Manager, Student Experience for an update.

ACTION: Naresh

7.4 Parking Concerns

General Council forwarded the students' parking concerns to Kendra earlier today. Naresh will contact Kendra for an update in the next few weeks.

ACTION: Naresh

7.5 Cafeteria Concerns

General Council forwarded the students' cafeteria concerns to Kendra earlier today. Kendra noted that she will provide an update to General Council once available.

ACTION: Naresh

7.6 Bylaw Amendments

The Bylaws Draft has been forwarded to General Council for review and consideration. It was suggested that a secret ballot vote be utilized for the endorsement of the Bylaws Draft. Gabby, Carol and Louie have been working on proposed Governance Structure amendments which was presented to the General Council. Gabby explained that the proposed changes would include the introduction of Vice President Finance position and the changes to the VP Portfolios and Standing Committees: Student Affairs, External Affairs, Academic Affairs and Governance.

MOVED by Harish, SECONDED by Bhavya to implement a secret ballot vote for the endorsement of the Bylaws Draft. Nine were in favour, eight opposed. *The motion has been defeated.*



MOVED by Gabby, SECONDED by Nicole to present for consideration, the Proposed Governance Structure and Bylaw Amendments to the membership at the November 2, 2023 Annual General Meeting. CARRIED.

7.7 FSAA Membership

Gabby explained that the explained that the Federal Student Advocacy Alliance (FSAA) is a national coalition comprised of the British Columbia Federation of Students (BCFS), the Alberta Students Executive Council (ASEC) and the SPSA. The FSAA aims to provide a unified student voice for Western Canadian students to influence national change. Executive Council has agreed to continue being part of the FSAA for the upcoming Academic Year.

8. Subject: New Business

8.1 YE June 2023 Audited Financial Statements

Abhishek and Carol presented the Year-End June 30, 2023 Audited Financial Statements to General Council for review.

MOVED by Abhishek, SECONDED by Gabby to present the YE June 30, 2023 Audited Financial Statements to the membership at the November 2, 2023 Annual General Meeting. CARRIED.

8.2 SPSA Financials Q1 September 30, 2023

Abhishek and Carol presented the SPSA Financials 1st Quarter ending September 30, 2023 to General Council.

MOVED by Abhishek, SECONDED by Nicole to accept the 1st Quarter Financial Statements ending September 30, 2023, as presented. CARRIED.

8.3 SPSA Standing Committee Members

Academic Affairs Committee

Nicole indicated that the Academic Affairs Committee's goals include promoting Textbook Affordability (OERs and Textbook Policy Proposal), preparing a Learning Plan Policy Proposal, looking into seat allocation and demographics and ensuring that appropriate academic supports are available to all students.

- Nicole Zalesak, Chair
- Het Patel
- Michielin Nguyen
- Vihang Sadhu

Finance Committee

Abhishek noted that the Finance Committee will be reviewing the Monthly Financial Statements, develop transparency practices and look into the Co-op Work Term fees.

- Abhishek Jain, Chair
- Luis Aguinaga
- Harish Shanmugam
- Kai Nguyen

Governance & Policy Committee

Gabby indicated that the Governance & Policy Committee will review the Governance and Elections Policies, and develop accountability & confidentiality practices for General Council and Staff.

- Gabriela Pozner, Chair
- Kriztel Sayana
- Kevin Duong
- Swetal Shah

Student Affairs Committee

Naresh noted that the Student Affairs Committee's goals include reviewing the Wellness Fee, looking into the Graduate Retention Program and finding solutions to the following concerns: cafeteria, lockers, parking and health services.

- Naresh Saroye, Chair
- Siddharth Jain
- Bhavya Trivedi
- Daniel Jeong

8.4 Upcoming Meetings

Annual General Meeting

Louie indicated that the Annual General Meeting is slated for November 2, 2023, at noon. Council members and the membership can join the meeting 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

Council Connect Meetings

Louie explained that Council Connect Meetings are scheduled on a Tuesday monthly. General Council members are expected to attend these sessions to hear about current student issues.

General Council Meetings

The General Council Meeting dates are as follows:

- November 18, 2023 (Zoom)
- December 9, 2023 (Zoom)
- January 20-21, 2024 (In Person/Zoom; dependent on weather)
- February 10, 2024 (Zoom)
- March 23-24, 2024 (In Person)
- April 13, 2024 (Zoom)



9. Subject: Closed Session

The closed session began at 3:12 p.m.
The closed session ended at 3:23 a.m.

10.Subject: Announcements

10.1 Expression of Gratitude

Steven would like to thank General Council and Staff for their participation at the first General Council Meeting and is looking forward to working with everybody this year.

11.Subject: Next Meeting

Saturday, November 18, 2023, 9:00 a.m.

12.Subject: Adjournment

The meeting was adjourned at 3:25 p.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Saturday, November 18, 2023

Present: Executive Council
Steven Jose, President; Abhishek Jain, VP Moose Jaw Campus;
Naresh Saroye, VP Prince Albert Campus; Gabriela Pozner, VP Regina Campus and
Nicole Zalesak, VP Saskatoon Campus

Campus Representatives
Moose Jaw: Swetal Shah, Siddharth Jain
Regina: Bhavya Trivedi, Kai Nguyen, Vihang Sadhu
Prince Albert: Michielin Nguyen, Harishgowtham Shanmugam
Saskatoon: Kriztel Sayana, Daniel Jeong, Luis Aguinaga

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

Regrets: Campus Representatives
Moose Jaw: Het Patel
Prince Albert: Kevin Duong

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

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

2. Subject: Adoption of Agenda
MOVED by Naresh, SECONDED by Nicole to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes
MOVED by Abhishek, SECONDED by Harish to accept the October 15, 2023, Meeting Minutes as presented. CARRIED.

4. Subject: **Standing Committee Updates**

4.1 Student Affairs Committee

Wellness Fee

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

Health Services

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.

SP Academic Sanctions

Committee members reviewed the research provided by Louie and agreed that SP Academic Sanctions are better compared to other post-secondary institutions.

4.2 Academic Affairs Committee

Textbook Affordability

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.

Open Educational Resources

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.

Learning Plan Policy Proposal

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

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.

4.3 Governance & Policy

Policy Updates

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

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

H&D Plan

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.

5. Subject: Action Items

5.1 OER & Textbook Affordability

Please refer to Standing Committee Updates, 4.2 Academic Affairs Committee.

5.2 Tuition & Fees Concerns

Nicole is currently preparing a document to compare domestic and international tuition rates for the past few years. Steven indicated that we can forward the students' tuition concerns to the Saskatchewan Post-Secondary Council and the SP Board of Directors. Gabby also suggested forwarding the concerns to the FSAA as well.

Carol noted that the SP Tuition and Fees Procedures, 1.2 International Student Tuition Fees outlines that:

“No later than the end of April each year, the Senior Academic Leadership Team and Senior Leadership Team will confirm and approve international tuition amounts for the following academic year. For example, the approved tuition will be known by April 30, 2023, for the 2024-2025 academic year.

International tuition will be assessed and based on market comparability and an average annual cost of living increase of 2%. Should it be determined that the average annual cost of living (three-year average) is higher than 2%, the tuition increase will be adjusted accordingly”

It was suggested that the General Council monitor the tuition and fees rates for the 2024-2025 academic year to ensure that the SP Tuition & Fees Policy and Procedures are being adhered to. This topic will be added to the upcoming Transition Retreat Meeting.

ACTION: Nicole

5.3 Childcare Support for Students

Naresh received a response from Ben Gamble, Manager, Student Experience, who provided a link to the SK Childcare Services website. Naresh explained that SP is unable to provide an accurate listing as the childcare locations would not notify SP of changes to their services. Naresh noted that it should be SP's responsibility to provide this list to students. This item will be brought forward to the SP Senior Leadership Team at the next SP-SPSA Meeting.

ACTION: Naresh

5.4 Parking Concerns

Deferred. Naresh has contacted Kendra and is still waiting for a response.

ACTION: Naresh

5.5 Cafeteria Concerns

General Council members indicated that students' concerns haven't been addressed. Daniel indicated that the cafeteria has introduced their new sustainability plan, wherein takeout boxes can be bought for an additional charge. It was noted that with this change, plates and metal cutlery have been consistently taken out of the cafeteria and left on tables which is causing cleanliness concerns. General Council members also mentioned concerns regarding the vending machines. The Cold Vending Machine in Moose Jaw only has snack items instead of cold food items and pop/snack vending machines are empty and broken on multiple occasions. It was suggested that these concerns be brought forward to the SP Senior Leadership Team at the next SP-SPSA Meeting.

ACTION: Naresh

Kai joined the meeting at 10:23 p.m.

5.6 Student Concerns Follow-up

Deferred. Executive Council has followed up with Kendra and still waiting for a response.

ACTION: Executive Council

Kriztel indicated that students have security concerns at the Ave W Campus, specifically at the bus stops where students have been harassed and stalked on multiple occasions. Students have contacted their Program Heads and Campus Safety & Security regarding these concerns, who are currently working with the YWCA and Saskatoon Transit for a "Speak Now" campaign to help alleviate these concerns. Carol suggested that the City Ward Councillors for the area be contacted regarding these issues as well. Carol and Louie can assist in developing a letter if needed.

6. Subject: New Business

6.1 ITS Helpdesk Survey

The SPSA received communication from Shauna Busse, Team Lead, IT Service Desk regarding a usability survey study on the new client portal that the SP Information Technology Services (ITS) is launching. Louie indicated that anyone interested in participating can contact Shauna directly.

6.2 Student Etiquette

It was noted that there have been complaints regarding student conduct and etiquette on campus. General Council members indicated that some students have been disrespectful and disruptive on multiple occasions. It was suggested that the Student Affairs Committee contact Kendra and the International Education to provide a session regarding the Student Code of Conduct and Canadian Culture.

ACTION: Naresh

7. Subject: Closed Session

The closed session began at 10:51 a.m.

The closed session ended at 10:57 a.m.

8. Subject: Announcements

8.1 Holidays

Carol will be away from the office from November 21 - December 14, 2023. Carol will be available via email but may have limited access during this time.

9. Subject: Next Meeting

Saturday, December 9, 2023, 9:00 a.m.

10. Subject: Adjournment

The meeting was adjourned at 10:59 a.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Saturday, December 16, 2023

Present: Executive Council
Steven Jose, President; Gabriela Pozner, VP Regina Campus and Nicole Zalesak, VP Saskatoon Campus

Campus Representatives
Regina: Kai Nguyen and Vihang Sadhu
Prince Albert: Michielin Nguyen and Harishgowtham Shanmugam
Saskatoon: Kriztel Sayana, Daniel Jeong and Luis Aguinaga

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

Regrets: Executive Council
Abhishek Jain, VP Moose Jaw Campus and Naresh Saroye, VP Prince Albert Campus;

Campus Representatives
Moose Jaw: Swetal Shah and Het Patel
Regina: Bhavya Trivedi
Prince Albert: Kevin Duong

1. Subject: Call to Order
Steven called the meeting to order at 9:05 a.m.

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

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

3. Subject: Adoption of Meeting Minutes
MOVED by Nicole, SECONDED by Daniel to accept the November 18, 2023, Meeting Minutes as presented. CARRIED.

4. Subject: Standing Committee Updates

4.1 Student Affairs Committee

Kendra Strong Garcia, Director, Student Engagement and Learning Services joined the meeting to provide an update on several issues that General Council had previously brought forward.

Transportation

Kendra indicated that she is currently working with the Institutional Research & Analysis (IR&A) team to distribute a survey by the end of January. This survey aims to learn how students are affected by the lack of housing and transportation options for the Moose Jaw and Regina campuses.

Childcare Services

Kendra explained that a link to the provincially regulated childcare list will be added to the SP Website as a resource for students seeking childcare options.

Textbook Concerns

Kendra has connected Nicole Zalesak, VP Academic to Dr. Mike Gillespie, AVP Learning & Teaching regarding students' textbooks concerns. Nicole noted that some programs require textbooks solely for the online access codes, which provide access to quizzes and exams that students are required to take.

Online Orientation

The SP Student Engagement Team will be adding a program information module on the Online Orientation that will be provided to all students. This module will include information such as program start dates, city campus location, required textbooks and class schedule. Kendra hopes to have all program information prior to the 2024 Fall Semester starts.

Fitness & Recreation

Council members noted student concerns such as Wi-Fi connectivity and APP user-friendliness. Daniel also noted that the APP is still not working for Android users. Kendra will look into these concerns and provide an update once available.

Health Services

Kendra indicated that the Full-time Campus Nurse in Regina is on leave until January 2024. Regina Campus Nurse hours should be back to 8:00 a.m. – 4:00 p.m. once the full-time nurse returns. Kendra also noted that she is currently looking for another campus nurse in Saskatoon. Council members inquired about what services the Campus Nurse will provide to students. Kendra noted that the Campus Nurses can only provide certain services such as vaccinations as they are not Nurse Practitioners. Nicole and Kriztel indicated that the satellite campuses would like to receive these services as well, however, the vaccination clinic timings are not feasible for satellite campus students. Kendra will look into scheduling SHA Vaccination clinics at the satellite campuses.

Counselling Services

Council members indicated that Counselling hours are inconsistent across all campuses and that appointment hours are unhelpful for students who have classes from 8:00 a.m. – 4:00 p.m. Kendra will look into these concerns and adjust hours accordingly.

Cafeteria Hours

The cafeteria hours will be extended to 3:30 or 4:30 depending on the campus, however, no implementation date has been announced yet.

Locker Concerns

Kendra will contact Bernice Ellis, Interim AVP Facilities Management regarding updating the locker maps.

4.2 Academic Affairs Committee

Chemistry Tutor

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

Co-op Work Term Fees

Committee members 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. It was noted that Laura Sperlie, Director, Strategic Enrolment Management will be the best contact for this concern.

4.3 Finance

The Finance Committee has no updates at this time.

4.4 Governance & Policy

Election Policies

A meeting has been scheduled with Carol, Ashley and Louie to discuss the Election Policies.

5. Subject: Campus Council Updates

5.1 Moose Jaw Campus

Steven indicated that there were security concerns regarding bags not being allowed in the gymnasium during the exam week. Abhishek is currently looking into this issue.

5.2 Prince Albert Campus

Harish indicated that students have suggested increasing the Library Hours to accommodate students during the exam season.

5.3 Regina Campus

Gabby has forwarded student concerns over the unsafe parking lots to the SP Facilities and Campus Safety & Security departments. It was noted that the Regina Campus parking lots would be under the purview of the Wascana Centre Authority and that SP would have to contact them in order to maintain the parking lots.

5.4 Saskatoon Campus

Nicole indicated that there have been some concerns regarding the cleanliness of the campus. Some washrooms are not being cleaned and plates and metal cutlery from the cafeteria have been left on tables. It was noted that a new cleaning company has been hired by Facilities and suggested that the Campus Council continue monitoring the cleanliness of the campus.

Kriztel indicated another security company comes to the Ave W Campus during the start and end of the school day to help with students' security concerns.

6. Subject: Action Items

6.1 Tuition & Fees Concerns

Deferred.

ACTION: Nicole

6.2 Childcare Support for Students

Please refer to 4.1. Student Affairs Committee.

6.3 Parking Concerns

Please refer to 4.1. Student Affairs Committee.

6.4 Cafeteria Concerns

Please refer to 4.1. Student Affairs Committee.

6.5 Student Concerns Follow-up

Please refer to 4.1. Student Affairs Committee.

6.6 Student Etiquette

General Council members expressed concerns regarding student conduct and etiquette on campus. Members indicated that some students have been disrespectful and disruptive on multiple occasions. It was suggested that the Student Affairs Committee contact Kendra and the International Education to provide a session regarding the Student Code of Conduct and Canadian Culture.

ACTION: Student Affairs Committee

7. Subject: New Business

7.1 International Student Admissions

Nicole led a discussion on concerns regarding students who are experiencing difficulty understanding the coursework due to their lack of English proficiency. Vihang indicated



that each program has different English Language Requirements which is similar to other post-secondary institutions. It was also noted that depending on the student's country of origin, the English Language Requirement also varies. Further, some international students were told that they could switch programs easily once they arrive in Canada. Vihang noted that this information might be from recruiters or sub-agents in order to secure potential students. Council members forwarded these concerns to Kendra and will contact Annie Fu, Manager, International Education regarding these concerns as well.

ACTION: Nicole

Council members also discussed the usage of AI Tools for assignments and term papers. Members agreed that it would be beneficial if SP could develop a policy to police AI Tool usage to preserve academic integrity. Presentations on appropriate use of AI Tools would be beneficial as well. This agenda item will be added to the EC Agenda for further discussion.

ACTION: Louie

Kendra left the meeting at 11:08 a.m.

8. Subject: Closed Session

The closed session began at 11:09 a.m.
The closed session ended at 11:20 a.m.

9. Subject: Announcements

There are no Announcements at this time.

10. Subject: Next Meeting

Saturday, January 20, 2024, 9:00 a.m. (Zoom)

11. Subject: Adjournment

The meeting was adjourned at 11:24 a.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Zoom Meeting Saturday, January 20, 2024

Present: Executive Council
Abhishek Jain, VP Moose Jaw Campus; Naresh Saroye, VP Prince Albert Campus;
Gabriela Pozner, VP Regina Campus and Nicole Zalesak, VP Saskatoon Campus

Campus Representatives
Regina: Bhavya Trivedi and Vihang Sadhu
Saskatoon: Kriztel Sayana, Daniel Jeong, and Luis Aguinaga

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

Regrets: Executive Council
Steven Jose, President

Campus Representatives
Moose Jaw: Het Patel
Regina: Kai Nguyen
Prince Albert: Michielin Nguyen and Harishgowtham Shanmugam

1. Subject: Call to Order
Abhishek called the meeting to order at 9:53 a.m.

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

2. Subject: Adoption of Agenda
MOVED by Nicole, SECONDED by Naresh to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes
MOVED by Gabby, SECONDED by Nicole to accept the December 16, 2023, Meeting Minutes as presented. CARRIED.



4. Subject: Executive Council Reports

MOVED by Naresh, SECONDED by Luis to accept the October 11 to December 20, 2023, Executive Council Reports as presented. CARRIED.

5. Subject: Closed Session

The closed session began at 9:59 a.m.

The closed session ended at 10:11 a.m.

6. Subject: Standing Committee Updates

6.1 Academic Affairs Committee

OERs & Textbook Affordability

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.

Co-op Work Term Fees

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. Members also indicated that alternative arrangements would be provided to students who were unable to secure employment.

6.2 Finance Committee

The Finance Committee has reviewed the recent SPSA Financials and has found no concerns.

6.3 Governance & Policy Committee

The committee met last January 9, 2024, to finalize the proposed changes to the Governance and Elections Policy series which have been forwarded to the General Council for review and consideration.

6.2 Student Affairs Committee

Childcare Services

Naresh indicated that the childcare services listing is now available in the International Student Guide, Child Care.

Cleanliness

Naresh indicated that concerns were brought forward regarding the cleanliness of washrooms in the Saskatoon campus. It was noted that the stairwells and laboratories were not cleaned as well. Carol noted that the laboratories might be the responsibility of the Program to clean and disinfect. Staff will check the cleanliness of their campus to ensure that areas are cleaned properly.

ACTION: Carol & Louie

Louie indicated that plates and metal cutlery from the cafeteria are still found on tables all over the campus even though the cafeteria has posted signs indicating that plates and cutlery must not be taken out of the cafeteria. It was suggested that Naresh contact Bobbi Bates, Hospitality Services Manager regarding these concerns.

ACTION: Naresh

Fitness & Recreation

Naresh indicated new equipment has been purchased and some cardio machines have been moved to the first floor of the PA Campus Fitness Centres. Daniel noted that the barcode system has improved in the Saskatoon Campus, however, the Cardio Centre's barcode reader remains non-operational. Daniel has also contacted Kelli Wells, Wellness Coordinator, regarding the availability of the gymnasium during the weekends for student use. Daniel will provide an update once available. It was noted that should he not receive a timely response, Daniel should contact Kendra Strong-Garcia, Director, Counselling & Health Services regarding these concerns.

Cafeteria Concerns

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

Student Etiquette

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. Daniel noted that during the Saskatoon Council Connect Meeting, students brought forward concerns regarding bullying on Campus. It was suggested that the committee contact Kendra regarding this concern. Carol also asked council members to forward students to the Student Advocate should they have any bullying concerns.

Health Services

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

7. Subject: Campus Council Updates

7.1 Moose Jaw Campus

Abhishek indicated that the Campus Representative Applications have been completed and are currently in the process of interviewing potential candidates.

7.2 Prince Albert Campus

Naresh indicated that the Campus Representative Applications have been completed and are currently in the process of interviewing potential candidates. Naresh noted that a new International Student Advisor has been hired for the Prince Albert Campus.

7.3 Regina Campus

Gabby noted that there have been no significant changes at the Regina Campus.

7.4 Saskatoon Campus

Nicole indicated that there have been some concerns regarding the cleanliness of the campus, specifically the washrooms and the laboratories.

Kriztel indicated that there have been concerns regarding SP's responsibility vs Mount Royal's responsibility. Carol suggested a meeting with Kriztel to discuss all these issues.

ACTION: Kriztel & Carol

8. Subject: Action Items

8.1 Tuition & Fees Concerns

Deferred.

ACTION: Nicole

8.2 Student Etiquette

Please refer to 6.2 Student Affairs Committee.

8.3 International Student Admissions

Complete. Nicole noted that due to the higher rate of domestic student enrollment, some programs are unavailable to international students. Nicole also indicated that some students are experiencing difficulty understanding the coursework due to their lack of English proficiency. Members also noted concerns with Program descriptions on the SP website, noting that it is not indicative of how difficult said programs are. Some members indicated that their programs are too simple, and students feel unprepared once their practicum starts. Nicole will contact Annie Fu, Manager, International Education regarding these concerns. Nicole will also bring these issues forward at the Saskatchewan Post-Secondary Council.

ACTION: Nicole

8.4 AI Tools Usage

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

9. Subject: New Business

9.1 SPSA Financials Q2 December 31, 2023

Abhishek and Carol presented the SPSA Financials 2nd Quarter ending December 31, 2023, to the General Council.

MOVED by Nicole, SECONDED by Luis to accept the 2nd Quarter Financial Statements ending December 31, 2023, as presented. CARRIED.

9.2 SPSA Policies

The Governance and Policy Committee presented the proposed amendments to the following policies:

9.2.1 Governance Policy Series

The General Council discussed the possibility of including reference letter requests to the GOV 5 – Campus Representative Honorarium policy. Council members agreed that reference letters shall only be provided to General Council members who have completed their term.

MOVED by Gabby, SECONDED by Vihang to accept the proposed amendments to the Governance Policy Series as presented. CARRIED.

9.2.2 Elections Policy Series

MOVED by Gabby, SECONDED by Vihang to accept the proposed amendments to the Elections Policy Series as presented. CARRIED.

9.3 SPSA Student Fees

Carol indicated that any changes to the SPSA Student Fees structure must be submitted to SP by February 28, 2024.

ACTION: General Council

9.4 SPSA Elections

Louie presented the SPSA Election timeline to the General Council:

- SPSA Election Info Sessions February 12 – 16, 2024
- SPSA Nominations February 26 – March 8, 2024
- All Nominees' Meeting March 11, 2024
- Signature Collection March 12-13, 2024
- Campaign Period March 14-20, 2024
- SPSA Election Day March 21, 2024
- Results Announcement March 22, 2024

9.5 Student Credentials

Carol indicated that some programs have more credit units and hours than what their credentials parameters are as per SP Policy 114 - Credentials. Carol and Madi are looking further into this concern and will bring forward more information to the General Council once available.

ACTION: Carol

9.4 SPSA Committees

Louie indicated that the committees below will start to convene in the following weeks in preparation for the next GC Meeting and the Budget Retreat.

9.4.1 Annual Services Review Committee

Participants for the committee will be as follows:

- Abhishek Jain, VP Moose Jaw & Finance (Chair)
- Naresh Saroye, VP Prince Albert & Student Affairs (Vice Chair)
- Vacant, Campus Representative, Moose Jaw
- Michielin Nguyen, Campus Representative, Prince Albert
- Kai Nguyen, Campus Representative, Regina
- Nicole Zalesak, VP Saskatoon & Academic



9.4.2 Remuneration & Honorarium Committee

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
- Vacant, Student-at-Large Representative, Prince Albert
- Abraham Charles Winston Churchill, Student-at-Large Representative, Regina
- Faith Whitehawk, Student-at-Large Representative, Saskatoon

10.Subject: Announcements

10.1 Staff Update

Carol is in the process of hiring for the Student Advocate, South position. Carol indicated that she and Louie will be assisting Madi with some of her advocacy duties until a new Student Advocate has been hired.

11.Subject: Next Meeting

Saturday, February 10, 2024, 9:00 a.m. (Zoom)

12.Subject: Adjournment

The meeting was adjourned at 11:59 a.m.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES Moose Jaw, Prince Albert, Regina & Saskatoon Campuses Rm 128, Saskatoon Campus Sunday, March 24, 2024

Present: Executive Council
Steven Jose, President; Abhishek Jain, VP Moose Jaw;
Naresh Saroye, VP Prince Albert Campus; Gabriela Pozner, VP Regina Campus and
Nicole Zalesak, VP Saskatoon Campus

Campus Representatives
Moose Jaw: Adeeti Biswas, Gaurav Khanna and Kumar Vikram
Prince Albert: Harishgowtham Shanmugam and Otonye Obom
Regina: Bhavya Trivedi, Vihang Sadhu and Kai Nguyen
Saskatoon: Kriztel Sayana, Luis Aguinaga and Daniel Jeong

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

Regrets: Campus Representatives
Prince Albert: Michielin Nguyen

1. Subject: Call to Order
Steven called the meeting to order at 10:50 a.m.

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

2. Subject: Adoption of Agenda
MOVED by Vihang, SECONDED by Luis to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes
MOVED by Kriztel, SECONDED by Daniel to accept the February 10, 2024, Meeting Minutes as presented. CARRIED.

4. Subject: Executive Council Reports
MOVED by Naresh, SECONDED by Vihang to accept the January 10, 2024 to February 19, 2024, Executive Council Reports as presented. CARRIED.

5. Subject: Standing Committee Updates

5.1 Academic Affairs Committee

OERs & Textbook Affordability

Nicole will contact Dr. Mike Gillespie, AVP Learning & Teaching, regarding OER Funding and the SPSA Textbook Affordability Position Statement to determine the next steps. Nicole and Kriztel were also invited to attend an OER Information Session, wherein the difficulties of developing an OER will be discussed. It was noted that the ECE Program will be developing OERs for the next Academic Year.

English Language Requirement

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

5.2 Finance Committee

The Finance Committee has no updates at this time.

5.3 Governance & Policy Committee

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

5.4 Student Affairs Committee

Naresh indicated that the Student Affairs Committee is looking into meeting with SaskBuilds to discuss student concerns such as locker maps, cleanliness on campus and parking concerns.

Cafeteria Concerns

Naresh noted that there have been changes to the cafeteria menu, however, students have indicated that more options are still needed (i.e., vegetarian, vegan, halal, etc.). Naresh will forward these concerns to Bobbi Bates, Manager, Hospitality Services.

Fitness & Recreation

The Committee is monitoring the Fitness and Recreation Centres to ensure that issues are addressed appropriately. It was noted that the Fitness Programming needs improvement as student engagement is quite low at this time. Members also indicated that the Regina Campus has not received any upgrades to their Fitness Facilities. The APP is also not working for some students. Naresh will contact Kendra regarding these concerns.

Health Services

Naresh will contact Cara Workman, Director, Counselling, Accessibility and Health Services to inquire about the Health Nurses' duties and responsibilities.

6. Subject: Campus Council Updates

6.1 Moose Jaw Campus

Abhishek indicated 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. Abhishek noted that this presentation will last 15 minutes at most.

6.2 Prince Albert Campus

Naresh indicated students have requested hot water stations due to the inclement weather. Naresh will contact Kendra regarding this concern. Naresh also noted that there has been an increase in student society activities on campus. Naresh indicated that he has been invited to meet with PA Transit regarding a proposed semester transit pass. Carol suggested that a staff member attend the meeting as well to provide history and operational assistance.

6.3 Regina Campus

Gabby indicated that new SP signs were placed on the Regina Campus. Gabby noted that the games table has helped with student engagement on campus and indicated that SP is looking into purchasing more gaming tables for the student lounge.

6.4 Saskatoon Campus

Nicole indicated that there have been some concerns regarding the cleanliness of the campus, specifically the washrooms. Luis indicated that student etiquette has been a concern in the Saskatoon Campus lately as well. It was also noted that there have been concerns regarding the anonymity of the Instructor Feedback Forms. Nicole will bring these concerns forward to Kendra.

7. Subject: Action Items

7.1 Tuition & Fees Concerns

Nicole presented the document she has been working on to the General Council for review. This document includes tuition & fee actual and estimate rates for 2022 - 2023 and 2023 - 2024 for comparison. It was suggested that Nicole contact AVP Miller for a complete copy of the tuition & fees rates for domestic and international students for 2024 - 2025.

ACTION: Nicole

7.2 AI Tools Usage

Deferred.

ACTION: Nicole

7.3 Ave W Concerns

Ongoing. Kriztel and Carol met to discuss concerns students are experiencing on the Ave W Campus. Executive Council will forward these concerns to SP Senior Admin.

ACTION: Executive Council

7.4 SPSA Connect APP Issues

Complete. Carol indicated that the concerns have been addressed by our APP provider.

8. Subject: New Business**8.1 SPSA Election Results**

The SPSA welcomes successful candidates of the recently held SPSA Elections:

- SPSA President: Abhishek Jain
- VP Finance: Soniya Shetty
- VP Moose Jaw: Altaf Iqbal Mansuri
- VP Prince Albert: Harishgowtham Shanmugam
- VP Regina: Vihang Sadhu
- VP Saskatoon: Kriztel Sayana

8.2 Budget Retreat Debrief

Steven explained that the Executive Council met for the annual Budget Retreat on February 17-19, 2024. The Executive Council discussed plans for the Transition Retreat and developed the Year-End Report templates. Abhishek and Carol also worked on the Proposed SPSA Operating Budget 2024-2025 which will be presented to General Council shortly. It was also determined that the outgoing Executive Council will meet the incoming Executive Council to present the VP Portfolios prior to the Transition Retreat.

8.3 Proposed SPSA Operating Budget 2024-2025

Abhishek presented the Proposed Operating Budget 2024-2025 to the General Council for consideration and noted the following changes:

- CPI Increase of 4.6% to Executive Council Salaries
- Adjusted budget to accommodate an External CRO position

MOVED by Abhishek, SECONDED by Gabby to accept the SPSA Proposed Operating Budget 2024-2025 as presented. CARRIED.

8.4 SPSA Policies**8.4.1 GOV 5 - Campus Representative Honorarium**

The policy was distributed before the meeting which included the proposed Honorarium Category and amount adjustments.

MOVED by Abhishek, SECONDED by Naresh to accept the amendments to GOV 5 - Campus Representative Honorarium & Accountability as presented. CARRIED.

8.4.2 GOV 6 – Executive Council Remuneration & Accountability

The policy was amended to reflect the Remuneration & Honorarium Committee's following recommendations:

- CPI Increase of 4.6% to Executive Council Salaries
- Reimbursement of EC Parking Pass as per the monthly student rate

MOVED by Abhishek, SECONDED by Harish to accept the amendments to GOV 6 – Executive Council Remuneration & Accountability as presented. CARRIED.



8.5 Campus Representative Year-End Report

Louie explained that as per GOV 5 - Campus Representative Honorarium & Accountability, Campus Representatives must submit a year-end summary of their accomplishments and activities to the Executive Council to be eligible to receive reimbursement of their prorated SPSA Fee and Health & Dental Plan Fee based on the number of months served on Council. The deadline for submission is April 23, 2024. Louie will forward the year-end report template to Campus Representatives.

ACTION: Louie

8.6 FSAA In-Person Lobbying

Ongoing. Steven explained that an in-person lobbying was proposed for April 8-12, 2024 or April 15-19, 2024. Steven and Gabby will attend the in-person lobbying should their exam schedule permit. Steven and Gabby have sent a follow-up email to Michael Gauld, BCFS Director, and are currently awaiting a response.

ACTION: Steven & Gabby

8.7 SP Student Services Retreat

Steven indicated that the outgoing and incoming Executive Council has been invited to attend the SP Student Services Retreat. It was decided that it would be beneficial to review the Agenda for this retreat before attendance is determined. Steven will request a copy of the Agenda and forward it to the council for review.

ACTION: Steven

9. Subject: Closed Session

The closed session began at 12:35 p.m.
The closed session ended at 12:42 p.m.

10. Subject: Announcements

10.1 Staff Update

Carol announced that Maryna Gonchorova has accepted the Moose Jaw Campus Director position and that Alyssa Taylor has joined the SPSA as the new Administrative Assistant, Moose Jaw Campus.

11. Subject: Next Meeting

Saturday, April 13, 2024, 9:00 a.m., Zoom

12. Subject: Adjournment

The meeting was adjourned at 12:45 p.m.



Date Accepted:

Signature: