

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
September 9, 2020 @ 2:00pm**

Voting Members:

Sean Waddingham, President
Alycia Stewart, VP Academic
Ruan Bouwer, VP External
Stephanie Ouellette, VP Operations & Finance
Aubrianna Snow, VP Student Life

Collin Steffes, General Manager
Alan Honey, Governance Advisor

Guests:

Carl Knowler, Director of Marketing & Communications
Marlena Lesmister, Communications Manager

Resource Officials:

1. Call to Order: 2:06pm.

2. Approval of Agenda:

VPE/VPA

CARRIED

3. Approval of Minutes for: September 2, 2020

VPSL/VPO

CARRIED

TOPIC	DISCUSSION	ACTION/MOTION
1. Student inquiries metrics	<p>Gm – asked M&C to join us today – based on want of common system to track and report interactions with members.</p> <p>Knowler – suggesting solution for requests. *flowchart presented*; objective is to make contact & inquiry system work well. Goal is to steer as many inquiries as possible to our contact website page. From there we'll be able to direct inquiries appropriately. Once inquiry resolved a follow-up survey will be sent out. Online form will populate all the data for us.</p> <p>Lesmister – we'll use software to allow students to book meetings with execs for virtual office hours.</p> <p>Gm – in the long-term we may need to look at a ticketing process to capture metrics. Also look at a CRM (customer relationship manager) for every interaction with students.</p> <p>Lesmister – a lot of this can be included as discussion when we revamp our website. Potential to also use an excel doc to track interactions outside of the website process outlined.</p>	
2. MacEwan Fall programming feedback	<p>Vpa – how can we be responsive to student feedback & work with MacEwan to ensure they're aware of student concerns. Especially earlier in the term than normal (ie. not until feedback forms are submitted at end of term)</p> <p>Pres – read Alex Usher article on his topic right before GM shared it with us. How do we want to put this together so that students can easily provide that feedback? What is accessible for students?</p> <p>Vpa – hard topic – want to encourage students to share concerns with us, but also with their instructor, etc as well at the same time.</p>	<p>Action: Pres to reach out to OCM re survey data.</p> <p>Vpa to work with Gm and report back to EC on feedback process at next EC meeting.</p>

		<p>Knowler – might be good to survey students halfway through the semester.</p> <p>Gm – how receptive would MacEwan be? Have to share key messages with students and give them the opportunity for feedback. Keep static opportunities for feedback as well.</p> <p>How do we start the process? Move ahead and let MacEwan know or partner from the start.</p> <p>Knowler – need to ensure students know that the info we collect is actionable – that we'll take it to MacEwan.</p> <p>Pres – do we want a static time during the semester for this to go out?</p> <p>Vpe – think we could have both. Include with what we're already implementing with item 1 (above).</p> <p>Gm – have to be cognizant that we need this info in a timely manner. Not sure we can wait.</p>	
3.	Strategic Planning Framework update	<p>*update provided on framework & potential help(have someone come in) for strategic planning framework.</p> <p>Gm – would like to arrange workshop for advocacy plan.</p>	
4.	Auditor presentation to SC		<p>MOTION</p> <p>TO MIGRATE THE PREVIOUSLY APPROVED ALBERTA 2030 REVIEW PRESENTATION FROM THE SEPTEMBER 2020 STUDENTS' COUNCIL MEETING TO THE OCTOBER 2020 STUDENTS' COUNCIL MEETING</p> <p>VPE/VPO CARRIED</p> <p>MOTION</p> <p>TO APPROVE A 2019-2020 SAMU AUDIT PRESENTATION BY MNP AT THE SEPTEMBER 2020 STUDENTS' COUNCIL MEETING</p> <p>VPO/VPA CARRIED</p>
5.	SC training agenda consultation	<p>Pres – looking for any feedback you may have for the draft training agenda.</p> <p>Vpa – are there any suggestions from LRC?</p> <p>Vpe – I'll review LRC minutes and provide feedback.</p>	
6.	Appointments	Vpa -	<p>MOTION</p> <p>TO APPOINT ALYCIA STEWART AND HAYLEE HATTON TO THE ANIMAL RESEARCH ETHICS BOARD</p>

		<p>FOR A TERM ENDING AUGUST 31ST 2021.</p> <p>VPA/VPO CARRIED</p> <p>MOTION</p> <p>TO APPOINT STEPHANIE BELLAND AND JESS TINGLEY AS VOTING MEMBERS TO THE RESEARCH ETHICS BOARD FOR A TERM ENDING AUGUST 31ST 2021.</p> <p>VPA/VPE CARRIED</p> <p>MOTION</p> <p>TO APPOINT JILL ROGERS AS A NONVOTING MEMBER TO THE RESEARCH ETHICS BOARD FOR A TERM ENDING AUGUST 31ST 2021.</p> <p>VPA/VPSL CARRIED</p> <p>MOTION</p> <p>TO APPOINT ALYCIA STEWART, RIM BARBAR, RAYMARCK UNERA AND CASSEY FALLIS TO THE FACULTY OF ARTS AND SCIENCE COUNCIL FOR A TERM ENDING AUGUST 2021.</p> <p>VPA/VPO CARRIED</p> <p>MOTION</p> <p>TO APPOINT LARISSA WILLIAMS, REGINA TRAN, AND ALEXANDRA DYKY TO THE SCHOOL OF BUSINESS COUNCIL FOR A TERM ENDING AUGUST 2021.</p> <p>VPA/VPE CARRIED</p>
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			MOTION TO APPOINT WAMIQ HUSSAIN TO THE INFORMATION TECHNOLOGY MANAGEMENT COMMITTEE FOR A TERM ENDING AUGUST 31 2021. VPA/VPO CARRIED
7.	Outstanding Action Items		
8.	President's Report	John McGrath retirement event attendance/speech. Virtual office hours demo with Marlena. Dean of Nursing hiring update. Alberta 2030 work. SC training work. Facebook AMA. CFO orientation for GFC.	
9.	VP Academic's Report	Met with Thomas Chase re GFC. Dean consultation for nursing. Held office hours. Volunteer at free store. AREB/REB appointment meeting. CFO orientation for GFC.	
10.	VP External's Report	John McGrath retirement event. Alberta 2030 meeting. CAUS meeting. Facebook AMA. U-Pass negotiations team meeting.	
11.	VP Operations & Finance Report	Retirement event. Facebook AMA Dean consultation. Tested office hours program. H&D concerns from students. Campaigning 101. U-Pass & fees emails.	
12.	VP Student Life's Report	Return to campus work with Vpe. AAC update. Office hours. SV draft policy & TOR work.	
13.	GM Report	HR update. Follow-up email with Stuart. Building monitoring update. Finance meetings re. reporting. Block Party update.	
14.	Recognition		

4. Adjournment

VPE

CARRIED

Time: 4:25pm