

Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
May 3, 2023 @ 2:00pm

**Voting Members:**

Myles Dykes, President  
Stephan Vasquez, VP Academic  
Matt Yanish, VP External  
Larissa Williams, VP Governance & Finance  
Elaine Tran, VP Student Life

**Resource Officials:**

Darryl Kostash, General Manager  
Alan Honey, Governance Advisor

**Recording Secretary:**

Alan Honey, Governance Advisor

1. Call to Order: 2:01pm
2. Approval of Agenda:  
**VPSL/VPGF**  
**CARRIED**
3. Approval of Minutes for: April 19 & April 25, 2023  
**VPGF/VPSL**  
**CARRIED**

| TOPIC                     | DISCUSSION  | ACTION/MOTION   |
|---------------------------|---|---|
| 1. Committee Appointments | *need to appoint one exec to the Strategy and Engagement Committee (committee TOR provided) | <p><b>MOTION</b></p> <p>TO APPOINT STEPHAN VASQUEZ TO THE GENERAL FACULTIES COUNCIL (GFC), GFC EXECUTIVE COUNCIL, GFC COUNCIL ON STUDENT AFFAIRS, GFC ACADEMIC STANDARDS – CALENDAR &amp; CURRICULUM, GFC ACADEMIC PLANNING &amp; QUALITY ASSURANCE, GFC COMMITTEE ON TEACHING &amp; LEARNING, GFC COMMITTEE ON SCHOLARLY ACTIVITY, INFORMATION &amp; TECHNOLOGY MANAGEMENT COMMITTEE (ITMC), DISTINGUISHED TEACHING AWARD (DTA), DISTINGUISHED RESEARCHER AWARD (DRA), PRESIDENT'S MEDAL AWARD (PMA), STUDENT SYSTEMS JOINT OPERATIONS COMMITTEE (SSJOC), AND STUDENT TECHNOLOGY FEE</p> |

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|  |  | <p><b>COMMITTEE (STFC) FOR A TERM ENDING APRIL 30, 2024</b></p> <p><b>VPO/VPSL CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPOINT GABRIEL AMBUTONG TO GFC, GFC COUNCIL ON STUDENT AFFAIRS, FACILITIES ADVISORY COMMITTEE, CONVOCATION PLANNING COMMITTEE, AND STFC FOR A TERM ENDING APRIL 30, 2024</b></p> <p><b>VPSL/VPE CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPOINT CIERRA JACOBS TO THE UNITED WAY COMMITTEE, BOOK OF THE YEAR COMMITTEE, INDIGENOUS ADVISORY COUNCIL, FOOD ADVISORY COMMITTEE, STUDENT COMMUNITY ENGAGEMENT GRANT COMMITTEE, BLACK HISTORY MONTH COMMITTEE, SOCIAL INNOVATION INSTITUTE COMMITTEE, SEXUAL VIOLENCE PREVENTION AND EDUCATION COMMITTEE (SVPEC), SEXUAL AND GENDER MINORITY ADVISORY COMMITTEE, CARNEGIE GROUP, SEXUAL VIOLENCE AWARENESS WEEK COMMITTEE, STUDENT TECHNOLOGY FEE COMMITTEE, STUDENT MENTAL HEALTH WORKING GROUP, EDI DATA ENGAGEMENT COMMITTEE, COMPOSTING COMMITTEE, HEALTHY RELATIONSHIPS WEEK COMMITTEE, MENTAL HEALTH WEEK COMMITTEE, AND PRIDE COMMITTEE FOR A TERM ENDING APRIL 30, 2024</b></p> <p><b>VPE/VPSL CARRIED</b></p> |
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|    |       | <p><b>MOTION</b></p> <p><b>TO APPOINT JOSEPH A. LA TORRE TO THE ITMC, SSJOC, FACILITIES ADVISORY COMMITTEE, FOOD ADVISORY COMMITTEE, SAMU BUILDING OPERATIONS COMMITTEE, AND STFC FOR A TERM ENDING APRIL 30, 2024</b></p> <p><b>VPE/VPSL CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPOINT JAKOB CARDINAL TO THE STFC &amp; SEC FOR A TERM ENDING APRIL 30, 2024</b></p> <p><b>VPSL/VPGF CARRIED</b></p>  |
| 2. | Norms | <p>Time in office; Dress code; Communication channels; Submission for EC meeting agenda items (due date)</p> <p>Vpsl – want to discuss our norms in a formal setting. Office Etiquette procedure provided so everyone could review it. Also want to have a general discussion about how we want to present ourselves within the community. Vpe – have wardrobe in my office available as needed. Believe we should be united in how we present ourselves externally.</p> <p>Vpsl – suggest we agree to be business casual for externally.</p> <p>Gm – for MPs/MLAs you may want to be business professional. Just keep in mind who you are meeting with.</p> <p>Vpsl – suggest we communicate via Teams officially, not Telegram.</p> <p>Vpgf – Teams is the way to go for all professional communication. Telegram is useful for personal communication.</p> <p>Gm – if it's a business function please use Teams.</p> <p>Vpsl – if on Teams about business we shouldn't expect immediate response.</p> <p>Vpsl – calendars should reflect time off as listed in Bamboo in my opinion.</p> <p>Pres – we should identify our expected office hours to be accountable.</p> <p>Action:<br/>Pres to communicate expectations to Vpa.</p> <p>GM to set up EC WFH on BambooHR.</p> <p>Add Vpsl HCA item to next EC meeting.</p> <p>Expectations:<br/>Casual in office; business casual in community; business formal when required.</p> <p>One day response timeline for Teams; Two days for email.</p> <p>Outside of business hours there is no expectation on a specific timeline for response.</p> <p>Office hours: 9-5 (Cierra, Steph), 8:30-4:30 (Joe, Gabe, Jakob).</p> <p>Work from home: be accessible during your office hours when not working in the SAMU office. No more than 7 hours/week WFH.</p> |

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|     |                                    | <p>Gm – can add something to BambooHR that can track WFH hours.</p> <p>Vpsl – suggest cutoff is a day prior to the meeting for submissions.</p>  | <p>No negative balance for flex time.</p> <p>WFH – notify team one day prior.</p> <p>EC meeting submissions due noon the day prior – hard cutoff.</p> |
| 3.  | Team Huddles                       | <p>Who's going to book them and when to have them (weekly/bi-weekly)?</p> <p>Vpsl – we've informally agreed we believe it's important to continue these, but we should discuss further.</p> <p>Gm – suggest creating a TOR for the meetings so everyone is clear on what the meetings are for.</p> <p>Vpe – weekly.</p> <p>Vpgf – weekly.</p> <p>Vpsl – weekly.</p> <p>Vpa – weekly.</p> <p>Pres – weekly.</p> | <p>Action:</p> <p>Pres to book standing meetings throughout the summer.</p>   |
| 4.  | Flex Time                          | *general discussion.   |   |
| 5.  | EC Priorities (Standing Item)      |  |   |
| 6.  | Project Updates (Standing Item)    |  |   |
| 7.  | Outstanding Action Items           |  |   |
| 8.  | President's Report                 | Met with Dr. Trimbee – introductory - Discussed affordability & mental health.   |   |
| 9.  | VP Academic's Report               | Restorative Resolutions.<br>Artificial Intelligence Working group – Discussed software, how it's used, and how it's stored.  |   |
| 10. | VP External's report               | Relationship building within MacEwan community.<br>Will attend State of City event next week.  |   |
| 11. | VP Governance and Finance's Report | CRO hiring update provided.  |   |
| 12. | VP Student Life's Report           | Chaired first GAASC meeting – reviewed Grants procedure.   |   |
| 13. | General Manager's Report           | Summertime WFH & vacation update.<br>Vending machine update.<br>Composting update.<br>Kitchen cleaning reminder.<br>BambooHR update.<br>Front desk reminder.   |   |
| 14. | Recognition                        |  |   |

4. Adjournment

**VPSL**

**CARRIED**

Time: 4:05pm