

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
February 20, 2019 at 6:00pm in room #7-218**

In Attendance:

Andrew Bieman, Vice President External
Lee Burton, Councillor
Ruan Bouwer, Councillor
Rachelle Drummond, Councillor
Jackie Kent, Vice President Academic
Jaden Melech, Councillor
Spencer Newton, Councillor
Emma Patterson, Vice President Operations
Parvin Sedighi, President
Tansy Spyker, Vice President Student Life
Alycia Stewart, Councillor
Kent Strayer, Councillor

Lukus Ratz, Councillor
Luis Ruiz, Councillor
Matthew Yanish, Councillor
vacant, Councillor
vacant, Councillor
vacant, Councillor
vacant, Councillor

SAMU Officials and Council Support:
Timothy Jobs, Chair
Alan Honey, Governance Advisor
Samantha Hay, Governance Assistant

Meeting called to order at.

1. Treaty 6 Land Recognition

We would like to acknowledge that this meeting of the Students' Association of MacEwan University is taking place on the traditional territories of the people of the Treaty 6 region in Central Alberta.

The Students' Association of MacEwan University is situated in the centre of what we call the city of Edmonton, which is called Amiskwaciy Waskahikan or Beaver Hill House in Nehiyawewin (Cree). This is the traditional home of the Nehiyaw (Cree) and Michif (Métis), and meeting place for many Indigenous peoples including the Nakawe (Saulteaux), Siksika (Blackfoot), Nakota Sioux (Stoney) and other nations.

2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR FEBRUARY 20, 2019

2.2 MOTION

TO APPROVE THE MINUTES OF JANUARY 16 AND 23, 2019

3. Presentations

3.1. Council of Alberta University Students

4. For Information

4.1. Reports

4.1.1. President

4.1.2. Vice President Academic

4.1.3. Vice President External

4.1.4. Vice President Operations & Finance

4.1.5. Vice President Student Life

4.1.6. Q2 Financial Statements

4.2. Executive Committee Minutes

Minutes of January 8, 16, 23, and 30, 2019 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

6. In Camera Period

6.1 Councillor Vacancies

7. Motions & Business Orders of the Day

7.1. Roles and Responsibilities of the Chair of Students Council

MOTION TO APPROVE THE ROLE & RESPONSIBILITIES OF THE CHAIR OF STUDENTS' COUNCIL POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

VPO/

7.2. Clubs policy

MOTION TO RESCIND THE CLUBS POLICY, ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE, EFFECTIVE JULY 1, 2019

VPO/

7.3. Student Groups Policy

MOTION TO APPROVE THE STUDENT GROUPS POLICY ON THE RECOMMENDATIONS OF THE BYLAWS AND POLICY COMMITTEE EFFECTIVE JULY 1, 2019

VPO/

7.4. Roles and Responsibilities of the Board of Governors Student Representative Policy

MOTION TO APPROVE THE ROLE AND RESPONSIBILITIES OF THE BOARD OF GOVERNORS STUDENT REPRESENTATIVE POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

VPO/

7.5. Role and Responsibilities of Elected Representatives Policy

MOTION TO APPROVE THE ROLE AND RESPONSIBILITIES OF ELECTED REPRESENTATIVES POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE EFFECTIVE MAY 1, 2019

VPO/

7.6. Councillor Vacancy

MOTION TO APPOINT _____ AS COUNCILLOR EFFECTIVE FEBRUARY 21, 2019 FOR A TERM ENDING OCTOBER 31, 2019

PRES/

7.7. Councillor Vacancy

MOTION TO APPOINT _____ AS COUNCILLOR EFFECTIVE FEBRUARY 21, 2019 FOR A TERM ENDING OCTOBER 31, 2019

PRES/

7.8. Councillor Vacancy

MOTION TO APPOINT _____ AS COUNCILLOR EFFECTIVE FEBRUARY 21, 2019 FOR A TERM ENDING OCTOBER 31, 2019

PRES/

7.9. Councillor Vacancy

MOTION TO APPOINT _____ AS COUNCILLOR EFFECTIVE FEBRUARY 21, 2019 FOR A TERM ENDING OCTOBER 31, 2019

PRES/

7.10.

8. Consultation

8.1

9. Evaluation

9.1.

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: March 20, 2019

Meeting adjourned at

CARRIED

3. Presentations

4. For Information

4.1. Reports

4.1.1. President

HR update. Advanced Ed budget Consultation.

4.1.2. Vice President Academic

Textbook cost campaign.

4.1.3. Vice President External

Scholarship change updates. GOTV campaign.

4.1.4. Vice President Operations & Finance

International student – committee update. BPC meeting. MacEwan Integrated Strat Plan update. U-Pass/Smartfare update.

4.1.5. Vice President Student Life

Initiatives in February. Student community engagement grant.

4.2. Executive Committee Minutes

Minutes of December 12, 2018 provided.

5. Question Period

5.1. Written Questions

Newton – Where is the Appointment Advisory Committee at for vetting of new councilors? Has there been enough potential candidates or any to fill the remaining empty spots on council? Overall, do you think the organization, and particularly the committee, has done a good enough job promoting the need for more councillors to serve on council?

Pres - The posting was made public for the return of students to campus for the winter semester, and will close later this month. We have used the SAMU website and social media accounts to promote the vacancies, and will continue to do so over the next few days. As per the Committees policy, it is not in fact the role of the AAC to promote the vacancies, but to interview and recommend potential candidates to council. I would encourage councillors who are concerned about the vacancies to use their personal networks to promote this opportunity (as some already have), and hopefully have the positions filled as soon as possible.

5.2. Oral Questions

Topics include: council vacancies; new advocacy hire; academic appeals process; reporting structure;

6. In Camera Period

7. Motions & Business Orders of the Day

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

RUIZ

CARRIED

Next Meeting Date: January 23, 2019

Meeting adjourned at 6:34pm.

**Minutes for the Students' Council Meeting of the
Students' Association of MacEwan University
January 23, 2019 at 6:00pm in room #7-218**

In Attendance:

Andrew Bieman, Vice President External
Ruan Bouwer, Councillor
Rachelle Drummond, Councillor
Jackie Kent, Vice President Academic
Jaden Melech, Councillor
Spencer Newton, Councillor
Emma Patterson, Vice President Operations
Parvin Sedighi, President
Tansy Spyker, Vice President Student Life
Alycia Stewart, Councillor
Kent Strayer, Councillor
Lukus Ratz, Councillor

Luis Ruiz, Councillor
Matthew Yanish, Councillor
vacant, Councillor
vacant, Councillor
vacant, Councillor
vacant, Councillor

SAMU Officials and Council Support:
Timothy Jobs, Chair
Alan Honey, Governance Advisor
Samantha Hay, Governance Assistant

Regrets:

Lee Burton, Councillor

Meeting called to order at 6:00pm.

1. Treaty 6 Land Recognition

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2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR JANUARY 23, 2019

RUIZ/VPE

CARRIED

3. In Camera Period

3.1 SAMU Fees

MOTION TO GO IN CAMERA

VPO/STRAYER

CARRIED

MOTION TO GO OUT OF CAMERA

VPO/PRES

CARRIED

4. Motions & Business Orders of the Day

4.1. SAMU Fees

**MOTION TO APPROVE THE SAMU FEES POLICY ON THE RECOMMENDATION OF THE
BUDGET AND FINANCE COMMITTEE, EFFECTIVE JULY 1, 2019**

VPO/RUIZ

**FAVOUR: VPE, BOUWER, DRUMMOND, VPA, MELECH, NEWTON, VPO, PRES, VPSL,
STEWART, STRAYER, RATZ, RUIZ, YANISH**

CARRIED

5. Evaluation
6. Recognition
7. Adjournment

MOTION TO ADJOURN

VPE

CARRIED

Next Meeting Date: February 20, 2019

Meeting adjourned at 7:02pm.

Students' Council Report

President
February 20, 2019

Councillors, please find my report provided for your information. This report includes all activity since we last met.

Projects & Initiatives

Meeting with the University President

I met with Dr. Saucier as a part of our monthly meetings, and we discussed a number of things, with a primary focus on the situation in Ontario regarding voluntary student unionism. We discussed setting up potential mechanisms in the case that this policy comes forward in Alberta, but nothing formal has been set up as of yet.

Student Code of Conduct Consultation

The team attended a consultation with Dr. Wells, AVP, Students, on the student code of conduct principles that will be used to guide the policy on the same topic. The team was supportive of what we saw, and are eager to take part in the policy development process as well.

Advocacy Coordinator Orientation

We would like to welcome Evan MacDonald, our new Advocacy Coordinator, to SAMU! The VP External and I have been working to catch Evan up to what's going on on the advocacy front at SAMU, and are very excited to have him with us.

Minister Eggen's Youth Council Panel

I sat on a panel discussing youth and student engagement for Hon. David Eggen, Minister of Education's youth council, alongside four other student leaders from across the province. It was excellent to be able to provide some perspective on the capacities for leadership for young people that are available post-K-12!

Campaign 101 Workshops

We once again ran our Campaign 101 Workshop for the EC election, and there was slightly increased interest from the SC election iteration, which was great to see! Participants indicated they found the information helpful, so we will continue to advertise the workshops and make them more useful and appealing to would-be candidates.

Committees

Governance Remuneration Advisory Committee

GRAC met to review executive compensation, and has made the recommendation that the executive salaries are aligned with CPI.

Joint Steering Committee

At the last Joint Steering Committee, a working group was struck to address the Maintenance and Operations agreement SAMU has with the university. The intent of the working group is to review the terms of the agreement and propose amendments if necessary, which we will be doing on behalf of SAMU.

SAMU and MacEwan Executive Meeting

The executive teams of both organizations met to discuss voluntary student unionism, and the potential impact it might have on the building and the association. A working group has been created to address this very issue—the first task will be to comb through the relevant legislation and begin the process with a thorough understanding of where we are starting from.

Appointment Advisory Committee Meeting

AAC has been busy interviewing candidates for the four vacancies on council. For more information on the goings-on of these interviews and their outcome, please refer to the AAC report.

Other Business

Winterfest; ACC and CCC

SAMU's annual winter welcome event took place in January at CCC and ACC, and we were thrilled to see a large student turnout. Thank you to those of you who took the time to attend or volunteer, I know the Events and ACC teams are deeply appreciative of your engagement, too.

Meeting with CASA Member Relations Officer

CASA's Member Relations Officer conducted a tour of the western member organizations' institutions, and we were happy to meet with her and tell her a bit about what's going on our campus and our priorities as an organization.

MacEwan Griffins Men's Hockey Game

The team and I attended the Griffins hockey team commemorating Nakehko Lamothe, the player who recently passed away. We were grateful for the opportunity to do so, and cheered on our boys to a 6-4 victory over Concordia.

Closing Remarks

The thrill of a looming election is in the air, and like you, I'm eagerly awaiting to see who will rise to the occasion this run around. If you're thinking it might be you—do it! You have nothing to lose but the limits you've conceived for yourself.

All the best,

Parvin Sedighi, President
Students' Association of MacEwan University

Students' Council Report

Vice President Academic February 20, 2019

Greetings Council,

Below is my report detailing what has happened between January 10th and February 13th

Committees

APPC

The degree proposal for the Bachelor of Fine Arts was approved at this meeting. The BFA proposal included turning all of the existing diploma programs (Arts and Cultural Management, Theatre Production, Theatre Arts, and Fine Art) into majors of the degree. The degree will also feature a 2 year diploma exit option. It also will have a unique featuring of interdisciplinary studies, which BFA's generally do not include.

Student Research Day

The planning for Student Research Day is coming along nicely, the Research Office is very receptive to the various ideas that committee members have. Looks like a fun filled day so far!

Initiatives

Textbook Cost Campaign

The textbook cost campaign this semester was successful. Thank you to everyone who volunteered their time! We had 200 participants, and much larger turn out from Nursing, and Health and Community Studies. Looking forward to presenting results

Other Business

IBM Design Thinking Workshop

EC and I had the opportunity to sit down and share our opinions with IBM around technology on campus, and specifically the Wi-fi. We were lead through a series of questions about how we felt when there were network disruptions on campus, and how that genuinely affects students when it happens. They seemed to appreciate our feedback and take our concerns seriously.

The next day, I had the opportunity to participate in the entire workshop around how network issues affects different stakeholders on campus. I think that by participating in the workshop, IT really got to understand how network disruptions actually affect people who are dependent on it to do their schoolwork or perform their job. I think that it was a beneficial exercise, and I hope to see improved service in the future.

Meeting with new Advocacy Coordinator

I had the chance to meet with our new Advocacy Coordinator to discuss student academic advocacy. We talked primarily about the Student Appeals policy and the Student Academic Misconduct policy (and procedure), and how meetings with students generally go. I am looking forward to have another person who is trained on this matter around the office!

Closing

Hard to believe that I will only write two more reports after this.

Do not hesitate to contact me, or drop by with any questions about my report or otherwise - you know where to find me!

Best as always,



Jackie Kent
Vice President Academic
Students' Association of MacEwan University

Students' Council Report

Vice President External
February 20, 2019

Greetings Earthlings,

Here is my report that details my activities from January 16 to February 13:
Projects and Initiatives

Council of Alberta University Students (CAUS)

CAUS is currently looking for a new Executive Director. If you know anyone who would be a good fit for the job they can find more information on the position and how to apply at <https://www.caus.net/jobs/ed>.

The Vice-Chair and I presented to the UASU on CAUS' priorities for the year along with CAUS' annual conference/policy cycle. We fielded many questions from UASU council members, but it was necessary to inform their Council on CAUS' happenings.

I met with Minister Gray to discuss CAUS' priorities and election priorities. Visit <https://www.gotvab.ca/priorities>, to find out more. She was receptive to our asks.

I met with Alberta Graduate Provincial Advocacy Council (AB-GPAC), a student advocacy group that represents graduate students across Alberta to the Alberta government. We discussed areas of possible collaboration as we approach the provincial election.

Canadian Alliance of Students Association (CASA)

The President, the General Manager, the Advocacy coordinator, and I met with the Member Relations officer of CASA, Annie. We discussed how CASA could better support SAMU with federal advocacy. It was a supportive and productive meeting.

SAMU

GOTV has been a success so far. We have had a resounding volunteer turnout, and many students are not only receptive to GOTV, but have pledged to vote. I am excited to see the continued enthusiasm of volunteers and students when it comes to civic engagement. If you want to volunteer with GOTV, please reach out to me. You get a cool shirt and the satisfaction that you're doing your part to keep democracy alive and well in Alberta and Canada.

Closing Remarks

We're in the home stretch for us executive, and it has been a pleasure to work with all of you so far. Let's finish strong and get this bread.

Regards,



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Andrew Bieman
Vice President External

Students' Council Report

Vice President Operations & Finance February 20, 2019

Please see below my report for the dates between January 16 and February 13, 2019.

Projects & Initiatives

SAMU Building

The furniture package for the building is nearing completion. We have had several long day meetings with our design team, and have only a few spaces left to really nail down. We're hoping to finalize our purchase order in the next month or so, so we are working very hard on it. The SAMU Building Operational Transition Planning group has met once, and will continue to meet regularly leading up to the official hand-over of the project. This is a very operational committee with people from facilities, mechanical, operations, etc. and this is where we handle some of the specific operational items like key access, hours of operation, IT installation, etc. Our first meeting was about identifying key milestones over the next several months, and assigning responsibility for the tasks.

The President, General Manager, Director of Building Operations, and myself, all received site safety training, so we can start doing site walks of the project over the next few months, which is really cool. We'll be utilizing these opportunities to advertise and show the building off to students through our social media and website.

I also attended the monthly SAMU Building Risk Committee meeting, where things are pretty status quo. We provided updates on things we are working on internally, so they could be recorded.

We also continue to have bi-weekly building meetings with our Project Manager, to stay up-to-date with the project and upcoming work.

Food For Thought Event

See my attached Food for Thought report about the event. Thank you to everyone for attending – this was the first time in my 2 terms that we have had full attendance at the event, and I think it went very well!

EC For A Day

Our EC For A Day event had a decent turnout this year - every portfolio had at least 2 signups. Although we had several cancel/not attend, the majority of signups were unique/new students who hadn't really interacted with SAMU before, as far as we could tell. So that is good news also!

Committees

Global Awareness Week Sub-Committee

This is a sub-committee of the MacEwan Committee on Internationalization (MCI), with a specific mandate to put together the annual Global Awareness Week (GAW) event. The event went off without a hitch, and we had every faculty/school sponsor an event. The focus of GAW this year was to emphasize the UN's Sustainable Development Goals, and to educate students a little bit more about them. Based on an initial report, the Director of MacEwan International is very pleased with the week long event, which is good to hear!

MCI: Students Sub Committee

This is another sub committee of MCI, which has focus on international initiatives as they relate to students. We have 3 goals – Academic, Social, and Domestic engagement. We are now looking

to build a more comprehensive data approach for international students, and will be working with Institutional Analysis and Planning (IAP) to do that.

Bylaws & Policy Committee

BPC has met a few times this year, as you can tell by the submissions this month. We have a very eager committee, and have committed to doing lots of work. We've got lots of things in the works, so I think this will be a very active committee.

Budget & Finance Committee

This committee sponsored a budget workshop for councilors, put on by our Director of Finance. Thank you to the few councilors who attended – I'm hoping it was helpful in understanding our budgeting process and what to look for moving forward.

Student Services Joint Operations Committee (SSJOC)

At SSJOC we approved the enrollment dates for this upcoming year, which will be reflected on the mystudentsystem portal. Work is starting on the online degree audit, which is a project asked for by students for a while now. Other projects within the Registrar's Office are on schedule, and many faculties have begun data transferring into the new systems. Single payment signon has officially launched, so students can go to one place to make payments, regardless of if it is for the library or the Registrar.

Other Business

Meetings with Students

With all of the advertising around Executive Committee nominations, I've had many meetings with students wondering about elections, nominations, and specifically my portfolio. I'm glad to see so many students interested in SAMU. Hopefully we'll see them on the upcoming ballot!

Closing Remarks

I hope your semester is going well thus far! It's been pretty cold, but thankfully work hasn't stopped! Take some time over the term break for yourself! Hopefully your midterms and papers/assignments are going well, and that your work isn't too overwhelming! Stay warm out there!

Regards,
Emma Patterson, VP Operations & Finance

Students' Council Report

Vice President Student Life February 20, 2019

Salutations Council,

I have done my best to provide concise and relevant information. As always, I welcome either written or in person questions!

Projects & Initiatives

Winter Fest

Once again, the weather decided to play tricks on us (like Fall Fest). Therefore due to the cold, we moved into the MPR of building six. We had over thirteen thousand students come to the event! The decision for moving forward, the team will be rethinking what the best way to have our fall and winter festivals to optimize student engagement. We will be looking at where it is housed, marketed, and attended. As the demographics of students change we look forward to changing some of our events too!

Wellness Week

It happened! Last week we had campus and community partners out in the halls sharing the good word of health! It was truly unfortunate that the restriction was placed on having medical Cannabis researchers come to campus. But it has sparked many good conversations and the interest lobbying to have a similar event come to campus at a later date. The activities as a whole were well attended.

Club Days

Was a wonderful event and turnout was terrific! It is always so good to see students make connections and build a stronger campus community of active students.

Student Code of Conduct

The university has an academic code of conduct, but not a non-academic one as of yet. So after Lynn Wells was brought in to her role of VP the project ensued to create a document that fills the need of student conduct. It is mutually important for the university and student to have this document. It holds all parties accountable for the behavior and treatment of others.

Committees

BHMC

It was my honor to be the master of ceremonies for the Kick-off event, it was a huge success as the inaugural year for the celebrations. The renowned poet Knowmadic spoke and MLA David Shepherd was the keynote speaker to mention some highlights. My personal favorite was the drumming academies performance.

GASC

In this meeting, we passed the expenditure of grants for students to attend conferences and clubs to hold events. Please see the posted minutes for further details.

U-solve

Most of the larger events that come from this committee/working groups have been completed for the span of the year. We evaluated the effectiveness of the event and how the ongoing development (of the committee) will happen.

People Culture Foundation

We completed the foundation plan! I truly that this document that is going to be the foundation of the university will truly guide decisions that have student interests at heart. We are a campus of adventurous, this is something that will never change but will evolve.

Closing Remarks

Projects from around the campus have been rapping up! Either there has been a rollout of the results or the following step has started. I am excited for the next two months and preparing for the next steps.

All the best,
Tansy Spyker, VPSL

Students' Association of Grant MacEwan University
Statement of Financial Position
As at December 31, 2018

December 31, 2018

2018

(Unaudited)

Assets

Current

Cash	4,133,795
Investments	4,979,967
Accounts receivable	4,998
Inventory	20,612
Prepaid expenses and deposits	131,926

9,271,298

Capital assets

8,095,255

17,366,553

Liabilities

Current

Accounts payable and accruals	2,224,696
Deferred revenue	660,359
Trust liabilities	146,812

3,031,867

Net Assets

Invested in capital assets	8,121,440
Internally restricted - Building Fund	1,355,456
Internally restricted - Contingency Reserve Fund	837,500
Internally restricted - Health and Dental Fund	1,112,087
Unrestricted	2,908,204

14,334,688

17,366,555

Students' Association of Grant MacEwan University**Statement of Operations***For the period ended December 31, 2018**December 31, 2018**2018**(Unaudited)*

Revenue	
Operations	2,846,582
Marketing	19,782
SAM	107,648
Events	40,642
ACC	-
Clubs	-
Programs and Services	-
Advocacy	-
Governance	-
Finance	36,839
The griff	3,925
Total revenue	3,055,418
Expenses	
Operations	848,249
Marketing	55,166
SAM	46,947
Events	128,698
ACC	6,148
Clubs	21,475
Coordinators	37,533
Advocacy	82,286
Governance	145,323
Finance	(61,381)
The griff	13,114
Total expenses	1,323,558
Excess of revenue over expenses	1,731,860
Amortization	-
Excess of revenue over expenses	1,731,860

Students' Association of Grant MacEwan University
Statement of Changes in Net Assets
For the period ended December 31, 2018

	<i>Invested in capital assets</i>	<i>Building Fund</i>	<i>Contingency reserve Fund</i>	<i>Health and dental Fund</i>	<i>Unrestricted</i>	<i>September 30 2018 (Unaudited)</i>
Net assets, beginning	8,031,320	1,355,456	837,500	1,112,087	1,266,464	12,602,828
Excess of revenue over expenses					1,731,860	1,731,860
Purchase of capital assets	90,120				(90,120)	-
Interfund transfer						-
Net assets, ending	8,121,440	1,355,456	837,500	1,112,087	2,908,204	14,334,688

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
January 8, 2019 @ 9:30am**

Copies To:

Parvin Sedighi, President
Jackie Kent, VP Academic
Andrew Bieman, VP External

Emma Patterson, VP Operations & Finance
Tansy Spyker, VP Student Life
Gwen Bauer, General Manager (Minute Taker)
Alan Honey, Governance Advisor (absent)

1. Call to Order: 9:02am
2. Approval Minutes for: December 5, 2018

**VPO/VPSL
CARRIED**

3. Approval of Agenda

**VPSL/VPO
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	Committee Appointments	VPA – knows the student and has no concerns about ability to contribute to the committee; Carmella is good friends with the other Student-At-Large on the committee Pres – there is no conflict because neither personally gain any benefit from the committee All in agreement to explore option 2 due.	MOTION TO APPOINT CARMELA BENEDETTO TO THE GOVERNANCE REMUNERATION COMMITTEE PRES/VPA CARRIED
2.	Clubs	VPSL – these clubs haven't responded to an email requesting a meeting; gave them a deadline to respond; no response initiated another email advising the consequence of not responding. These clubs also had not completed the club training	MOTION TO CLOSE THE AUTISM SPECTRUM CLUB (208490), THE LEAGUE CLUB (208223), AND THE RHYTHM INDIA CLUB (208440) VPSL/VPE CARRIED
3.	SC Presentation	Pres – Invite Irfan Chaudry to present to SC at the January meeting about diversity and inclusion; aligns with what SAMU will be doing to audit our current practices to find opportunities to improve.	MOTION TO APPROVE A PRESENTATION BY IRFAN CHAUDRY AT THE JANUARY 2019 STUDENTS' COUNCIL MEETING PRES/VPSL CARRIED

4.	Alumni Association Student Rep	VPO – Director of Alumni and Community Engagement Office requested SAMU to identify who would be the student rep on the newly formed Alumni Council (option for an Alumni Association included in the recent PSLA amendments) Pres – Although it makes sense for either the Pres or VPO to sit on the council; the President will be the rep.	ACTION: GM will communicate this decision to the Alumni Office
5.	Missing Receipts	VPO – Missing 2 receipts from stores that do not provide detailed receipts. Expenses from the EC Retreat Pres – Missing receipt for airline for the luggage fee	MOTION TO APPROVE THE MISSING CREDIT CARD RECEIPT FORMS FOR EMMA PATTERSON IN THE AMOUNT OF \$11.51 DATED NOVEMBER 15TH, 2018 AND \$12.89 DATED NOVEMBER 16TH, 2018 VPO/VPE CARRIED MOTION TO APPROVE THE MISSING CREDIT CARD RECEIPT FORM FOR PARVIN SEDIGHI IN THE AMOUNT OF \$33.90 DATED DECEMBER 5, 2018 PRES/VPA CARRIED
6.	Outstanding Action Items	Tutors on Campus – waiting until MacEwan Connect goes live to carry on with the conversation with Lynn Wells	
7.	President's Report	From December 5 th Bi-monthly lunch with MacEwan's Sr Administration Board Sub Committee Met with Irfan Choudry CAUS meeting Tour of USC Board meeting Staff Meeting EC/Dir meeting Met with Provost candidate FFE Planning SC Reviewed feedback on GM Shortlist for Advocacy Coordinator Student Violence & Prevention meeting Met with Dave Marshall, MRU	
8.	VP Academic's Report	Tabled	
9.	VP External's Report	Call with Minister Gray's office CAUS activities Bi-monthly lunch with MacEwan's Sr Administration Met with potential candidate for EC	

		CAUS emergency meeting Tour of Norquest Tuition & Fees conference call with Province EC/Dir meeting CAUS meeting Scotia bank for CAUS Met with legal counsel CAUS event Provincial leader debate meeting SC Winter NSO Met with Chief of Staff Advanced Ed BFC Debrief on GM feedback Short list for Advocacy Coordinator Community Foundation meeting	
10.	VP Operations Report	Bi-monthly lunch with MacEwan's Sr Administration Tour of USC FFE Meeting EC Team meeting Staff meeting EC/Dir meeting FFE Planning GM one-on-one Global Awareness meeting Winter NSO SAMU Building Risk Cmte BFC Student UPass concern GM feedback AGC/GFC meeting with Dave Marshall	
11.	VP Student Life's Report	Bi-monthly lunch with MacEwan's Sr Administration Tour of USC Jameela Murji – wellness week AGS Black History month planning cmte FFE Planning Black History Month with Diversity & Inclusion Office Staff Meeting EC/Dir meeting Pride Week Parade planning EC stakeholder meeting Snapchat takeover; wellness during holidays Black History planning Student concerns Lynn Wells – tutors on campus SC Lots of desk time Winter NSO Met with Marketing team Black History planning cmte Meeting with GM Debrief on GM feedback Black History planning cmte GASC meeting Marketing team Lynn Wells; student consultation process	

		AGC/GFC Review – Dave Marshall	
12.	GM report & Dashboards	MacEwan Executive Quarterly Lunch meeting Meeting with Office of Human Rights Directors meeting Staff meeting Quarterly meeting with Directors and EC Grants and awards meeting FFE planning meeting 1-on-1 with VPO 6 month review with Director Of Finance Director meeting Meeting with Director of Marketing BFC meeting Monthly meeting with VPSL Short list for advocacy coordinator Meeting on department 1 budget with Director Of Finance	
13.	Recognition		

4. Adjournment

Time: 10:30am

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
January 16, 2019 @ 9:00am**

Copies To:

Parvin Sedighi, President
Jackie Kent, VP Academic
Andrew Bieman, VP External

Emma Patterson, VP Operations & Finance
Tansy Spyker, VP Student Life
Gwen Bauer, General Manager
Alan Honey, Governance Advisor (Recording Secretary)

1. Call to Order: 9:05am
2. Approval Minutes for: January 7, 2018

**VPO
CARRIED**

3. Approval of Agenda

**VPA
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Alumni Policy feedback	Gm – follow-up to discussion previously had. Documents provided for review. No major changes – just acknowledges that we (SAMU) have a rep on the committee. Vpa – might interest us in how they decide to select people to sit on committee.	
2. Bill 19 consultation	Vpo – met with John on Monday about this. They got some clarification on regulations. He proposed a joint committee where fee review would go to. If committee created, need to know who we want on it and how we think it should function. Vpe – tuition & fee increases should be approved by SC. Vpo – committee would do the work and provide report with recommendation. Vpa – need to decide if we're in support of the committee (suggest Vpa & Pres), who's on it, how we will consult with students.	Action: Vpo to bring info to BPC.
3. Banking resolution	Vpo – document sent out for review. Similar to doc EC approved in November for CIBC.	MOTION TO APPROVE THE SECURITY AGREEMENT AND RELATED DOCUMENTS FOR CIBC VPO/VPA CARRIED
4. Clubs	Child and Youth Care Club	MOTION TO APPROVE THE CHILD AND YOUTH CARE CLUB VPSL CARRIED
5. Outstanding Action Items		

6.	President's Report	Tabled.	
7.	VP Academic's Report	CAUS Counterparts conference. Student meeting. Textbook campaign. Research Council. Information Technology Committee meeting. SSJOC meeting.	
8.	VP External's Report	Student Leaders meeting with Campus Alberta. Counterparts. Interviews for Advocacy position. Alberta Student Awards Personnel Association. GOTV. Textbook campaign. Advanced Ed budget consultation.	
9.	VP Operations Report	Building meeting. Counterparts. Called special meeting of SC. BFC committee work. MacEwan Committee on Internationalization – subcommittee meeting. Textbook campaign. Met with John McGrath. Dept 11 budget meeting. BPC meeting. Building update. Integrated Strat Plan Resources Foundation Plan working group meeting	
10.	VP Student Life's Report	Student Affairs meetings. People, Culture, and Foundation plan meeting. Office of Human Rights, Diversity, and Equity meeting. Counterparts. Club update. MacEwan United Way Committee meeting. MacEwan Book of the Year meeting. GASC meeting. Textbook campaign. Wellness week. USOLVE meeting. Sexual and Gender Minority working group meeting. Student Success Sub-Committee.	
11.	GM report & Dashboards	Change management planning session with Moe. Building meeting. HR update. Director meeting. M&C update. Interviews. Budgeting update. Building ops budget.	
12.	Recognition		

4. Adjournment

Time: 10:34am.

**Agenda for the Executive Committee Meeting of the
Students' Association of MacEwan University
January 23, 2019 @ 9:00am**

Copies To:

Parvin Sedighi, President
Jackie Kent, VP Academic
Andrew Bieman, VP External

Emma Patterson, VP Operations & Finance
Tansy Spyker, VP Student Life
Gwen Bauer, General Manager
Alan Honey, Governance Advisor (Recording Secretary)

1. Call to Order: 9:03am
2. Approval Minutes for: January 16, 2019

VPE

CARRIED

3. Approval of Agenda

VPA

CARRIED

TOPIC		DISCUSSION	ACTION/MOTION
1.	Obtaining Legal Services	Update on SAMU's legal representation provided by Gm. - discussion on delegation of authority for use of legal.	Action: add topic to next EC agenda.
2.	CAUS presentation to SC		MOTION TO APPROVE A CAUS PRESENTATION TO SC AT THE FEBRUARY 20, 2019 SC MEETING VPE/VPSL CARRIED
3.	Potential Provincial Political forum	Vpe – thinking about if there's an opportunity to bring all the parties onto campus. Mid-late February time line. Will try to contact all the political parties. *General discussion on a best date.	
4.	RSA recommendation	Vpo – H&D put forward a recommendation to change the student travel coverage that we offer through the student H&D plan. Gallivan brought back an option for better coverage at less cost.	MOTION TO APPROVE RSA TRAVEL INSURANCE COVERAGE ON THE RECOMMENDATION OF THE HEALTH AND DENTAL SUB-COMMITTEE. VPO/VPSL CARRIED
5.	Travel Advisory Committee	Vpe – can we share the MacEwan travel handbook with our clubs? Gm – send to me, Jaime, & Justin – we'll discuss at director meeting.	
6.	Outstanding Action Items		

7.	President's Report	<p>CASA update. LEC work update. Building meeting. CAUS Counterparts conference. Advo Coordinator interviews. Advanced Ed budget consultation. Provost Search Committee meeting. Dept 11 budget. Conduct discussion. SC meeting. GRAC meeting. Joint Steering Committee meeting. Met with President Saucier. Winterfest. EC for a day.</p>	
8.	VP Academic's Report	<p>U-Pass meeting. Conduct discussion. SC meeting. GM review discussion. Met with student. Winterfest. Career development advisory meeting. GOTV volunteer training. Pre-AGC meeting. EC for a day. AGC meeting.</p>	
9.	VP External's Report	<p>Dept 11 budget. GOTV volunteer training. Conduct. SC meeting. GM review discussion. GSA indige policy CAUS update. Winterfest. GOTV volunteer shifts. Met w Minister Gray. Monthly meeting with Mirna.</p>	
10.	VP Operations Report	<p>Dept 11 budget meeting. Finance meeting with director. U-Pass meeting. SC meeting. Gm review meeting. Club days. Joint steering. Building update. Winterfest. H&DSC meeting. EC for a Day.</p>	
11.	VP Student Life's Report	<p>Black History Month meeting. Conduct. SC meeting. GM review. Club days. Met with Jaime re P&S. Winterfest. Student Affairs meeting.</p>	

		GASC meeting. H&DSC meeting. Met with councillor re mental health initiatives. EC for a day.	
12.	GM report & Dashboards	Budget. One on ones. Joint steering. Director meetings. Winterfest. Furniture design. Onboarding staff meeting. Student concern. H&D meeting. Building update.	
13.	Recognition		

4. Adjournment

Time: 10:08am

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
January 30, 2019 @ 9:00am**

Copies To:

Parvin Sedighi, President
Jackie Kent, VP Academic
Andrew Bieman, VP External

Emma Patterson, VP Operations & Finance
Tansy Spyker, VP Student Life
Gwen Bauer, General Manager
Alan Honey, Governance Advisor (Recording Secretary)

1. Call to Order: 9:06am

2. Approval Minutes for: January 23, 2019

**VPA/VPSL
CARRIED**

3. Approval of Agenda

**VPE/VPA
CARRIED**

	TOPIC	DISCUSSION	ACTION/MOTION
1.	Obtaining Legal Services	Gm – briefly talked about this at last meeting. Current practice is that legal goes through the Pres. Can we have a delegation of authority to the Gm, within my contract, to have some discretion. Pres – having it come through Pres is a checkpoint to make sure EC is aware of what is going on. Pres can still be signing authority but there could be some leeway, but it's hard to gauge how to do a delegation that makes sense. Not sure how to articulate something in writing. Gm – for now I will make sure to send items through Pres.	
2.	Alumni & Development Presentation to SC	Gm – comes from Louise Charon, Fund Development Officer. She'd like to present to SC about alumni. Vpa – what will they be talking about? Concerned it's about how to get more money from students. Vpo – gives council an opportunity to share opinions with University.	MOTION TO APPROVE AN ALUMNI DEPARTMENT PRESENTATION AT THE APRIL 2019 STUDENTS' COUNCIL MEETING VPO/VPA CARRIED
3.	Student Refugee Program Ad Hoc Sub Committee	Vpsl – student is interested in this committee. Need to re-evaluate with how this committee works as Director of Advocacy position has changed. TOR was attached to agenda package. Gm – currently living within the Programs portfolio. Work needed is very administrative. Would like to run TOR by Jaime before moving forward with this. Vpo -thinking of International office that has students helping other students – should we be looking at something like that?	Action: Gm to get feedback from P&S on TOR and bring back to EC at 2 nd Feb EC meeting. MOTION TO APPOINT JOHN SKENE TO THE STUDENT REFUGEE PROGRAM AD HOC SUB-COMMITTEE

			VP SL/VPO CARRIED
4.	Tuition and Fees Working Group Membership	<p>Pres – working group with 2 SAMU & 2 University admin. Need to start working on creating this working group right away. Makes sense for Vpo & other person is up for a decision. Vpo – be good to have an SAMU operational person involved when we start developing internal policy & procedure. Recommend Pres or Vpe as they are familiar with legislation.</p> <p>Decision: Vpo & Vpe will be SAMU reps on working group.</p>	<p>Action: Vpo to notify Marg of decision.</p>
5.	Building Fee MOU	<p>Pres – need to do a risk assessment around our fees within the next month.(end of march) Also need to look at what our services cost in comparison to the private sector.(end of February)</p>	<p>Action: Gm to complete fees risk assessment by end of March 2019 & do a services cost comparison (vs private sector) by end of February 2019</p>
6.	Donation	<p>Pres – our policy identifies that we make a donation on behalf of a student when a student passes away.</p> <p>Vpsl – asked for a donation to Distress Line. Can we consider donating?</p> <p>Vpa – suggest we donate one call each.</p> <p>Gm – make sure we consider that it would be student money donating to a non-profit.</p> <p>Vpsl – definitely a service that students would use.</p> <p>Vpo – it's an Edmonton service and it's valuable to our students.</p>	<p>Action: Pres & Gm to coordinate donation on behalf of student who passed away.</p> <p>MOTION</p> <p>TO APPROVE A DONATION OF \$150 FROM THE DONATION BUDGET LINE TO DISTRESS LINE OF EDMONTON</p> <p>VP SL/VPE CARRIED</p>
7.	Outstanding Action Items		
8.	President's Report	<p>Events of campus meeting. EC for a Day. Building meetings. SC special meeting. Network consultation with IT. EDI meeting for CASA. PSLA Governance Changes Task force meeting. BFC meeting. ACC Winterfest. CAUS meeting. VSU call. Site safety orientation. GOTV volunteering. SAMU/MacEwan meeting. the griff interview. Fee messaging meeting.</p>	
9.	VP Academic's Report	<p>EC for a day. SC special meeting. Design meeting. GOTV shift. BFC. Design Thinking Networking Workshop.</p>	

		<p>Winterfest ACC. Met with student. Associate dean of nursing meeting. Student research day meeting group. Exec/MacEwan meeting. Provost meeting.</p>	
10.	VP External's Report	<p>GOTV orientations. SC special council meeting. BFC meeting GOTV volunteering. CAUS update. Winterfest ACC. GOTV presentation. VSU discussion. Exec/Pres meeting.</p>	
11.	VP Operations Report	<p>EC for a day. Buildings meetings. SC special meeting. Network consultation. Met with student re. councillor vacancies. BFC meeting. Winterfest ACC. MacEwan Committee on Internationalization Sub Committee meeting. Met with Susan Cooper. VSU discussion. Budget meeting. Safety orientation. BPC meeting. SAMU/MacEwan lunch meeting. Met with student re. campaigning. Messaging meeting. Distress Line breakfast.</p>	
12.	VP Student Life's Report	<p>Black History Month Planning Committee. Design meeting. Special meeting Met with students re EC. Student Affairs meeting. Edmonton Regional postsecondary meeting. BFC meeting. GASC meetings. Winterfest ACC. Student Sexual Violence Research forum. VSU discussion. Met with Lynne Wells. SAMU/MacEwan lunch meeting. Student meeting. Attended BPC meeting. Student services sub-committee. Distress line breakfast.</p>	
13.	GM report & Dashboards	<p>Wellness week. All West meeting. Building meetings. HR update. BFC meeting. Director meeting.</p>	

		VSU letter discussion. Budget meeting. Site visit. Change management meeting. Messaging meeting. Legal update. Events update.	
14.	Recognition		

4. Adjournment

Time: 10:52am

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: February 20, 2019

Submitted By: Emma Patterson, Vice President Operations & Finance

Submission Title (As it will appear on agenda):

Role & Responsibilities of the Chair of Students' Council policy

Motion to approve the Role & Responsibilities of the Chair of Students' Council policy on the recommendation of the Bylaws and Policy Committee

Background Information:

As currently written we would need to go through a full hiring process every three years even when the Students' Council Review Committee (SCRC) would recommend the reappointment of a Chair based on good reviews. If we were to ever get to a point that, after conducting a review of the Chair, SCRC doesn't recommend a reappointment we can then go through a hiring process.

Implications:

Students' Council would go through a hiring process when deemed necessary.

Role and Responsibilities of the Chair of Students' Council

Rationale

Clear responsibilities for the Chair of Students' Council ensure that the preparation for and the proceedings of Students' Council meetings are relevant and effective.

Definitions

The **Chair** refers to the formally appointed Chair of Students' Council.

Expectations

Roles and Responsibilities

- 1** The Chair adheres to SAMU bylaws and policies.
- 2** The Chair presides over meetings of Students' Council using *Robert's Rules of Order, Newly Revised* and any other special rules of order.
- 3** The Chair is available for consultation on bylaws and policy development.
- 4** The Chair will serve as chair of the investigations committee.
 - 4.1** In the event the chair is unable to fulfill this role, they will select a chair of the investigations committee.
- 5** The Chair ensures that all motions and agenda items are within the scope of Students' Council and excludes any items from the agenda that do not meet this requirement.
 - 5.1** The Chair provides a written report highlighting any items submitted to but excluded from the agenda.
- 6** The Chair ensures that discussions remain focused and within the scope of Students' Council.
- 7** When applicable the Chair delivers a verbal report that includes disclosed and alleged conflicts of interest.
- 8** The Chair has ongoing communication with elected representatives and SAMU employees on matters relating to governance or Students' Council business.

9 The Chair will seek to enhance knowledge relevant to these responsibilities through professional development.

10 The Chair is evaluated by the Students' Council Review Committee in August and March each year.

Appointment and Removal

11 Following a search process the Chair is appointed by Students' Council for a one-year term that begins on May 1 and ends on April 30 of the following year.

11.1 The appointment of the Chair is done no later than April 30 following the search process.

11.2 The appointment of the Chair is ~~twice-renewable~~ upon annual review and recommendation.

12 If the Chair position becomes vacant, a new Chair or interim Chair may be appointed for the remainder of the current term.

13 If the Chair is found not to be upholding these expectations or otherwise acting against the interests of SAMU, Students' Council may censure or remove the Chair.

Remuneration

14 The Chair is remunerated \$125 for each Students' Council meeting attended.

15 Changes to remuneration of the Chair require the recommendation of the Governance Remuneration Advisory Committee.

Fact Sheet

Approvals:

First Approval – March 19, 2014

Last Approval – March 21, 2018

Review Date: March 21, 2019

Source and Updates:

March 19, 2014: *Role and Responsibilities of the Chair of Students' Council* approved by Students' Council motion 2014-03-19-6.4. Source material drawn from *Students' Council Policy 23 – Chair of Students' Council*.

March 18, 2015: *Role and Responsibilities of the Chair of Students' Council* approved by Students' Council motion 2015-03-18-6.2 upon recommendation of the Appointment Advisory Committee.

March 21, 2018: *Role and Responsibilities of the Chair of Students Council* approved by Students' Council motion 2018-03-21-7.4 on the recommendation of the Governance Remuneration Advisory Committee. Changes include an update to use gender neutral pronouns as well as an increase in remuneration from \$75/meeting to \$125/meeting.

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: February 20, 2019

Submitted By: Emma Patterson, Vice President Operations & Finance

Submission Title (As it will appear on agenda):

Clubs policy

Motion to rescind the Clubs policy, on the recommendation of the Bylaws and Policy Committee, effective July 1, 2019

Background Information:

Creating the new Student Groups policy makes this policy obsolete.

Implications:

Clubs

Rationale

A policy that outlines the responsibilities and benefits of clubs protects the interests of both SAMU and its recognized clubs by mandating their responsible creation and administration.

Definitions

Expectations

- 1** The existence and activities of clubs must not impose a legal liability on, or damage the interests of SAMU.
- 2** club activities are subject to SAMU approval.
- 3** clubs ensure that a majority of their membership is composed of MacEwan University students.
- 4** clubs maintain only those financial resources that are within SAMU control.
- 5** clubs are responsible for compiling and submitting an annual report to the Clubs Manager at the end of each fiscal year.
- 6** clubs receive benefits including:
 - 6.1** the opportunity to apply for grants to support club operations and event initiatives;
 - 6.2** assistance with club administration, financial resources, and event planning and promotion;
and
 - 6.3** assistance in obtaining resources from MacEwan University.

Fact Sheet

Approvals:

First Approval – August 20, 2014

Last Approval –

Source and Updates:

August 20, 2014 – *Clubs* approved by Studnets' Council motion 2014-08-20-6.9 upon recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 19 – Clubs*.

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: February 20, 2019

Submitted By: Emma Patterson, Vice President Operations & Finance

Submission Title (As it will appear on agenda):

Student Groups policy

Motion to approve the Student Groups policy, on the recommendation of the Bylaws and Policy Committee, effective July 1, 2019

Background Information:

The changes to this policy came from the Clubs Department, with the focus on better identifying different student groups and associated funding models for them, to ensure more equitable distribution for these groups.

Implications:

Student groups will continue to be recognized and funded by SAMU.



Policy

Student Groups

Deleted: Clubs

Rationale

A policy that outlines the responsibilities and benefits of Student Groups and protects the interests of both SAMU and its approved Student Groups by mandating their responsible creation and administration.

Deleted: clubs

Deleted: recognized

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Definitions

Student Groups refers to any group which has received SAMU approval to operate as a collective of students engaged in an interest-based or academic manner. Student Groups encompasses any of the following titles: Clubs, Organizations, Alliance, Fellowship, Outreach, Circle, Chapter, Network or Grad Committees.

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Commented [JB1]: All previous clubs that are re-ratified with be grandfathered in with their original names. Only new groups will be expected to follow the new naming guidelines.

Grad Committee refers to a group created for the sole purpose of fundraising to execute activities and events pertaining to graduating classes.

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Fact Sheet

Clubs 1

Page Break



Policy

Approvals:

First Approval – August 20, 2014

Last Approval –

Source and Updates:

August 20, 2014 – *Clubs* approved by Students' Council motion 2014-08-20-6.9 upon recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 19 – Clubs*.

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Clubs 2

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: February 20, 2019

Submitted By: Emma Patterson, Vice President Operations & Finance

Submission Title (As it will appear on agenda):

Role & Responsibilities of the Board of Governors Student Representative policy

Motion to approve the Role & Responsibilities of the Board of Governors Student Representative Policy on the recommendation of the Bylaws and Policy Committee

Background Information:

The recent changes of Bill 19 to the Post Secondary Learning Act (PSLA) means that MacEwan University receives a second student representative at the Board of Governors. This policy outlines their roles and responsibilities, and how they will be appointed to the position.

Implications:

Two student representatives at the Board of Governors table.

Role and Responsibilities of the Board of Governors Student Representative

Rationale

The Board of Governors is the highest governing body within MacEwan University. Clear responsibilities for those in governance representation roles at SAMU ensure their adherence to SAMU principles of good governance, helping them to better serve the SAMU membership.

Definitions

Expectations

Role and Responsibilities

1.0 The Board of Governors Student Representative is a non-voting resource official of Students' Council.

1.1 A Students' Councillor who also sits as the Board of Governors Student Representative retains their voting rights.

2.0 The Board of Governors Student Representative has the right to move, second, and debate all motions in Students' Council meetings.

3.0 The Board of Governors Student Representative participates in Students' Council orientation and training sessions in the same capacity as a Councillor.

Appointment and Removal

4.0 The Board of Governors Student Representative is elected by SAMU Membership in March, with the Executive Committee.

4.1 In the event no student is elected to the Board of Governors Student Representative position, the Vice President Operations & Finance will serve as the Board of Governors Student Representative.

5.0 The Board of Governors Student Representative provides up-to-date, written reports to Students' Council on their respective areas of responsibility, to be submitted with the Students' Council agenda package. These reports include significant issues affecting SAMU or its members, as well as decisions made at meetings attended on behalf of SAMU.

5.1 The CRO will attend the Students' Council meeting at which the report is provided and be available to answer questions.

6.0 Automatic removal from office occurs if:

6.1 the Board of Governors Student Representative ceases to meet the requirements for office,
or

6.2 the Board of Governors Student Representative does not attend mandatory orientation and
training sessions

7.0 If the Board of Governors Student Representative is found not to be upholding these
expectations or otherwise acting against the interests of SAMU, Students' Council may censure or
remove the Board of Governors Student Representative.

7.1 In the event the Board of Governors Student Representative is removed, the Vice President
Operations & Finance will serve as the Board of Governors Student Representative.

Fact Sheet

Approvals:

First Approval –

Last Approval –

Source and Updates:

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: February 20, 2019

Submitted By: Emma Patterson, Vice President Operations & Finance

Submission Title (As it will appear on agenda):

Role & Responsibilities of Elected Representatives policy

Motion to approve the Role & Responsibilities of Elected Representatives policy, on the recommendation of the Bylaws and Policy Committee, effective May 1, 2019

Background Information:

After review by past and current Executives, it was felt that the roles and responsibilities listed in this policy were not reflective of the work being done by the different portfolios. It also did not read very well. So past and current Executives developed a more streamlined framework for the descriptions, and updated to better reflect the positions. It will be timely so those interested in running in the upcoming election will have the most updated descriptions to refer to.

Implications:

The policy will more accurately represent the different position's roles and responsibilities.



Roles and Responsibilities of Elected Representatives

Rationale

Clear responsibilities for all those in governance roles at SAMU ensure their adherence to SAMU principles of good governance, helping them to better serve the SAMU membership.

Clear responsibilities for the members of Students' Council ensure that Students' Council meetings are effective and that the decisions made by its members are well informed.

Clear responsibilities for the Executives ensure the effective fulfillment of duties relevant to their portfolios and hold the Executives accountable to the SAMU membership.

Definitions

Good Governance provides strategic direction for SAMU that aligns with its vision as a whole, anticipating and responding to the needs of present and future students through the effective stewardship of the bylaws, policies, and strategic plan.

Official Position is a formal stance on a particular issue that has been approved by Students' Council.

Expectations

Roles and Responsibilities of Members of Students' Council

- 1 Members of Students' Council adhere to the SAMU Bylaws and Policies.
- 2 Members of Students' Council take and adhere to the Students' Council Oath, referenced in Appendix A of this policy.
- 3 Members of Students' Council consult and represent the student body.
- 4 Members of Students' Council participate in Councilor Days, Town Hall meetings, Council meetings, committees, and related SAMU business.
- 5 Members of Students' Council review all material included in agenda packages and provide applicable feedback prior to meetings.
- 6 Members of Students' Council participate in mandatory training sessions. A member of Students' Council must attend at least 80% of a mandatory training session in order to be counted present.
 - 6.1 In the event that a member of Students' Council fails to attend a mandatory training session that member will be automatically removed from office.



Policy

7 Members of Students' Council attend Town Hall meetings and Students' Council meetings. A member of Students' Council must attend at least 80% of a Town Hall meeting or a Students' Council meeting in order to be counted as present for that meeting.

7.1 In the event that a member of Students' Council is absent for more than 20% of regularly scheduled Town Hall meetings and Students' Council meetings that member of Students' Council will be automatically removed from office.

8 Members of Students' Council perform additional tasks as assigned by Students' Council.

Roles and Responsibilities of Members of Executive Committee

9 Members of Executive Committee represent SAMU by acting in accordance with all official positions.

10 Members of Executive Committee maintain regular office hours.

11 Members of Executive Committee provide up-to-date, written reports to Students' Council on their respective areas of responsibility, to be submitted with the Students' Council agenda package. These reports include goals and projects, significant issues affecting SAMU or its members, as well as decisions made at meetings attended on behalf of SAMU.

12 Members of Executive Committee provide up-to-date reports to Executive Committee on their respective areas of responsibility, to be delivered orally during meetings of Executive Committee.

13 Members of Executive Committee participate in the orientation of their successors.

14 Members of Executive Committee serve on the university committee on tuition and fees.

15 Individual workloads of members of Executive Committee may be redistributed by Students' Council at the request of Executive Committee.

Roles and Responsibilities of the President

16 The President supports the direction, initiatives, and advocacy efforts of all other members of the Executive Committee, and serves as the official spokesperson of SAMU and principal contact for SAMU legal affairs.

17 The President is the direct contact for the MacEwan University Board of Governors, faculty, and staff associations, serving as a member of the Board of Governors and related committees.

18 The President is knowledgeable on, and advises Students' Council of significant issues impacting the SAMU membership, non-academic university relations, and alumni relations.

Roles and Responsibilities of the Vice President Academic

19 The Vice President Academic (VPA) is the direct contact for academic relations of SAMU, including university committees and academic initiatives.

20 The VPA is a member of university committees, including General Faculties Council, and acts as the academic liaison to department chairs, deans, and the Provost.

21 The VPA is knowledgeable on, and advises Students' Council and SAMU membership of MacEwan's academic affairs. The VPA is the main contact for students who sit on university committees, and assists students who are pursuing academic grievances and appeals.

Deleted: 16 The President is knowledgeable on, and advises the Executive Committee and Students' Council of the community affairs of SAMU, non-academic university relations, and alumni relations.

17 The President serves as a member of the MacEwan University Board of Governors.

18 The President serves as the official spokesperson of SAMU.

19 The President is the principal contact for SAMU legal affairs.

20 The President serves as the official liaison to senior university administration, and academic and non-academic employee associations.

21 The President chairs meetings of Executive Committee.

Roles and Responsibilities of the Vice President External

22 The Vice President External (VPE) is responsible for developing the external advocacy priorities for SAMU, and engages with relevant external stakeholders (including elected government officials) on matters concerning SAMU and its members.

23 The VPE serves as the official SAMU representative for all external advocacy organizations of which SAMU is a member.

24 The VPE is knowledgeable on, and advises Students' Council and SAMU membership on the external affairs of SAMU, including external student advocacy and government lobbying.

Deleted: 22 The Vice President Academic (VPA) is knowledgeable on and advises the Executive Committee and Students' Council of academic affairs, including MacEwan University policy, student academic concerns, faculty relations, and MacEwan University technology initiatives.

23 The VPA serves as a member of the MacEwan University Academic Governance Council.

24 The VPA assists students pursuing grievances or academic appeals.

25 The VPA serves as the official liaison to MacEwan University's Office of the University Registrar, and the offices of the deans and program chairs.

Roles and Responsibilities of the Vice President Operations and Finance

25 The Vice President Operations and Finance (VPOF) is the direct contact for the internal affairs of SAMU, including SAMU Building operations, financial planning, governance, and administration.

26 The VPOF coordinates annual publications and reporting to SAMU membership, and acts as the operational liaison to MacEwan University. In the event of a vacant Board of Governors Student Representative position, the VPOF will fill the position.

27 The VPOF is knowledgeable on, and advises Students' Council and SAMU membership of SAMU finances and internal operations.

Deleted: 26 The Vice President External (VPE) is knowledgeable on, and advises the Executive Committee and Students' Council of, external affairs of SAMU, including external student advocacy and government lobbying.

27 The VPE serves as the official SAMU representative for all external lobbying organizations of which SAMU is a member.

Roles and Responsibilities of the Vice President Student Life

Deleted: 28 The Vice President Operations and Finance (VPOF) is knowledgeable on, and advises the Executive Committee and Students' Council of the internal affairs of SAMU, including space planning, financial planning, and administration.

29 The VPOF coordinates annual publications and reporting to SAMU membership.

30 The VPOF serves as official liaison to MacEwan University's Budget and Resource Planning department, Institutional Analysis and Planning department, and Facilities and Security Services.



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28 The Vice President Student Life (VPSL) is the direct contact for the non-academic affairs of SAMU, including SAMU's programs, services, clubs, and events.

29 The VPSL coordinates SAMU's involvement in MacEwan University's non-academic affairs, including student services, campus activities, and acts as the liaison regarding the student experience.

30 The VPSL is knowledgeable on, and advises Students' Council and SAMU membership of SAMU programs, services, clubs, events, and MacEwan's non-academic affairs.

Deleted: 31 The Vice President Student Life (VPSL) is knowledgeable on, and advises the Executive Committee and Students' Council of the programming and services of SAMU, including university orientation initiatives, student clubs, SAMU volunteer relations, SAMU services, SAMU events, and student feedback mechanisms. ¶

¶ 32 The VPSL coordinates SAMU's involvement in university orientation initiatives and university volunteer opportunities. ¶

33 The VPSL serves as the official liaison to MacEwan University's Sport & Wellness Centre and Athletics, Aboriginal services, Student Life Centre, MacEwan International, Residence Services, and Office of Sustainability. ¶



Policy

Appendix A

Students' Council Oath

I hereby affirm that I will faithfully serve the students of MacEwan University, act in accordance with the bylaws, and fulfill all duties and responsibilities required of a students' councilor. I will strive to achieve the high level of expectation that accompanies the Students' Association of MacEwan University. I am responsible for promoting excellence through accountability. My decisions will be informed and well researched, and I will represent my fellow students' interests, not my own. My opposition will be to ideas not people. I recognize that I am a part of a team with one voice. I am here to enrich the student experience.



Policy

Fact Sheet

Approvals:

First Approval – February 19, 2014

Last Approval – July 20, 2016

Source and Updates:

February 19, 2014: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2014-02-19-6.2 upon the recommendation of the Bylaws and Policy Committee. Source material drawn from *Students' Council Policy 5 – President Responsibilities*, *Students' Council Policy 6 – Vice President Operations and Finance Responsibilities*, *Students' Council 7 – Vice President Academic Responsibilities*, *Students' Council Policy 8 – Vice President Student Life Responsibilities*, and *Students' Council Policy 9 – Responsibilities of Council Members*.

August 20, 2014: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2014-08-20-6.3 upon recommendation of the Bylaws and Policy Committee.

May 1, 2015: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2014-10-15-6.4 upon the recommendation of the Bylaws and Policy Committee. Policy update to add the VP External position and redistribute some of the executive roles and responsibilities evenly among the executive team.

May 18, 2016: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2016-05-18-6.5 on the recommendation of the Bylaws and Policy Committee. Responsibility of taking and adhering to the Students' Council Oath added for members of Students' Council as well as Appendix A: Students' Council Oath being added.

July 20, 2016: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2016-07-20-6.5 on the recommendation of the Bylaws and Policy Committee. Students' Council Oath wording standardized across policies.

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: February 20, 2019

Submitted By: Parvin Sedighi, President

Submission Title (As it will appear on agenda):

Councillor Vacancies

Motion to appoint _____ as Councillor effective February 21, 2019 for a term ending October 31, 2019

Motion to appoint _____ as Councillor effective February 21, 2019 for a term ending October 31, 2019

Motion to appoint _____ as Councillor effective February 21, 2019 for a term ending October 31, 2019

Motion to appoint _____ as Councillor effective February 21, 2019 for a term ending October 31, 2019

Background Information:

There are currently four vacant Councillor seats at Students' Council.

Implications:

Filling the vacant seats will ensure we maintain a diverse set of voices around the table who can provide their peers on council valuable perspectives on the issues we will be addressing and discussion. Additionally, a council that is operating at full force will ensure the integrity of our governance systems, and ensure all students are being adequately represented.