



**5. Question Period**

**5.1. Written Questions**

**5.2. Oral Questions**

**6. In Camera Period**

**6.1**

**7. Motions & Business Orders of the Day**

**7.1. Finances and Investments policy**

***MOTION TO APPROVE THE FINANCE POLICY ON THE RECOMMENDATION OF THE  
BUDGET AND FINANCE COMMITTEE***

***VPO/***

**7.2. Audit Committee**

***MOTION TO APPOINT COUNCILLOR \_\_\_\_\_ TO THE AUDIT COMMITTEE FOR A TERM  
ENDING OCTOBER 31, 2019***

***RUIZ/***

**7.3.**

**8. Consultation**

**8.1**

**9. Evaluation**

**9.1.**

**10. Recognition**

**•**

**11. Adjournment**

***MOTION TO ADJOURN***

Next Meeting Date: July 17, 2019

Meeting adjourned at

**Minutes for the Students' Council Meeting of the  
Students' Association of MacEwan University  
May 15, 2019 at 6:00pm in room #7-218**

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**In Attendance:**

Cole Baker, Vice President External  
vacant, Councillor  
Ruan Bouwer, Councillor  
Rachelle Drummond, Councillor  
Myles Dykes, Councillor  
Ahsan Hassan, Councillor  
vacant, Councillor  
Jaden Melech, Councillor  
Spencer Newton, Councillor  
Ryley Osadchuk, President  
Luis Ruiz, Councillor  
Michael Simpson, Councillor

Aubrianna Snow, Vice President Student Life  
Alycia Stewart, Councillor  
Kent Strayer, Councillor  
Andrea Turner, Vice President Operations  
vacant, Councillor  
Sean Waddingham, Vice President Academic  
Matthew Yanish, Councillor

*SAMU Officials and Council Support:*  
Timothy Jobs, Chair  
Alan Honey, Governance Advisor

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Meeting called to order at 6:00pm.

**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 MAY 15, 2019**

**STRAYER/VPSL**

**CARRIED**

**2.2 MOTION** **TO APPROVE THE MINUTES OF APRIL 17, 2019**

**RUIZ/YANISH**

**CARRIED**

**3. Presentations**

**3.1. Campus Campaign presentation**

**4. For Information**

**4.1. Reports**

**4.1.1. President**

As presented.

**4.1.2. Vice President Academic**

GFC update. Meetings update. OER update.

**4.1.3. Vice President External**

CAUS changeover.

**4.1.4. Vice President Operations & Finance**

Building update. Dept. presentations.

**4.1.5. Vice President Student Life**

As presented.

**4.1.6. Audit Committee**

Vacancy – will need to appoint at next meeting. Training update.

**4.2. Executive Committee Minutes**

Minutes of April 9, 17, 25, and May 3, 2019 provided.

**5. Question Period**

**5.1. Written Questions**

**5.2. Oral Questions**

Topics include: Undergraduate Student Research Initiative; Social Innovation Advisory Council; Leadership & Engagement Committee; Councillor Days; General Faculties Council meeting;

**6. In Camera Period**

***MOTION TO GO IN CAMERA***

***RUIZ/VPA***

***CARRIED***

**6.1 Chief Returning Officer Consultation**

***MOTION TO GO OUT OF CAMERA***

***VPO/VPA***

***CARRIED***

**7. Motions & Business Orders of the Day**

**7.1. Budget and Finance Committee**

***MOTION TO APPOINT COUNCILLOR NEWTON TO THE BUDGET AND FINANCE COMMITTEE FOR A TERM ENDING OCTOBER 31, 2019***

***VPO/DYKES***

***CARRIED***

**7.2. Bylaws and Policy Committee**

***MOTION TO APPOINT COUNCILLOR SIMPSON TO THE BYLAWS AND POLICY COMMITTEE FOR A TERM ENDING OCTOBER 31, 2019***

***VPO/BOUWER***

***CARRIED***

**7.3. Leadership and Engagement Committee**

***MOTION TO APPOINT COUNCILLOR HASSAN TO THE LEADERSHIP AND ENGAGEMENT COMMITTEE FOR A TERM ENDING OCTOBER 31, 2019***

***PRES/SIMPSON***

***CARRIED***

**8. Consultation**

**9. Evaluation**

**10. Recognition**

**11. Adjournment**

***MOTION TO ADJOURN***

***DYKES***

***CARRIED***

Next Meeting Date: June 19, 2019

Meeting adjourned at: 7:30pm

## Students' Council Report

President  
June 19, 2019

### ***Introduction***

Hi Councillors,

Please accept the following document as an official report regarding my activity since the last Students' Council meeting.

### **Projects and Initiatives**

#### ***CASA Foundations Conference***

The VP External, Advocacy Coordinator, and I attended the Canadian Alliance of Student Associations (CASA) Conference in Gatineau, Québec for six days. Together, we facilitated a mutual understanding of what federal government advocacy entails and adequate lobbying tactics.

#### ***Alumni Attitude/Engagement Focus Group***

This group was created to gain insight into how MacEwan University Alumnus wish to be engaged with.

### **Committees**

#### ***Joint Steering Committee***

The VP Academic, General Manager, Director of Building Operations, and I met with MacEwan University stakeholders to provide updates on the progress of the SAMU building.

#### ***Accessibility Committee***

I had a meeting with Irfan Chaudhry, Director of the Office of Human Rights, Diversity, and Equity to discuss the beginning stages of organizing a committee focused on advocating for all forms of accessibility on campus.

#### ***Leadership and Engagement Committee***

This meeting did not meet quorum. It has been deferred to June 25th, 2019.

#### ***Indigenous Advisory Council***

The VP Student Life is the official delegate for this committee, but as she was at a conference during the time of this meeting, I attended on her behalf. Structural shifts of the committee were approved. Additionally, MacEwan University's

Registrar consulted with the group about the direction of the Institutional Strategic Plan (ISP).

## **Other Business**

### ***Meeting with Myrna Khan***

The General Manager and I met with Myrna Khan to discuss current initiatives at SAMU.

### ***Everyone Leads: Committing to Equity and Community Engagement***

The VP External, VP Academic, and I attended this workshop and learned about facilitating meaningful community engagement.

### ***General Faculties Council***

The VP External, VP Operations and Finance, and VP Academic and I attended in a non-voting capacity. I spoke to MacEwan's student code of conduct.

### ***Meeting with Cathryn Heslep (Ombudsman)***

I met with Cathryn because I wanted a better understanding of what her position entails and the impact it has on student life. Additionally, we discussed ways to support each other in our respective positions.

## **Closing Remarks**

I appreciate the time you have taken to review my report. Should you have any questions, concerns, or comments about this report or any other matter, please do not hesitate to reach out.

Don't be a stranger.

In Solidarity,

Ryley Osadchuk (they/them)

## Students' Council Report

### Vice President Academic June 19, 2019

Greetings Council,

Below is my report detailing what has happened between May 15<sup>th</sup> and June 13<sup>th</sup>.

#### **Committees**

##### *Research Ethics Board*

Attended my first REB meeting on Friday May 16, which was the final (or possibly second-to-final) REB meeting of the academic year. A new chair and two new co-chairs were elected. Introductions were made.

##### *Policy Forum*

The Policy forum acts as a recap of the major policy changes over the year. Highlights included a new Travel Policy and new Indigenous Ceremonial Practices Policy, changes to the Admissions Policy and Sexual Violence Policy, and other tweaks to policies.

##### *General Faculties Council*

June 7<sup>th</sup>'s GFC was fairly eventful. The tentative Academic Calendar for 20/21 was unveiled, which includes a full week reading break in the fall. Concerns around the calendar were raised by a vocal minority of faculty, especially because the new calendar would give students 3 less hours of lecture time (1 week of standard lectures) in the Fall semester as opposed to the Winter Semester. The question posed was whether more lecture time would be worth changing the schedule since that change would involve either a denser exam period or a later-than-optimal date for grades to be due. Dr. David McLaughlin, Registrar and AVP Institutional Planning and Analysis offered to listen to and factor in student input/consultation on this matter.

Further, GFC voted against implementing the Student Code of Conduct, which prevented the Student Academic Integrity Policy and Student Non-academic Misconduct Policy from being voted on. Unfortunately the Student Code of Conduct was written by SAMU years ago and based on MacEwan's code of conduct that has since been heavily overhauled. The same criticism of vagueness and unenforceability that applied to MacEwan's old Code of Conduct applies to this one. Dr. Lynn Wells, AVP Students has offered for SAMU to help in this project and contribute student voices to the creation of this Code of Conduct policy and the upcoming Student Appeal policy/policies.

Lastly, GFC entertained the idea of implementing the "Chicago Free Speech Principles" that the UCP will be expecting universities to follow. Preliminary work has started on drafting a document around freedom of expression on campus, starting with the Provost's office taking a run at an initial document based on the University of Ottawa's.

##### *Policy Advisory Group*

The PAG was supposed to move forward the suite of Student Conduct policies, but since these policies failed to pass at GFC this has been rescinded. We discussed how to recreate the core policy in such a way that they can be more robust in the future when put under scrutiny.



### *E-Learning Committee*

This MacEwan committee was created recently and I am currently looking for a student to sit on it prior to its June 26 meeting.

### **Other Business**

#### *Dean Meetings*

I have now met all of the deans of the various faculties; FAS, FFAC, Faculty of Nursing, FHCS, and Faculty of Business. The deans are now aware of a lot of my priorities in terms of advocating for students and I am appreciative of having them as part of my network. Generally speaking they have not only been very knowledgeable on the goings-on of MacEwan administration, but also have been helpful in advocacy as they have offered to have future regular meetings with me and some have offered me venues to present to other members of their faculty.

#### *Committee Application Reform Project*

I am currently undergoing an assessment of the process by which students are appointed to MacEwan committees. Key issues are recruitment, vetting, attendance, scheduling, performance, representation, etc. The first objectives of this project are to 1) formalize the committee appointment process, 2) engage in rigorous recruiting to increase number of applicants, and 3) collect scheduling information to match students to the most suitable committees.

#### *Student Code of Conduct Project*

I met with Dr. Lynn Wells a couple of times in order to continue to help her work on the whole suite of conduct policies that are underway. The next step is to recreate the core Student Code of Conduct. Once that has been achieved and approved, the Student Academic Misconduct and Student non-Academic Misconduct policies will be accepted, followed by their related procedures. Later on, the Student Appeal Policy will have to be reworked, as well as the Academic Integrity policy and the Student Rights and Responsibilities Policy, to avoid overlap/conflict with new policies.

#### *SAMU Executives on Committees – Terms of Reference Issue*

Other SAMU EC members and I have noticed that there are 4 months out of our terms that we are not considered voting members on most committees (Our terms are September-August instead of May-April; May-April terms would fix this issue). This not only means we can't vote for May-August, but also that we must leave the room during In Camera sessions and technically can be passed over when it comes to question or discussion periods. The EC team and I have brought this up to senior administration and hope to see it resolved for our successors, since it is too late now for it to be changed for this term.

#### *Regular Meeting with the Provost*

My regular meeting with the Provost Dr. Craig Monk was, again, very fruitful and productive. We discussed the TOR issue above, and he seemed very amenable to our suggestion of explicitly writing in a May-April term for SAMU executives. I will continue to follow-up about this throughout the summer. Also, as part of the "outbound learning" priority in the draft version of the Institutional Strategic Plan, the Provost has mentioned a potential upcoming fund for outbound experiences for students, both credit and non-credit. I am expecting to see a report on what that fund will look like (and how to apply for funding) soon.

#### *Open Educational Resource (OER) Meetings*

I met with Alison, one of the librarians championing the OER Pilot Project at MacEwan, on Tuesday the 11<sup>th</sup>, after which she invited me to the June 12<sup>th</sup> meeting in which all the pilot project participants were present. I learned a great deal from Alison about OER's in Alberta, OER's at MacEwan, and the role of the library in OER initiatives. The June 12<sup>th</sup> meeting was very interesting as I heard from each faculty member engaged in this project regarding how they planned on designing their open educational resources.

## **Closing Remarks**

Starting to meet a great deal of the faculty and administration at MacEwan has fortunately put me in a great position; advocacy requires support, and I'm very pleased to say that student interests & needs have a lot of support from much of the faculty and administration that I've met. I'm eager to continue these relationships and continue learning from them!

Although student representation is compromised somewhat by our issue around membership terms on committees, I'm pleased to have seen general goodwill from MacEwan's faculty and administration regarding student voices and student representation & input. I anticipate this will translate to this EC's advocacy goals being seriously considered by the university in the various committees and policies we contribute to. I look forward to working through some of these policies and initiatives in the summer months and continuing to provide a strong student voice in these areas.

Sean Waddingham  
Vice President Academic – 2019/2020  
Students' Association of MacEwan University

## Students' Council Report

### **Vice President External June 19, 2019**

Councillors, I've outlined in this report my actions since our previous meeting. I hope it finds you well.

#### **Events/Conferences**

##### ***CASA Foundations***

I attended the CASA Foundations conference which enabled me to garner valuable connections with other institutions SA/SU on behalf of SAMU. There, I was elected onto the National Advocacy Committee. Additionally, I will be sitting on the policy committee as a member-at-large. This conference proved beneficial as we highlighted several of our collective federal priorities.

##### ***Everyone Leads: Committing to Equity and Community Engagement***

This was a speaker series I attended in efforts to learn more about creating equitable engagement within SAMU, within MacEwan, and within our community.

#### **Projects & Initiatives**

##### ***Get Out the Vote Campaign Planning***

I have been planning and collaborating with various department heads and staff to ensure our efforts for getting out the vote are the best they can be.

#### **Other Business**

##### ***AVP Research Candidate Meetings***

Myself, alongside our EC team, interviewed, attended presentations, and provided feedback for the AVP Research candidates. Our role was to ensure that we gave our input in regard to who would help ensure research was being done with a "Student first" mentality.

##### ***Phone Meeting with CASA Director-at-Large, Advocacy***

I reached out to the, now past, Director of Advocacy for CASA to discuss CASA's advocacy efforts in a more in-depth manner.

##### ***Marketing and Communications Department Presentation***

The department head gave EC a detailed presentation in regard to the happening of Marketing and Communications within SAMU. This will help with campaign development and better acquainted EC with procedure.

##### ***BFC Meeting***

We discussed and have proposed updates to the Finance policy (formerly Finance and Investments policy).

### ***Meeting with Myrna Khan***

I met with Myrna, my counterpart at MacEwan, and discussed joint advocacy efforts.

### ***CAUS Teleconference Call Meeting***

Teleconferenced the CAUS membership and discussed the recent meeting between the CAUS chair and the Minister of Advanced Education. We also updated CAUS on our status in terms of the Board of Governors letter as well as securing meetings with MLAs.

### ***General Faculties Council (GFC)***

I attended GFC as a non-voting member and ensured the student voice was considered. Specifically, I gave input in regard to proposed action for the Freedom of Speech/Expression policy which will be developed.

### ***Programs and Services Department Presentation***

The department head gave EC a detailed presentation in regard to the happening of programs and services within SAMU. This will help with campaign development.

### ***Introduction to Creating a Risk Management Framework***

This presentation highlighted how SAMU can implement strategies to mitigate risk in correlation to our strategic plan.

### ***Tour of SAMU Building***

I had the opportunity to tour the SAMU building and observe its progress. It was very exciting to see the physical framework of our future!

### ***LUNCH Business Meeting - SAMU Executive Team, President and Vice Presidents' Team***

Met with the Vice Presents' team for lunch and discussed some priority items. I spoke to the development of a freedom of expression/speech policy.

### **Closing Remarks**

This month has been full of education, advocacy, and relationship building and I hope to further expand on these topics. If you've made it this far in reading my report, please email me at [savpexternal@macewan.ca](mailto:savpexternal@macewan.ca) with the word "rust". I'm interested as to how many councillors read these reports beforehand. I hope the sun is treating you all well!

Cole Baker, Vice President External  
Students' Association of MacEwan University

## Students' Council Report

Vice President Operations & Finance  
June 19, 2019

### **Projects & Initiatives**

#### *SAMU Building*

I am learning more of the intricacies of our new building every day. I have gained much information through meetings and committees I sit on with the building as the focal point in each of them.

In the past month, I have been a part of the SAMU Joint Steering Committee and Bi-weekly Building meeting with our President, General Manager, Director of Building Operations and MacEwan staff. A meeting with Stantec for the first time. And finally, the SAMU Operational Transition Planning meeting, where I could really visualize the work in progress with the wealth of information that I have been gaining in just a little over a month into my term.

The SAMU Operational Transition Meeting involves staff of the MacEwan Facilities and Ancillary Services, and SAMU. This is mainly an Operational committee, where all teams involved have details of the schedule of when key operations are to be completed as we work closer to the end of the construction timelines, and therefore the handover of the building. I anticipate higher frequency of all these meetings in due course.

Students may have noticed that a lot of tarp has been coming down. Northwest and South exterior are progressing well. Folks may note the Northway is not as far as the others in completion as it is key for the loading dock activities. Once majority of the materials are in, they will start closing that opening more. Meanwhile slabs of concrete have been poured, and 50,000lbs of steel for the agora stairwell is being utilized. You can see its structure from outside along 109st. Meeting rooms, club meeting spaces, events, and Student Council chambers are coming along, and the Study Lounge is getting ready for the moss wall. At last the main roof and mechanical units are pretty much completed.

One of my goals for early July had been to acquire site training for us newly appointed EC's to visit the building. Just today our Director of Building Operations helped us to complete the training with Graham Construction, and we were given a tour of the building. It was amazing to see the progression from the inside, and could not help but feel great excitement about the building coming together for all us students to enjoy!

Please note there will be another [Pedway Closure for June 24<sup>th</sup> to July 22<sup>nd</sup>, 2019](#)

#### *Year-End Audit*

Annually SAMU's finances is audited as per policy. We have recently received the Audit Service Plan by our auditors of MNP (Meyers, Norris, and Penny). The service plan outlines what an audit is, its purpose, and the steps they take in this auditing process. MNP has recently completed their pre-audit, and will return for the full audit before summer's end. If you wish to read it, feel free to connect with me and I can provide it.

## **Committees**

### *Budget and Finance Committee*

As mentioned above, many of the meetings for committees I sit in on are focused on our new building. One part of that was our two sessions we had for the Budget and Finance Committee regarding our Finance and Investment policy being amended to meet the needs of our new building. The result of those meetings is part of the motions section of the agenda today. The changes to the policy has been recommended by the BFC group unanimously.

### *Students System Joint Operations Committee*

I was unable to attend the Students System Joint Operating Committee as I was away at the Client Advisory Council. Our VP Academic was in attendance, please see their monthly report for an update on the session.

## **Other Business**

### *Health and Dental Program Semi-Annual Report*

I attended the annual Client Advisory Council with our brokers Gallivan for our health and dental plan, alongside the VP Student Life. There are many innovative tools and resources they are putting in place to help post-secondary students in utilizing their health and dental plans to the fullest. This includes new apps and online resources that will allow students to readily see how much of the plan they have used and how much they have left to claim once they start using it, and new ways to support our mental health. The VP Student Life and I met one-on-one with the President of Gallivan, and the Director of Underwriting and Product development about stretching the psychological services and social work part of our benefit plan for our students. This was brought to me by students and some members of council to address, and I was glad to be able to bring the concerns to the table. They will look at our analytics and return to us with what they find.

### *UPASS*

There has been a tentative date set for later this month for the upcoming U-Pass meeting. That will be my first meeting since my term commenced and I am looking forward to it.

### *Policy Forum and Academic Governance Council*

I have also had the opportunity to attend with my fellow members of EC to the annual Policy Forum, and the Academic Governance council. Both were great learning opportunities to know more about our present policies, amendments being made, and which policies will still be in place in due course.

### *Paint the Rainbow*

I was excited to be given the opportunity to join VP Student Life and VP Academic in painting the crosswalks with the rest of our MacEwan friends and the City of Edmonton; both in honour of Pride month, and, MacEwan's solid commitment to being a campus culture of respect and inclusion.

VPO Report to Students' Council

Submitted June 13, 2019

Page 2 of 3

*Department Presentations*

The different departments of SAMU have wrapped up all presentations of their departments with us new EC members, giving us an opportunity to flush out any questions or concerns we had about how the big machine that is called SAMU functions, and the resources available to us.

**Closing Remarks**

Despite not being as external as I once was as a volunteer, I wish to change that dynamic as VP Operations and Finance. Closer to summer's end I wish to commence my goal to semi-return to my Promo Squad roots and go out and visit students on campus as I did in the past. Therefore, giving students that chance to have more of one-on-one quality time outside of the office. This time it is with my Operations and Finance hat on! I wish to go out and connect and share with my peers my role as VP Operations and Finance, address any questions or concerns with them that fall under my portfolio, at the same time bring awareness to those benefits and resources that they may need during their post-secondary years.

Thank you again to all those who voted for me in the election, and I look forward to continuing to serve you all in the months to come!

In Solidarity,

Andrea Turner

## Students' Council Report

Vice President Student Life  
June 19<sup>th</sup>, 2019

Salutations, fellow students!

Below is my report detailing events that occurred between May 9<sup>th</sup> and June 12<sup>th</sup>.

### **Projects & Initiatives**

#### *Essential Services Awareness*

On May 16<sup>th</sup>, I met with our Marketing & Communications department to discuss my goal of increasing awareness of some of the life-saving programs and services that are offered by SAMU. We decided that this project will go forward as an addition to the agendas that are given out to students at the beginning of the semester. I'm also considering other ways to spread awareness of SAMU's offerings.

#### *Sex Week*

I've been busily planning Sex Week, and I've now confirmed the participation of several parties at different events throughout the week. I'm looking forward to sharing more on this once the details become more concrete.

### **Committees**

#### *USOLVE*

I attended my first USOLVE meeting as VPSL on May 15<sup>th</sup>. The committee discussed the successes and challenges of the past year, and completed some brainstorming and planning for this year and the year following. I'm so excited to be serving on USOLVE in this capacity, as USOLVE is where my engagement with sexual violence prevention began and I'm so proud of the work that this committee does on campus.

#### *Grants Allocation Sub-Committee*

On May 22<sup>nd</sup>, we had a brief meeting of this committee where we confirmed an event grant for one club after they had initially had some difficulties in filling out the forms.

#### *Sexual and Gender Minority Working Group*

I attended my first meeting of this group on May 21<sup>st</sup>. We discussed planning for MacEwan's Pride Week in 2020 and some of the successes and challenges of our past Pride Week. This was also a great opportunity to connect with staff and





faculty who are highly involved in MacEwan's LGBTQ2S+ community and to learn more about the great work that they do.

### *Appointment Advisory Committee*

I helped to interview two new candidates for Students' Council since we last met. Both candidates did very well in their interviews and have diverse perspectives to offer Council.

### **Other Business**

#### *Services for Students with Disabilities*

Myself and our events planner had a very productive meeting with Craig Nienaber from SSD on May 22<sup>nd</sup>. In this meeting, we discussed ways to better engage students affected by disabilities and ways that we can be more accessible as an organization.

#### *Campus Engagement*

I attended a meeting of the inter-departmental campus engagement group on June 10<sup>th</sup>, where I participated in a design jam on how to better engage students in all realms of life on campus. We identified a few key strategies – cohesiveness of communication, faculty outreach, and creating room for student voices.

#### *Gallivan Client Advisory Council*

I attended this four-day conference with our VP Operations and Finance, where we both learned more about our insurance provider, their operations, and their goals for the coming years. This was also an excellent opportunity to connect with other student leaders from across the country.

#### *Crosswalk Painting*

I participated in the painting of the 107 St. crosswalk in pride colors on May 27<sup>th</sup>. I'm so proud to be part of an institution that values LGBTQ2S+ representation. I got blue paint all over my shoes, but still had a blast!

### **Closing Remarks**

It's been a busy couple of months here in the office, and I can't believe how quickly time is passing! I'm so excited to do everything that I can for the student body over the course of the coming year, and I encourage you to reach out if you'd like to chat about what I'm doing – or anything, really! I hope you're all having a great summer and soaking up the sun while we have it!

Sincerely,

Aubrianna Snow  
Vice President Student Life



Students' Association of MacEwan University

**Copies To:**

Ryley Osadchuk, President  
Sean Waddingham, VP Academic  
Cole Baker, VP External

Andrea Turner, VP Operations & Finance  
Aubrianna Snow, VP Student Life  
Gwen Bauer, General Manager  
Alan Honey, Governance Advisor (Recording Secretary)

1. Call to Order: 10:05am
2. Approval Minutes for: May 8, 2019

**VPE/VPA  
CARRIED**

3. Approval of Agenda

**VPA/VPE  
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Committee Appointment	Vpa – Dean of Arts & Science Search Committee requires a student rep. Recommendation came that an exec sit on the committee. I can fit it into my schedule if needed. Anyone else? Pres – fits with Vpa portfolio. Vpe – could be wise to ask SC members?	Action: Vpa to contact potential students to sit on search committee
2. How students are appointed to MacEwan committees	Vpa – we need to look at how we get students to sit on committees. Want students who will be engaged. Would like to look at trying new ways to get more students applying to sit on the committees. Could we have professors/instructors recommending students? Looking for feedback on this idea or others we could try. Vpsl – challenge in increasing interest if we make application process more challenging. Pres – like the idea of having professors help recruit. Vpa – awareness campaign? Vpe – approach clubs with targeted marketing. Vpa – would also be great if we ended up creating a pool of students interested in committees.	Action: Vpa to follow up with Student Groups and create a recruitment spreadsheet
3. CAUS Priority discussion	Vpe – CAUS changeover conference next week – met with Pres & Evan last week and created some priorities – looking for feedback from EC.	
4. Sex Week	Vpsl – event was really successful two years ago – looking at reviewing original idea to some degree. Looking for feedback on topic. Vpo – really like the idea. Vpe – do we have the numbers from the last two years?	
5.		
6. Outstanding Action Items		
7. President's Report	One Line for Sexual Violence Service event. SVPEC meeting. Advo Priorities meeting.	

8.	VP Academic's Report	Policy doc review. Committee TOR review. Academic Appeal Policy review. Met with Provost. DRA committee meeting. Met with UASA Vpa. Met with Faculty of A&S.	
9.	VP External's Report	Advo priorities meeting. Media training. Myrna Khan meeting. Met with UASA Vpe. Research on Chicago Principles.	
10.	VP Operations' Report	Reviewing docs. Research. SAMU Risk Committee meeting. Media training. Gallivan meeting.	
11.	VP Student Life's Report	Campus Engagement meeting. GASC meeting. NSO brainstorm. Social Innovation Institute Advisory council meeting.	
12.	GM report & Dashboards	Gov Consultant meeting. IT meeting. Records Management update. Building update. One on ones. Gallivan meeting.	
13.	Recognition		

4. Adjournment

Time: 10:38pm.

**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
May 13, 2019 @ 3:50pm**

**Copies To:**

Ryley Osadchuk, President  
Sean Waddingham, VP Academic  
Cole Baker, VP External

Andrea Turner, VP Operations & Finance  
Aubrianna Snow, VP Student Life  
Gwen Bauer, General Manager  
Alan Honey, Governance Advisor (Recording Secretary)

1. Call to Order: 3:50pm

TOPIC	DISCUSSION	ACTION/MOTION
1. Committee Appointment		<p><b>TO APPOINT CELINA VIPOND TO THE RESEARCH ETHICS BOARD FOR THE 2019-2020 SCHOOL YEAR</b></p> <p><b>VPA/VPO CARRIED</b></p>

2. Adjournment  
Time: 4:15pm

**Copies To:**

Ryley Osadchuk, President  
Sean Waddingham, VP Academic  
Cole Baker, VP External

Andrea Turner, VP Operations & Finance  
Aubrianna Snow, VP Student Life  
Gwen Bauer, General Manager  
Alan Honey, Governance Advisor (Recording Secretary)

1. Call to Order: 10:01am
2. Approval Minutes for: March 8 & 13, 2019

**VPE/VPO  
CARRIED**

3. Approval of Agenda

**VPE/VPSL  
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Appointments	Vpe – provost requires student to sit on search committee.	<b>MOTION</b>  <b>TO APPOINT SEAN WADDINGHAM TO DEAN OF FAS SEARCH COMMITTEE</b>  <b>VPE/VPSL CARRIED</b>
2. Consultation on appointing student to AREB	tabled	
3. Councillor Office Hours	Pres – councillor suggested having councillor office hours. Designated time for councillors to talk to students. Vpe – should come out of LEC.	
4. SC Meetings	Pres – reminder that we all should be careful with sharing confidential info at SC meetings during the public session.	
5. Outstanding Action Items		
6. President's Report	GFC meeting. CAUS update. All gender washroom update. AVP research candidate update. NSO.	
7. VP Academic's Report	Met with predecessor. GFC meeting. Met with Assoc Dean of Nursing. AVP Research. Staff meeting. BFC meeting. Building ops presentations SC meeting.	

		<p>Me with Dr. McGinn.  AVP Research meeting.  REB meeting.  OER Summit.</p>	
8.	VP External's Report	<p>CAUS.  Dept meetings.  BFC meeting.  CASA phone call.  EC meeting.  Met with Gm.  AVP Research candidate meeting.  Getting ready for CASA.  Met with Councillor Dykes.</p>	
9.	VP Operations Report	<p>HR presentation.  Met with Projects Manager.  AVP research candidate meetings.  Staff meeting.  Dept presentations.  BFC meeting.  SC meeting.  Building meeting.</p>	
10.	VP Student Life's Report	<p>Met with student.  Roundhouse meeting.  GASC meeting.  USOLVE meeting.  BFC meeting.  SAMU services campaign meeting.  Sex week meeting.  NSO meeting.</p>	
11.	GM report & Dashboards	<p>One on one meetings.  Building update.  Change management meeting.  Staff meeting.  M&amp;C presentation.  Finance presentation.  HR update.  BFC meeting.  Transition update.</p>	
12.	Recognition		

4. Adjournment

Time: 10:34am

**STUDENTS' COUNCIL MEETING SUBMISSION**

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

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**TYPE OF SUBMISSION (CHECK ONE):**

MOTION

CONSULTATION ITEM

**Meeting Date:** June 19, 2019

**Submitted By:** Andrea Turner, VP Operations & Finance

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**Submission Title (As it will appear on agenda):**

Finances & Investments Policy

Motion to approve the Finance policy on the recommendation of the Budget and Finance Committee

**Background Information:**

It was brought to the attention of VP Operations & Finance by our Directors of both Finance and Operations, that amendments would be required to our Finances and Investment Policy.

Within the Maintenance & Operations Agreement with MacEwan University, there is a requirement to create a separate fund to manage the maintenance and operations for the new SAMU building. This includes any big expenditures for replacement of critical machinery. To be compliant with the Agreement, we must update the current policy.

While under review, a broader look at the strategy was undertaken by Operations. As a result, recommendations were to contribute 20% of the budget surplus to SAMU Cares Program, 70% to Maintenance Fund, and 10% the SAMU/MacEwan Major Expenditures Fund. The SAMU/MacEwan Major Expenditures fund ensures we meet our obligations with MacEwan.

Currently for SAMU Cares, funding comes from operations. Operations has budgeted for these funds for 2019-2020, but wants to begin building the endowment that was created a couple of years ago to allow for the eventual self-sustainability of this program. With current donation levels being modest, allocating a percentage of the





annual surplus will accelerate the growth of the endowment, and eventually eliminating the need to allocate operating dollars. Although this fund will grow slowly, it will continue to be budgeted with operations until the fund is self-sustaining.

This review and processes of the revisions were presented to BFC for any further recommendations, questioning, and critiquing to ensure clarity and due diligence. The BFC committee unanimously recommends this revision for SC consideration.

**Implications:**

If this revision is not approved, we revert to the current policy that does not reflect the changing requirements within the Agreement. The current policy leaves us non-compliant with the Agreement we have signed with MacEwan. Being non-compliant is a significant risk because if MacEwan believes SAMU cannot manage its financial obligations, the implications will affect the ownership and operations of the building.

Moving into a new building has a number of implications and this Policy is one that allows SAMU to meet its financial obligations in addition to building a fund for students in need.

**Finance**

**Deleted: es and Investments**

**Rationale**

A policy on finances and investments provides proper guidelines on how finances and investments work, what they look like, and how they can be monitored at the governance level.

**Expectations**

**General**

1 SAMU's fiscal year begins on July 1st of each year and ends on June 30th of the following calendar year.

**Deleted: 2**

2 The annual operating budget reflects the strategic plan and current priorities of SAMU.

**Deleted:** All funds to be invested require an investment statement. Investment statements for each fund are set out in appendixes of this policy.

3 Expenditures may not exceed the amounts approved in any subsequent budget enacted by SAMU.

**Deleted: 3** Verbal approval must be given by both the Vice President Operations & Finance and the Director of Finance for investment trades to occur.

4 Professional bookkeeping exists for SAMU's finances.

3.1 When either the position of Vice President Operations & Finance or the position of Director of Finance is vacant, the President communicates such to the Investment Manager. The President is named a trading authority until the vacancy is filled.

5 An independent auditing firm annually audits financial statements.

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6 Alterations to this policy require a recommendation from the Budget and Finance Committee and a Special Resolution of Students' Council.

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**Building Fund (Internally Restricted)**

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7 The Building Fund is dedicated to property acquisition, and building construction.

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7.1 The Building Fund may also be used to cover consultant, planning, and design costs directly and indirectly related to property acquisition and building construction.

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7.2 Upon completion of the building, any excess funds from the building fund will be transferred to the Maintenance Fund.

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**Maintenance Fund (Internally Restricted)**

**Deleted: 10** At least \$600000 of the revenue from the SAMU membership fee is allocated to the Building Fund.

**Deleted: 11** Any operating surplus at the end of the fiscal year is allocated to the Building Fund.

8 The Maintenance Fund is dedicated to Furniture, Fixtures, and Equipment (FF&E), leasehold improvements, and building renovations.

**Commented [AH1]:** Really, once the building opens this will completely replace the "Building Fund"? Do we need to create a new fund since the Building Fund currently identifies that one of the uses is for building operations post-construction?

Also, how are expenditures approved from the fund?

Is there a maximum \$ amount this fund can grow to?

**9 Expenditures from the Maintenance Fund will be reported to Students' Council.**

**SAMU/MacEwan Major Expenditures Fund (Internally Restricted)**

**10 The SAMU/MacEwan Major Expenditures Fund is dedicated for major building expenditures.**

**10.1 This fund is created per the requirement of the Lease Agreement with MacEwan section 5.1(f) section ii to iii for the SAMU Building.**

**Contingency Reserve Fund (Internally Restricted)**

**11** Five percent of the revenue from the SAMU membership fee is allocated to the Contingency Reserve Fund until the maximum amount has been reached.

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**11.1** When the Contingency Reserve Fund contains 25% or more of the prior year's operating budget, additional funds are not transferred into it.

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**11.2** If the maximum amount is reached, any excess of the revenue allocated to the Contingency Reserve Fund is allocated to the SAMU Cares Endowment Fund. This continues until 2025 after which the allocation is re-evaluated.

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Deleted: Building Fund

**12**The Contingency Reserve Fund may only be used for operational deficits.

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**13** Expenditures from the Contingency Reserve Fund may only occur with both unanimous approval of the Executive Committee and approval of Students' Council.

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**Health and Dental Reserve Funds**

**14** The Health and Dental Reserve Funds should be sufficient to provide for student health needs in the case of a health emergency.

Deleted: 15

**14.1** If the Health and Dental Reserve Funds reach 50% or more of SAMU's estimated yearly premiums, the Executive Committee may, on the recommendation of the Health and Dental Sub-Committee, gradually increase coverage or decrease student fees.

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**15** As the Health and Dental plan is under an Administrative Services Only (ASO) model, 15% of the previous years claims will sit in a reserve fund with the insurer.

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**16** The Health and Dental Reserve Funds may only be used to cover the costs of the health plan or dental plan.

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**Operating Fund**

**17** The Operating Fund provides for the day-to-day budgeted expenditures of SAMU.

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STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Policy

18 Expenditures from the Operating Fund adhere to approval practices established in procedure.

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#### Operating Surplus

19 Any operating surplus at the end of the fiscal year is allocated to the 70% Maintenance Fund, 20% to the SAMU Cares Endowment Fund, and 10% to the SAMU/MacEwan Major Expenditures Fund. This continues until June 30, 2025 after which the allocation is re-evaluated.

## **Deleted: APPENDIX A: Building Fund Investment Policy Statement**

### **Investment Overview**

#### **Investment Objectives and Return Expectations**

**1** As the purpose of the Fund is to finance any property acquisition and building construction anticipated for 2017, the primary investment objective is Capital Preservation. The secondary investment objective is Capital Appreciation.

**2** The desired rate of return is a blend of 100% Bank of Canada overnight money market rate.

**2.1** As the construction of the building proceeds, there is an expected shift in the needs for liquidity of the building fund assets. In order to meet planned expenditures throughout the project's completion, SAMU will clearly communicate to the investment manager the expected funds needed within the next six months. It is recognized that the Target asset mix of the building fund will trend towards a complete weighting in Cash and Cash Equivalents during the final stages of completion and will be managed on an as needed basis with the Investment Manager and SAMU, until such time the building is complete.

**2.2** Upon the buildings completion, the Building funds intent will be to support the day-to-day operations of the Building in its effort to become self-funded.

#### **Risk Tolerance**

**3** As the Investment Objective is to accumulate approximately \$8.0 million by June 2017, there may not be a sufficient amount of time to recoup from losses should the Fund have negative returns. Thus the Risk Tolerance of the Fund is characterized as low / medium-low.

#### **Constraints**

**4** Current Income Requirements: The Fund has no immediate income requirements. The Fund is managed with an emphasis on Capital Preservation with modest Capital Appreciation.

**5** Liquidity: As construction of the building nears, there is a high need for liquidity at all times. Funding requirements will be communicated approximately 4 to 6 months in advance.

**6** Taxes: As SAMU is a non-taxable entity, there are no tax implications that need to be considered when managing the Fund.

**7** Unique Preferences and Circumstances: If any changes, [1]

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**Deleted: APPENDIX B: Contingency Reserve Fund Investment Policy Statement**

**Investment Overview**

**Investment Objectives and Return Expectations**

1 As the purpose of the Fund is to finance SAMU operating expenses during a period of financial distress, the primary investment objective is Liquidity. The secondary investment objective is Capital Preservation.

2 As the investment objectives are Liquidity and Capital Preservation, return expectations are minimal.

**Risk Tolerance**

3 As there may not be a sufficient amount of time during a period of financial distress to recoup any losses should the Fund have negative returns, the Risk Tolerance of the Fund is characterized as low.

**Constraints**

4 Time Horizon: Forecasting when periods of financial distress can occur is difficult. As such, the Fund must be managed on a very short-term time horizon (1 to 3 months).

5 Current Income Requirements: The Fund has no immediate income requirements. The Fund is managed with an emphasis on Liquidity while preserving any capital invested.

6 Liquidity: The Fund's purpose is to finance approximately 3 months' worth of SAMU's operating expenses. As such, it is imperative that the funds be very liquid as it is often difficult to predict when SAMU will suffer a period of financial distress.

7 Taxes: As SAMU is a non-taxable entity, there are no tax implications that need to be considered when managing the Fund.

8 Unique Preferences and Circumstances: If any changes should occur to SAMU or its Fund that could reasonably impact the management of the Fund, SAMU communicates this information to the Investment Manager in a timely fashion.

**Asset Mix Target**

9 Taking into consideration the investment objectives, risk tolerance and constraints of the Fund, the following asset mix guidelines (based on market values) and benchmark asset mix is provided:

**Asset Class**

... [2]



### Fact Sheet

**Approvals:**

First Approval – August 21, 2013

Last Approval – March 21, 2018

**Review Date:** March 21, 2019

**Source and Updates:**

August 21, 2013: *Finances and Investments* approved by Students' Council motion 2013-08-21-6.5. Source material drawn from *Policy 16 - Finance, Policy 27 – Building Fund, Policy 37 – Contingency Reserve Fund, and Policy 45 – Health and Dental Reserve.*

February 19, 2014: *Finances and Investments* approved by Students' Council motion 2014-02-19-6.1. Policy update based on recommendations from our auditors.

October 1, 2014: *Finances and Investments* approved by Students' Council motion 2014-10-01-6.1 upon the recommendation of the Budget and Finance Committee.

March 15, 2017: *Finances and Investments* approved by Students' Council motion 2017-03-15-7.3 on the recommendation of the Budget & Finance Committee.

March 21, 2018: *Finances and Investments* approved by Students' Council motion 2018-03-21-7.7 on the recommendation of the Budget and Finance Committee. Building Fund updated to reflect current needs and preparation for opening and operation of the SAMU building.

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**STUDENTS' COUNCIL MEETING SUBMISSION**

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

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**TYPE OF SUBMISSION (CHECK ONE):**

MOTION

CONSULTATION ITEM

**Meeting Date:** June 19, 2019

**Submitted By:** Luis Ruiz

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**Submission Title (As it will appear on agenda):**

Audit Committee

Motion to appoint Councillor \_\_\_\_\_ to the Audit Committee for a term ending October 31, 2019

**Background Information:**

With Councillor Ratz's departure there is vacancy on the Audit Committee.

**Implications:**

This appointment will ensure that the Audit Committee has full membership.

## **Audit Committee**

### **Mandate**

**1** Audit Committee assists Students' Council in fulfilling its financial oversight responsibilities.

### **Roles of Committee**

**2** Audit Committee monitors, evaluates, advises, and makes recommendations on:

**2.1** matters affecting external, internal, or special audits;

**2.2** policies and practices related to internal controls; and

**2.3** compliance with legal, statutory, and regulatory requirements.

### **Authority**

**3** Audit Committee is granted unrestricted access to SAMU information relating to its mandate or to the roles of the committee.

### **Composition**

**4** The voting members of Audit Committee are four Councilors.

**4.1** If voting positions of the Audit Committee cannot be populated entirely by Councilors, Students-at-Large will fill the remaining positions.

**5** The resource officials of Audit Committee are a public member with professional accounting experience and a full-time staff member of the Finance Department.

**6** No SAMU official with signing authority may serve on Audit Committee.

**7** Any Councilor is entitled to attend a committee meeting in a non-voting capacity.

### **Committee Operations**

**8** Audit Committee selects a Chair from among the Councilors on the committee.

**9** Regular quarterly meetings of Audit Committee are held once per fiscal quarter, on dates determined at the first meeting following the initial appointment of Councilors to committees.

**9.1** Voting members who fail to attend a regular quarterly meeting are automatically removed from the committee.



**10** The Committee Chair may call additional meetings as required.

**11** SAMU's auditors may advise and present to Audit Committee when required and as part of the audit process.

### **Standing Orders**

**12** Audit Committee reviews Executive spending and work hours quarterly.

**13** Audit Committee reviews budget variances quarterly.

**14** Audit Committee reviews out-of-budget and exceptional authorizations or expenses.

**15** Audit Committee reviews compliance with recommendations made by SAMU's auditors.

**16** Audit Committee reviews the performance of the auditors and may, at its discretion, recommend to Students' Council a change in auditors.

**17** Audit committee may add to its work plan any item of concern relating to its mandate or roles which has been brought to its attention by committee members, Councilors, Executives, SAMU staff, SAMU members, or SAMU's auditors.

**17.1** The identity of any individual who brings a concern before Audit Committee is kept confidential and is not disclosed during Audit Committee investigations, in minutes or in reports.