

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
December 18, 2019 at 6:00pm in room #7-218**

In Attendance:

Cole Baker, Vice President External
Ruan Bouwer, Councillor
Colin Campbell, Councillor
Rachelle Drummond, Councillor
Myles Dykes, Councillor
Blake Forbes, Councillor
Ahsan Hassan, Councillor
Hale Johnston, Councillor
Kiran Mirza, Councillor
Spencer Newton, Councillor
vacant, President
Stephanie Ouellette, Councillor

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

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

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 DECEMBER 18, 2019

2.2 MOTION

TO APPROVE THE MINUTES OF NOVEMBER 20, 2019

3. Presentations

3.1. ERP/Schedule Builder -

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. Leadership and Engagement Committee

4.1.7. Chief Returning Officer

4.1.8. Executive Committee Work Plan

4.1.9. Audit Committee Work Plan

4.1.10. Bylaws and Policy Committee Work Plan

4.1.11. Budget and Finance Committee Work Plan

4.1.12. Appointment Advisory Committee Work Plan

4.1.13. Leadership and Review Committee Work Plan

4.1.14. Governance Remuneration Advisory Committee Work Plan

4.2. Executive Committee Minutes

Minutes of November 6, 27, and December 5, 2019 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

Topics Include:

6. In Camera Period

6.1 President Resignation

7. Motions & Business Orders of the Day

7.1. Executive Committee Workload Redistribution

WHEREAS, THE PRESIDENT OF SAMU RESIGNED ON THURSDAY DECEMBER 5, 2019.

WHEREAS, THE ROLES AND RESPONSIBILITIES OF ELECTED REPRESENTATIVES POLICY STATES THAT "INDIVIDUAL WORKLOADS OF MEMBERS OF EXECUTIVE COMMITTEE MAY BE REDISTRIBUTED BY STUDENTS' COUNCIL AT THE REQUEST OF EXECUTIVE COMMITTEE."

MOTION TO APPROVE THE SAMU PRESIDENT'S WORKLOAD REDISTRIBUTION TO THE SAMU VICE PRESIDENTS, AS NOTED IN THE ATTACHED DOCUMENT, FOR A TERM ENDING APRIL 30, 2020

VPE/

Favour:

Oppose:

7.2.

7.3.

8. Consultation

8.1 Request for Team-Building Event Suggestions

Johnston –

9. Evaluation

9.1.

10. Recognition

•

11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: January 15, 2020

Meeting adjourned at

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

In Attendance:

Cole Baker, Vice President External
Colin Campbell, Councillor
Rachelle Drummond, Councillor
Myles Dykes, Councillor
Blake Forbes, Councillor
Ahsan Hassan, Councillor
Hale Johnston, Councillor
Kiran Mirza, Councillor
Spencer Newton, Councillor
Ryley Osadchuk, President
Stephanie Ouellette, Councillor
Aubrianna Snow, Vice President Student Life

Alycia Stewart, Councillor
Kent Strayer, Councillor
Alem Tesfay, Councillor
Andrea Turner, Vice President Operations
Sean Waddingham, Vice President Academic
Matthew Yanish, Councillor

SAMU Officials and Council Support:

Timothy Jobs, Chair
Alan Honey, Governance Advisor
Madeline Beard, Governance Assistant

Absent:

Ruan Bouwer, Councillor

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 NOVEMBER 20, 2019

STRAYER/NEWTON

CARRIED

**2.2 MOTION
2019**

TO APPROVE THE MINUTES OF OCTOBER 16 AND NOVEMBER 7,

DYKES/DRUMMOND

CARRIED

3. Presentations

3.1. Operational Transition Plan – Jaime Beagan, SAMU Director of Programs & Services

4. For Information

4.1. Reports

4.1.1. President

Demonstration on Monday.

4.1.2. Vice President Academic

Demonstration. Student recruitment.

4.1.3. Vice President External

Tabling/demonstration/minister meeting update. CAUS counterparts conference. Advo days.

4.1.4. Vice President Operations & Finance

Tabling for demonstration. Convocation. CAUS counterparts.

4.1.5. Vice President Student Life

Demonstration.

4.1.6. Audit Committee

4.2. Executive Committee Minutes

Minutes of October 2, 7, 10, 17, and 24, 2019

5. Question Period

5.1. Written Questions

Strayer - To the VP External and President: Is there a long term advocacy strategy in regards to the new Provincial Budget? While Monday's demonstration was a very important step, what mechanisms can our Students Association use to leverage the Government into action?

Vpe - Thank you for this great question. We are currently developing/finalizing our strategy with the Council of Alberta University Students to ensure the message is amplified province-wide. Folks can expect to see internal advocacy with our administration and continued external advocacy. In terms of internal advocacy, we have an upcoming meeting with upper administration later this month where we will be asking the tough questions and advocating for accessible, affordable, and quality education for MacEwan students.

5.2. Oral Questions

Topics include: meeting with Education Minister; response to Government; SAMU building; MacEwan policy change re. education abroad; Allard Hall construction; demonstration march; restorative solutions and discipline;

6. In Camera Period

6.1 Governance Investigations Committee report

MOTION TO GO IN CAMERA

CAMPBELL/VPE

CARRIED

MOTION TO GO OUT OF CAMERA

YANISH/QUELLTEE

CARRIED

7. Motions & Business Orders of the Day

7.1. Governance Investigations Committee Report

MOTION TO MAKE THE OCTOBER 21, 2019 GOVERNANCE INVESTIGATIONS COMMITTEE REPORT PUBLIC

PRES/VPE

Favour: Vpa, Dykes, Mirza, Drummond, Newton, Strayer, Stewart, Hassan, Tesfay, Forbes, Yanish, Vpe, Vpsl, Pres, Campbell, Ouellette, Johnston, Vpo

CARRIED

MOTION TO TAKE A THREE MINUTE RECESS

VPA/YANISH

CARRIED

7.2. Bylaws and Policy Committee

MOTION TO APPOINT COUNCILLOR BOUWER AND COUNCILLOR STRAYER TO THE BYLAWS AND POLICY COMMITTEE

VPO/HASSAN

Nominees: Bouwer, strayer

Favour: Vpa, Dykes, Mirza, Drummond, Newton, Strayer, Stewart, Hassan, Tesfay, Forbes, Yanish, Vpe, Vpsl, Pres, Campbell, Ouellette, Johnston, Vpo

CARRIED

7.3. Audit Committee

MOTION TO APPOINT COUNCILLOR OUELLETTE, COUNCILLOR JOHNSTON, AND COUNCILLOR STEWART TO THE AUDIT COMMITTEE

VPO/YANISH

Nominees: Ouellette, Johnston, Stewart

Favour: Vpa, Dykes, Mirza, Drummond, Newton, Strayer, Stewart, Hassan, Tesfay, Forbes, Yanish, Vpe, Vpsl, Pres, Campbell, Ouellette, Johnston, Vpo

CARRIED

7.4. Budget and Finance Committee

MOTION TO APPOINT COUNCILLOR CAMPBELL AND COUNCILLOR NEWTON TO THE BUDGET AND FINANCE COMMITTEE

VPO/DYKES

Nominees: Newton, Campbell, Forbes

Favour: Vpa, Dykes, Mirza, Drummond, Newton, Strayer, Stewart, Hassan, Tesfay, Forbes, Yanish, Vpe, Vpsl, Pres, Campbell, Ouellette, Johnston, Vpo

CARRIED

7.5. Governance Remuneration Advisory Committee

MOTION TO APPOINT COUNCILLOR YANISH TO THE GOVERNANCE REMUNERATION ADVISORY COMMITTEE

VPO/MIRZA

Nominees: Yanish

Favour: Vpa, Dykes, Mirza, Drummond, Newton, Strayer, Stewart, Hassan, Tesfay, Forbes, Yanish, Vpe, Vpsl, Pres, Campbell, Ouellette, Johnston, Vpo

CARRIED

7.6. Leadership and Review Committee

MOTION TO APPOINT COUNCILLOR JOHNSTON AND COUNCILLOR HASSAN TO THE LEADERSHIP AND REVIEW COMMITTEE

VPO/PRES

Nominees: Hassan, Drummond, Johnston, Tesfay

Favour: Vpa, Dykes, Mirza, Drummond, Newton, Strayer, Stewart, Hassan, Tesfay, Forbes, Yanish, Vpe, Vpsl, Pres, Campbell, Ouellette, Johnston, Vpo

CARRIED

7.7. Appointment Advisory Committee

MOTION TO APPOINT COUNCILLOR DYKES TO THE APPOINTMENT ADVISORY COMMITTEE

VPO/STEWART

Nominees: Dykes, Yanish, Drummond

Favour: Vpa, Dykes, Mirza, Drummond, Newton, Strayer, Stewart, Hassan, Tesfay, Forbes, Yanish, Vpe, Vpsl, Pres, Campbell, Ouellette, Johnston, Vpo

CARRIED

7.8. Health and Dental Sub-Committee

MOTION TO APPOINT COUNCILLOR OUELLETTE TO THE HEALTH AND DENTAL SUB-COMMITTEE

VPO/JOHNSTON

Nominees: Ouellette, Tesfay

Favour: Vpa, Dykes, Mirza, Drummond, Newton, Strayer, Stewart, Hassan, Tesfay, Forbes, Yanish, Vpe, Vpsl, Pres, Campbell, Ouellette, Johnston, Vpo

CARRIED

7.9. Awards Sub-Committee

MOTION TO APPOINT COUNCILLOR DRUMMOND TO THE AWARDS SUB-COMMITTEE

VPO/FORBES

Note: Awards Sub-Committee is scheduled to meet on February 26 from 1pm-4pm and February 27 from 1pm-4pm.

Nominees: Drummond, Yanish, Forbes

Favour: Vpa, Dykes, Mirza, Drummond, Newton, Strayer, Stewart, Hassan, Tesfay, Forbes, Yanish, Vpe, Vpsl, Pres, Campbell, Ouellette, Johnston, Vpo

CARRIED

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

OUELLETTE

CARRIED

Next Meeting Date: December 18, 2019

Meeting adjourned at 8:10pm

Students' Council Report

Vice President Academic
December 18, 2019

Greetings Council,

Below is my report detailing what has happened between November 20th and December 12th.

Committees & Councils

General Faculties Council Executive Committee (GFC EC)

GFC EC discussed the prospective new GFC Standing Committees, rescinded the Study Abroad policy mentioned at last Student Council meeting, approved the Bachelor of Communication Studies Action Plan, and changed the GFC EC Terms of Reference (TOR) to make finding meeting times easier.

General Faculties Council (GFC)

The President's report once again touched upon the provincial budget impact which, as a reminder, is mainly from the reduction to the Campus Alberta Grant (CAG). This will certainly be a theme this year and in years to come. Further information was given about how MacEwan is planning on responding to its enormous budget cut, including salary and non-salary reductions, Strategic Enrolment Management plans, increasing class sizes and decreasing the number of class sections (i.e. morning/midday/evening), and increasing tuition. Aside from the President's report, business included approving the Bachelor of Arts and Bachelor of Child and Youth Care Action Plans which were approved & recommended by GFC EC, discussing MacEwan's Annual Report, discussing GFC EC's proposed membership changes, and approving recommendations from the Program and Curriculum Committee.

Committee on Admissions and Transfers (CAT)

A few program's admission requirements in the Faculty of Nursing were reviewed, and re-approved with no substantive change (but with slight nomenclature changes). The 5-year standard review time for admissions criteria was discussed in detail. An idea was floated to allow for (and encourage) review occurring before the 5 year timeline if circumstances warranted it within a specific program. However, how redundancy may be eliminated remains a question (e.g. if a program is reviewed on year 4, then again on year 5 of the cycle); one idea was to allow a program to skip next review if they review early.

GFC New Standing Committee(s) Meeting

A group of faculty from Office of Teaching and Learning Services along with GFC members got together in a meeting that I attended to discuss two prospective new standing committees to be created under GFC. One is the Teaching and Learning Committee, and the other would be the Student Affairs Council. The mandate and TOR for these are yet to be determined but SAMU is being consulted heavily throughout that process.

Faculty of Arts and Science (FAS) Council

There was no FAS council scheduled for November (or December).

Research Ethics Board & Animal Research Ethics Board (REB & AREB)

The most recent REB meeting involved further review of the procedure which outlines the response to ethics non-compliance. Other committee members and I identified a couple of gaps in the procedure (such as reference to associated procedures that haven't yet been written) and these comments have been taken back for review to correct aspects of this procedure. The most recent AREB meeting mainly

focused on preparing for the Canadian Center for Animal Care's upcoming audit, and on the topic of prospective lab space in bldg. 5, and which department that may be given to.

Faculty of Arts and Science Dean Search Committee

The committee has drafted interview questions which I will be submitting feedback on. It appears that the decanal search process is proceeding on time and in good order.

Policy Advisory Group (PAG)

Policy Advisory Group was cancelled again, due to having no agenda items.

eLearning Committee

The eLearning committee met while I was at CAUS Counterparts, and so sadly I could not attend the November meeting.

Student Systems Joint Operations Committee (SSJOC)

SSJOC discussed the wait-list purge-day change that I had consulted Student Council on via email. Thank you for those who responded! I was able to give voice to your comments and provide a student perspective on the waitlist purge-day topic. Another date needs to be decided on around waitlists, as well, though it is less consequential. The enrolment appointment schedule was also reviewed and it sustained many edits.

Other Business

Tuition and Fees Consultation

I attended the tuition and fees meeting between SAMU and MacEwan, where all of EC, Dr. David McLaughlin, and Rick Ellis were present. More details of this meeting can be found in the SAMU VP External's report.

President's Team Lunch Business Meeting

We had a quite productive meeting with the President's team in which we unveiled some plans that SAMU EC has for winter semester, as well as discussing in great detail the implications of the proposed tuition increases. Tuition and gov't relations were the topics that dominated the meeting, and we expressed among other things the need to consider 1) what a course actually costs, 2) the balance between raising tuition and making cuts, and 3) what 'outcome metrics' the Alberta gov't may use to inform our funding levels next year.

Learning Management System Working Group (LMS WG)

The eLearning Committee has reviewed the LMS WG and decided to alter its mandate. The eLearning Committee has recently had a hold placed on their LMS review/replacement and so a new working group is being planned instead. The eLearning Strategy working group will address eLearning with a wider breadth of focus compared to the initially proposed group. The number of student seats remains the same. Thank you to the SC member who has applied to fill one of these seats!

Provost Meeting

I met with Dr. Craig Monk for our monthly meeting. Topics included the continued hiring of faculty, university expenditure cuts, SAMU's Student Refugee Program and how MacEwan may support it, what outcome metrics may be used by the provincial gov't for our funding formula, when we can expect to get more budget information, etc. Lastly, the provost gave me good advice on my Student Research Day promotional event; he informed me that it would be a good plan to partner with Dr. Craig Kuziemy, the AVP Research, on this to get some feedback on how it may be organized. I plan on meeting with him soon.

Student Research Day Planning

The Office of Research Services' focus groups mentioned in my previous report came together and went quite well. Students were receptive and vocal in response to almost all questions posed by the facilitator.

VPA Report to Students' Council

Submitted December 12th, 2019

Page 2 of 3

A few things in particular stood out to me from these groups; 1) students were in favor of faculty supervisors & honors coordinators tabling at the event in order for students to find available mentors more easily, 2) Undergraduate Student Research Initiative awareness could be promoted at the event, to students' benefit, 3) The structure of the day could be altered (by not having poster presentation and lunch at the same time), 4) a multiple-day-long event was considered, and 5) awareness of USRI and SRD are both too low and do not reach far enough into the student population.

Student Research Day – SAMU Support Plan

From attending the SRD focus groups and attending CAUS Counterparts, I noticed that there is a role to play for the Students Association in supporting research. University of Calgary Students' Union and University of Alberta Students' Union both support research to some extent. While I was at UASU's building, they held an event that helped students quell some of the intimidation around research and understand how to get involved with research in a greater capacity. This inspired my idea to use SAMU's new building to host an event promoting SRD and to answer student questions about research. It is my hope, firstly, that students will both attend and present at the event in greater quantities if we host such an event, and secondly, that SAMU will continue to do this in years to come if it is shown to be successful. I will be releasing more detailed plans on this matter after meeting with Dr. Craig Kuziemy (AVP Research) to plan.

CAUS Counterparts Conference

I attended a 3 day conference from November 19th-21st at the University of Alberta Students' Union's Building, during which we learned a few things from past and present student leaders. Topics included provincial political advocacy, the federal election from a student perspective, OER topics, sessions on strategic planning, policy development, & EC transition, and finally presentations on what to do after completing your term as a student association leader.

Appeals

Student appeals are picking up again, as they tend to at the end of a semester. Along with ombudsperson Cathryn Heslep, SAMU's advocacy coordinator Evan and I have been spending a fair amount of time taking student calls, emails, and meeting requests. Even more time is dedicated to sorting through MacEwan policy to offer students the best advice we can give on what their next steps can consist of, after we hear of a case. I anticipate this heightened workload will continue into next week and into the month of January.

Closing Remarks

At this point, we're well into final exams and so fall semester is basically over. It's been an immense amount of work but also a great pleasure to work on behalf of students during the busy part of the school year. Compared to the summer, the last three months flew by much faster and were full of more opportunities to give voice to student issues and contribute to university policy & decisions from a student perspective. Personally, I've enjoyed the role and have been impressed with the post-secondary work environment and MacEwan's in particular.

On a less happy note, tuition increase numbers for MacEwan are out now, and I would recommend students continue to pay attention to the news on the matter. It is important to note that MacEwan is cutting more expenses than they are gaining tuition revenue, but I think students should still remain vigilant regarding the financial difficulties coming our way. The only way that the consequences of the provincial budget can be rebutted is if students continue to draw attention to this issue and keep up-to-date on upcoming details. Potentially, the tuition hike would be manageable if not for the interest rate hike and student tax credit elimination, but these three factors together are a substantial blow to students, which must be recognized.

Students' Council Report

Vice President External December 18, 2019

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

Events/Conferences

Canadian Alliance of Student Associations (CASA) Policy and Strategy Conference

I attended this conference where we provided input in our future policy and advocacy documents which will be used when we participate in the National Advocacy Week with CASA.

Council of Alberta University Students (CAUS) Statement Workshopping and Release

CAUS developed a response to the recent changes the government quietly made to our controls and powers within the regulations of the PSLA. It can be found on the CAUS website and social medias.

Meetings/Committees

Information from Administration regarding Tuition Increases

We met with several folks on MacEwan's end where they presented their proposed plan. Initially, this meeting was labeled "consultation" as per the PSLA. Given that they didn't provide space for us to actually provide feedback, we (EC) did not count this meeting as consultation and requested a separate meeting where the student voice would be heard.

Meeting with Keestin O'Dell

Keestin, from kihêw waciston, and I met to discuss the proposed "Membership Sponsor Program" initiated by the Canadian Alliance of Student Associations.

National Advocacy Committee

We, the Canadian Alliance of Student Association members who are a part of NAC, lead a discussion at the Policy and Strategy conference surrounding our advocacy strategies and their accessibility.

CAUS Teleconference

I had a teleconference call with CAUS. It was a regular meeting where we discussed and updated CAUS with our provincial advocacy.

LRC Meeting

We had our first-ever LRC meeting! Looking forward to working with all the lovely folks on this committee. We worked on developing a workplan.

GRAC Meeting

I chaired the GRAC meeting where we started working on developing the workplan.

Meeting with Myrna Khan

Myrna and I had our monthly meeting where we discussed external factors and their potential impacts at MacEwan. We also chatted about funding formula metrics.

Office Hours

Given our President resigned, I committed to being available to our SC members and staff to debrief and chat about next steps.

Tuition Consultation and Admin-SAMU meeting

EC and the GM attended a meeting with the MacEwan Administration about a variety of topics. We have quarterly meetings. Within this meeting, we provided our feedback regarding the proposed plan for tuition.

Closing Remarks

I know this has been a busy month for everyone. I hope exams are going well! Please take the time you need for yourself and practice some selfcare. As always, my office is open to you if you need anything – even a study space.

Cheers,

Cole Baker, Vice President External
Students' Association of MacEwan University
savpexternal@macewan.ca

Students' Council Report

Vice President Operations & Finance December 18, 2019

'Tis the Season! Greetings to Everyone during this very busy time of the year. I want to thank everyone for taking the time to read my report. Cheers!

Projects & Initiatives

SAMU Building

We have had the SAMU Risk Committee meeting, Bi-Weekly building meeting, SAMU Joint Steering Committee and the first SAMU Operational Committee.

Come December 16th, later in the day there will be boxes from SAMU beginning to be transferred to the new building. The timing and scheduling over the days will be in the evenings as to not disturb finals. Then January 2nd SAMU offices will be open and operational. January 6th it will be opened to the students with a grand opening on the 8th when students are back and settled in. There are chances for some great prizes that day! Much of the furniture has been arriving and safely stored as things slowly move in.

The SAMU Operational Committee is the new committee that was created based on schedule C of our lease agreement SAMU and MacEwan on any major expenditures for the building in the future had its first meeting. It consists of 4 MacEwan members, and 4 SAMU members with a co-chair from each.

Events

Have submitted marketing materials and scheduled EC for a Day, Food for Thought – Town Hall, and EC Campaign workshop. Ironing out the structure and some ideas for EC for a Day and the Campaign Workshop which is fun!

Committees

Budget & Finance Committee

We had our first meeting since nominations for committees, and created the work plan

ByLaws & Policy Committee

We had our first meeting since nominations for committees, and created the work plan

Facilities Advisory Committee

Thank you to Students' Council for bringing some concerns about Allard Way regarding: wayfare, signs regarding unexpected renovations and work to the building, unexpected furniture placements and removals in classrooms and student spaces, and accessibility points. I was able to bring that up at the committee meeting where some other MacEwan staff expressed similar concerns.

Finance, Property & Investment Committee (FPI) – Board of Governors

Attended my first meeting.

Other Business

SAMU Staff meetings.

SAMU had our regular staff meetings. One of the meetings included RED Agency who took an afternoon meeting with our SAMU staff to help gather information of who we are, our strategic plan, and the transition into the new building. In compiling information on SAMU they will come back to us with feedback, insights and guidance of how to market the organization for our student and to our students

Organizational Risk Management Advisory Group ORMAG

ORMAG meetings regarding further flushing out on some of the potential risk the staff noticed, as well as regarding some of the procedures for SAMU with our move. Most recently the code of conduct and disciplinary procedures.

Consultation on Tuition.

Had an initial meeting followed by one consultation sessions with fellow EC's. However, and with the new changes in the Post-Secondary Learning Act regarding consultations by students with the university, it is felt there was little or no consultation on the subject.

General Manager

Had a meeting with our General Manager for the Bi-Annual check in on the General Manager's completed goals, ongoing and future projects with timelines, especially surrounding their work with the implementation of the new building into the day-to-day operations.

Gallivan

Health & Dental quarterly report, and the most surprising in the data from our brokerage Gallivan was the use of the My Wellness resources by the MacEwan students. In the short period that we implemented the My Wellness for our campus the number of students utilizing the tools were the highest Gallivan had seen, especially in comparison to the other 23 Associations/Unions who have My Wellness. With the SAMU Building opening and given the success of My Wellness for the students, Gallivan wishes to do a marketing re-launch in the winter term to promote it again. More information on that soon.

Additionally, they are adding the Financial Module to the My Wellness in the Winter term, sometime in January. A component of the My Wellness that Gallivan did not anticipate including until Fall 2020 is now a reality. More information to come ahead on this component as well! Gallivan wanted to ensure that on top of the Financial services students can get on their campuses, that there is an extra support. Having this online to share information and give guidance to students in navigating their financials was based on feedback they heard from students frequently, along with the online supports for mental health.

CAUS Counterparts

Attended CAUS Counterparts down at the University of Alberta. There were great presentations regarding Open Education Resources (OER's), how to stay involved in your Students' Association/Union when you bow out of the Executive Committees and being prepared for those transitions. Myself and other VP Operations & Finance folks were given the tour of University of Alberta Students' Union, exchanged ideas and information, as well as looked at the commonalities and differences amongst our portfolios.

Closing Remarks

Best of luck to everyone during finals season! YOU GOT THIS!

And thank you everyone for all their hard work they have put in as Students' Council member and on the committees they serve.

Hope you all get some relaxing, fulfilled time in for yourselves over the break.

All the best to you and yours!

In Solidarity.

Andrea Turner

Students' Council Report

Vice President Student Life December 18th, 2019

Happy holidays, Councilors!

Below is my report detailing events that occurred between November 14th and December 12th.

Projects & Initiatives

Sex Week

I now have proofs of the marketing material for Sex Week, and I am unbelievably excited to execute this project. The materials are fun and colorful, and a very different feel from the previous iteration of the week. After the holidays, we'll be planning logistics and details of the events – including obtaining some awesome swag and prizes. I hope to see you all at some of the events in February!

Committees

Grand Opening Working Group

Myself and the other members of EC have all been working with staff on the planning of the Grand Opening event, and it's been a very productive process. I'm looking forward to honoring previous execs and all those who have had a hand in bringing the building to fruition.

Appointment Advisory Committee

This committee met on November 25th to develop a work plan; and thanks to the hard work of Councilor Dykes, this has been completed. We are now accepting applications for students-at-large to be part of SAMU committees, so please share amongst your circles!

Indigenous Advisory Council

I attended my first meeting of the Indigenous Advisory Council, given that I was away on conference for the one that occurred in June, on November 27th. I participated in a lovely pipe ceremony lead by Elder Francis Whiskeyjack and Leona Makokis, and had the opportunity to learn more about all the great things that kihêw waciston has been doing over the last few years.

MacEwan Book of the Year Committee

This committee met for the first time this year on November 28th, where we discussed possible choices for MacEwan's next Book of the Year. Several books were presented, and the Committee has already begun reading. I am particularly excited about the work for this committee, as reading is a passion of mine and I don't often get the opportunity to read for fun. It's work and play for me!

University Students Offering Leadership on Violence Elimination (USOLVE)

This committee met on December 2nd to discuss plans for the winter semester. I am looking forward to having more time available to dedicate to USOLVE work, as this committee sparked my passion for gender-based violence elimination work in the years prior to my election.

Grant Allocation Subcommittee (GASC)

GASC met once over the reporting period, due to overlapping events and folks being out of office. At the December 5th meeting, seven conference grants and three Roundhouse membership grants were approved.

Sexual and Gender Minority Working Group

This group met on December 10th. Topics of discussion included MacEwan Pride Week 2020 and new guidelines on supporting gender diversity in the workplace. Additionally, I am very close to completing the reference document on pronouns initiatives and am hoping to present it to the group in the new year.

Other Business

Budget Demonstration

I attended the budget demonstration along with the rest of EC and was incredibly proud of the event. I cannot praise our VP External, Cole, enough for the amazing work she has done on this project and many other things over the past month. I was also honored to give the land acknowledgement at the demonstration. Wela'lin, Cole!

Griffin for a Day

I was invited to speak at the Griffin for a Day event held by Sport and Wellness in honor of Nakehko Lamothe; this was a great opportunity to share with potential future MacEwan students about all the great things SAMU has to offer.

SAMU/MacEwan Travel Meeting

I attended a meeting with the VPA about reducing red tape for student groups looking to travel internationally. This was a very interesting meeting, and I enjoyed learning more about the processes that MacEwan has in place to account for students, staff, and faculty when they are out of country on MacEwan-related business.

GM/EC Check-in

EC had a check-in meeting with General Manager, Gwen Bauer, on December 2nd. The GM provided an amazing presentation on her work during her time at SAMU so far. It was great to learn more about the work that she does for SAMU and for students.

Gender-Based Violence Community of Practice Meeting

I was selected to be part of a national community of practice on gender-based violence prevention in post-secondary institutions. This community of practice will provide feedback on the *Courage to Act* report, help to create a new resource, and partake in a skill share event in 2020. I'm so grateful and excited to have been chosen to be part of this, and I can't wait to see what comes out of it!

Black History Month (BHM) Meeting

I had a meeting with our event planner and Yonae Rolle from the Office of Human Rights, Diversity, & Equity to discuss SAMU collaboration on a Black History Month event. SAMU's event planner, Natalie, will be connected with student organizers for BHM and I'm looking forward to seeing what comes out of the collaboration. MacEwan is the first post-secondary in Alberta to hold an official Black History Month, and I'm proud to be part of an institution that prioritizes centering Black voices.

Branding Meeting



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

SAMU staff and EC all met on December 11th for the afternoon to discuss the SAMU brand and how it can be better conveyed to students and other relevant audiences. This was an incredibly productive meeting, and it was very inspiring to hear staff speak about their connections to SAMU and their dedication to serving students. I know that this energy is apparent to those who engage with SAMU's work, and it left me feeling very grateful for the opportunity to be a part of this. I can't wait to see how SAMU continues to engage with students and evolve in future.

Closing Remarks

It's been another busy month for us, and we're working hard to get the necessary affairs in order before the holidays. I am as passionate as ever about my work, as well as incredibly thankful for the opportunity to represent students during this time of tremendous change. As always, please reach out with anything you might want to discuss. I hope your exams went well and that you get the opportunity to take some time for self-care over the break. You deserve it!

Enjoy your holiday season,

Aubrianna Snow

Vice President Student Life

Students' Association of MacEwan University

Students' Council Report

Leadership and Engagement Committee December 18, 2019

Leadership and Engagement Committee Members:

Ryley Osadchuk (Chair)
Rachelle Drummond
Alycia Stewart
Ahsan Hassan

Greetings Council,

This is the report from the Leadership and Engagement Committee on the 2018/2019 year for your consideration.

Student Engagement

Councillor Days

Over the past year we had discussions surrounding how we thought councillor days could be more engaging and how we could get more of council involved. These discussions included the possibility of having table locations rotate quarterly, in an attempt to reach more students. Moving forward in the spring/summer we decided to engage students online by trying out live streams on councillor days; 3 of which were successful thanks to some of our councillors and the thanks of the marketing team. We tried to have them on different days of the week and times to hopefully try to reach more students and see what ones could get more traction. Marketing found instagram to get a bit more traction but the video streaming on fb to be easier. We also had one councillor day along with the live stream encouraging councillors to find time in their day to engage with students with their new name tags and councillor t shirts. There were mixed reviews on this style as some councillors found that it would be more valuable to the ability to sign up for a specific time slot and table space. With that feedback in mind, we have created a sign up spreadsheet modeled around ones that have been used by previous councils that we were hoping to use in the future. This will allow people to sign up for any time on the designated day, while still having the opportunity to roam if they so choose. By having an availability to sign up or roam, we hope that councillors will feel better able to plan their participation according to their individual schedules. We would ideally have the councillor day a day before a live stream so that the live stream could be promoted by councillors through handbills with the link during the councillor day and even potentially the morning of the live.

Council Program and services Training

We had also looked into scheduling opportunities for councillors to get a tour of programs and services and the wellness psychological services on campus. These tours unfortunately did not take place in the spring term due in part to scheduling conflicts and limited availability of councillors during the spring/summer terms.

Marketing of Student Council Meetings

We recognized that while students' council meetings are open to all students, there is limited marketing around when/where the meetings take place and the topics that will be discussed. Because of

Report to Students' Council
Submitted November 18, 2019

such, we felt that we could look into different types of social media engagement to try to get students more aware and engaged with our meetings. One such example would be a quick “story” post on instagram stating the 5 w’s of the upcoming council meeting- the goal being something that is quick, eye catching, and informative.

Team Building and future considerations

During the summer we held a team building activity at the Royal Alberta Museum, followed by a team dinner. A feedback survey was supposed to go out on this and to see what councillors would like to do in the future, and when councillors would prefer that activities be planned according to their general availability. Following the election, we held a mingler with board games and food. The goal of this mingler was to have a transition event between new and old councillors as a means of getting to know one another. This mingler is something we would like to see continued. We have also discussed the potential for an exit feedback survey for councillors who are not returning, an idea that has been entertained by previous councils.

Closing remarks

We would like to thank all of the councillors for their participation and engagement with both the students and with your fellow councillors. We are always so impressed by your dedication to help improve student engagement. We also thank our SAMU staff for making our activities possible.

Sincerely,
Alycia Stewart, Rachelle Drummond

Chief Returning Officer Report to Students' Council

2019 SAMU Students' Council Election

October 8-10, 2019

Submitted by Jed Johns, Chief Returning Officer, 2019-2020

Introduction

The Fall 2019 Students' Council elections for the Students' Association of MacEwan University (SAMU) took place over three days, October 8-10, 2019. The election was free of major controversy and was successful in electing a full complement of Councillors to fourteen (14) positions. Over almost two weeks of campaigning, sixteen (16) candidates vied for positions on the Council, resulting in 1,624 members out of 15,282 eligible voters casting ballots – a 10.63% turnout.

A Facebook AMA (ask me anything) was hosted by SAMU for all candidates to participate on October 7, 2019.

On October 22, 2019, following a Governance Investigations Committee decision on a former candidate's request for an appeal, the results below became official and are now considered final:

Candidate	# of Votes	
Ruan Bouwer	447	Successful Candidate
Colin Campbell	533	Successful Candidate
Rachelle Drummond	700	Successful Candidate
Myles Dykes	456	Successful Candidate
Ari Evans	391	
Blake Forbes	444	Successful Candidate
Ahsan Hassan	636	Successful Candidate
Hale Johnston	483	Successful Candidate
Kiran Mirza	564	Successful Candidate
Spencer Newton	578	Successful Candidate
Stephanie Ouellette	525	Successful Candidate
Alycia Stewart	626	Successful Candidate
Kent Strayer	603	Successful Candidate
Alem Tesfay	480	Successful Candidate
Shafir Walji	425	
Matthew Yanish	488	Successful Candidate

Electoral Reform and Assessment

This election cycle was unique in that it was one of the first to implement a three-day polling period, a departure from the usual two-day format. This change was made to

evaluate any impact it may have on voter turnout and will be continued for the SAMU Executive Committee elections slated for Spring 2020 in order to fully assess its impact. This election saw a 1.5% increase in voter turnout compared to last year's election¹. There may be several contributing factors to this minor increase from the previous year, these factors include:

- A more competitive race for Councillor positions with more candidates running than there were positions for²;
- Increased number of polling days from two to three; and,
- Potential increased interest in SAMU activities with reference to the new SAMU Building scheduled for opening in the 2019/2020 academic year.

Voter turnout of the last six elections, for both Councillors and Executives, is provided to provide context for current turnout:

Year	Election	Turnout
2019	Councillor Election	10.63%
2019	Executive Committee Election	11.63%
2018	Councillor Election	9.13%
2018	Executive Committee Election	11.17%
2017	Councillor Election*	12.23%
2017	Executive Committee Election	32.66%

*Denotes Part-Time Health and Dental Referendum Question Included on Ballot

CRO Decisions and Interpretations

There were several instances during the course of the election that decisions and interpretations of the current SAMU election rules and procedures had to be conducted in order to ensure a smooth, controlled process. Important decisions and interpretations are summarized here:

1) Confirmation of Candidates

On September 24, 2019 a potential candidate was informed they were not eligible to stand in the 2019 Students' Council Election due to failing to meet criteria set in SAMU Bylaws. The potential candidate was given the opportunity to seek corrective actions and to provide any evidence of error on the part of MacEwan University or SAMU in order to become an approved candidate. No new information was received by the CRO or DRO (Deputy Returning Officer) before campaigning started on September 30, 2019.

2) Use of MacEwan University or SAMU Logos, Mascots, and Signage

Two approved candidates submitted campaign materials that were denied approval due to how they prominently featured either MacEwan University logo

¹ Voter turnout in the 2018 Students' Council Election was 9.13%, as per the *November 21, 2018 Students' Council Election CRO Report to Students' Council*.

² Note that in the 2018 Students' Council Election there were only 12 candidates running for 14 positions, leading to a Yes/No vote for each candidate.

or mascot. One candidate whose materials featured the MacEwan University mascot was informed on September 25, 2019 that:

Without express permission from the University I cannot allow distribution of this material at this time. The University and SAMU should not be put in a position where it appears there may be a tacit or explicit endorsement of a candidate through use of a logo.

The candidate subsequently revised their material, removed the mascot image in question, and had their new materials approved.

The second candidate submitted materials featuring a MacEwan University sign prominently in the background. The candidate received the same notice as the first; however, the candidate subsequently provided proof on September 30, 2019 that they received written permission from MacEwan University Marketing and Communications to use the image. The initial campaign materials submitted were then approved.

Recommendation #1: That SAMU Students' Council task the Executive Committee to review the *Elections Procedure*, specifically section 24, and provide greater clarity on the use of MacEwan University or SAMU logos and marketing materials in order to ensure there is no tacit or explicit bias in their use.

3) Endorsements of Candidates

On September 26, 2019 a candidate inquired if endorsements were allowed, if they could be added to their posters, and gave an example of hypothetical endorsements from current SAMU executives. After reviewing all SAMU bylaws, policies, procedures, and consulting with the DRO on historical interpretations it was deemed that there is nothing in the election rules that prevent a candidate from seeking an endorsement from anyone else and use that endorsement during the course of a campaign. As there was no basis in policy to disallow endorsements, a notice was sent back on September 26, 2019 to the candidate and to all candidates (including current SAMU executive members) that stated:

While SAMU policy and procedures are silent on the issue of endorsements, I will allow them with some restrictions in order to maintain a fair, open and transparent election.

You must have the explicit permission of the person providing the endorsement and be able to produce that permission on request.

You must also not use official SAMU titles or positions in any endorsements as this may be construed as implied support by SAMU as an association.

In the absence of any rules on this issue and in order to ensure a fair election a set of guidelines was shared with all candidates, as noted above. As it currently stands, there is no way to prevent a candidate from seeking and using endorsements and this is normal practice in many types of other elections – from school board elections to federal general elections. Some onus is on the person whose endorsement is sought, as they must give permission to endorse and are usually the party that crafts the written endorsement.

This practice, which was acknowledged in this election though not utilized by any campaign in any significant way known to the CRO or DRO, did raise some valid concerns from some of SAMU's executive committee members – especially with reference to how an executive endorsement could be construed as implied SAMU support. Feedback on this practice is appreciated; however, it is advised that this feedback should be submitted following an election as to not potentially constitute interference in the electoral process. An executive member who submitted their concerns during the course of the election was invited to a post-election interview in order to capture their feedback for this report. There was no response to that invitation.

Recommendation #2: That Students' Council review the *Elections and Referenda Policy* with respect to how endorsements are used, with special attention to protecting the neutrality of SAMU as an organization in elections and in ensuring endorsers (who may be SAMU members, MacEwan University faculty, any member of the MacEwan University community, or any member of the public) are also protected from misuse of their name and support.

Recommendation #3: That Students' Council consider an ethics policy or mechanism that ensures the independence of the office of the Chief Returning Officer during the course of an active election, with attention to appropriate communications between SAMU officials and a Chief Returning Officer.

4) Poster Violations

During the morning of October 1, 2019 the DRO informed the CRO of potential poster violations from several campaigns. Evidence was then provided that showed the *Posting Rules for Elections* (a handout given to candidates before the official campaign period) were contravened with respect to the type of tape used. A warning notice was sent out to three candidates who were in violation that same day. The candidates were given till the end of business day (4:30 p.m. MT) on October 1, 2019 to have the tape changed on their posters. All candidates complied by the deadline, no further remedy was required.

5) Candidate Disqualification & GIC Decision

On October 4, 2019 a candidate was formally notified of their disqualification, and their name removed from the ballot, due to four major infractions of election rules:

- use of unauthorized campaign materials (food),
- not reporting all campaign expenses,
- exceeding the \$250 spending limit, and a
- poster violation.

Photographic evidence showing use of unauthorized campaign materials was provided by the DRO to the CRO on October 4, 2019. This unreported use of materials also meant that the candidate did not report all their expenses and put the individual over the spending limit. The poster violation was also confirmed on October 4, 2019 following a formal count by elections staff of the number of posters the candidate had displayed.

The candidate subsequently filed an appeal of this CRO decision to the Governance Investigations Committee (GIC) on October 5, 2019.

Due to stipulations in the GIC's terms of reference, this appeal had until October 19, 2019 to render a decision. This is nine (9) days after the last polling day and would mean that any decision would be hampered by the fact that the substantial part of the election process would be completed before a GIC decision. This was communicated by the candidate in question and is a valid concern when appeals are made during an election, not after the unofficial results are posted at the end of the last polling day.

On October 10, 2019 the unofficial Councilor election results were distributed to all candidates, with a disclaimer that they would not become official until the GIC completed its work.

On October 22, 2019 the DRO informed the CRO that the original decision to disqualify the candidate would stand. A separate report from the GIC on its decision is to be submitted to Students Council. The DRO, with consent from the CRO, sent out a notice to all candidates that the election results were now official.

It should be noted that if the GIC's decision was to overrule the CRO and reinstate the candidate that this would have created issues of uncertainty related to the need for a by-election or a wholesale new election for Students' Council. The potential for an entirely new election being called and the unofficial results discarded would be high, resulting in additional costs, time, and planning efforts. This potential situation should be planned for in future.

Recommendation #4: That Students' Council review the *Committees Policy*, specifically *Appendix C: Ad-Hoc Committees of Students' Council* with the title "*Governance Investigations Committee*" and ensure a robust appeal process is in place that takes into consideration potential appeals filed during the course of an active election. That this review also ensures there are clear and appropriate timelines for GIC decisions.

Governance Investigation Committee Decision

I received a copy of the Governance Investigation Committee's report dated October 18, 2019 on November 22, 2019. I accept the recommendation made by the committee to "consider each of the campaign violations independently rather than providing a decision based on cumulative infractions" in future decisions. I thank the GIC's for their service in this matter.

I wish to thank DRO Alan Honey, Marlena Lesmister, Connor Corsaro, SAMU General Manager Gwen Bauer, the MacEwan University IT staff, and all the polling clerks who helped put on this successful election – your efforts were tremendous!

kinanâskomitin,

Jed Johns
Chief Returning Officer, 2019-20

SUMMARY OF CRO RECOMMENDATIONS | CRO Report 2019-12-18

Recommendation #1: That SAMU Students' Council task the Executive Committee to review the *Elections Procedure*, specifically section 24, and provide greater clarity on the use of MacEwan University or SAMU logos and marketing materials in order to ensure there is no tacit or explicit bias in their use.

Recommendation #2: That Students' Council review the *Elections and Referenda Policy* with respect to how endorsements are used, with special attention to protecting the neutrality of SAMU as an organization in elections and in ensuring endorsers (who may be SAMU members, MacEwan University faculty, any member of the MacEwan University community, or any member of the public) are also protected from misuse of their name and support.

Recommendation #3: That Students' Council consider an ethics policy or mechanism that ensures the independence of the office of the Chief Returning Officer during the course of an active election, with attention to appropriate communications between SAMU officials and a Chief Returning Officer.

Recommendation #4: That Students' Council review the *Committees Policy*, specifically *Appendix C: Ad-Hoc Committees of Students' Council* with the title "*Governance Investigations Committee*" and ensure a robust appeal process is in place that takes into consideration potential appeals filed during the course of an active election. That this review also ensures there are clear and appropriate timelines for GIC decisions.

2019-2020 Work Plan Executive Committee

Approved by Committee:	December 11, 2019
Reviewed by Council:	December 18, 2019
Work Plan Mandate:	Committee's Policy, point 10 & 10.1.

Committee Tasks & Outcomes

Committee Tasks	Details/Deadlines	Stakeholders	Status
Demonstration against Budget 2019	<u>November 18th, 2019</u>	VP External	COMPLETE
Meeting with Minister	<u>November 18th, 2019</u>	VP External President	COMPLETE
CAUS Advo Days	<u>November 2019</u> - Successfully execute meetings with provincial government	VP External CAUS	COMPLETE
CASA Policy and Strategy	<u>November 2019</u> - Develop our advocacy asks with CASA and advocate to ensure priorities are in line with SAMU	VP External CASA	COMPLETE
Finish ESA Video	<u>December 2019</u> - Garner student perspective on video and have UASU's MarComm team compile/edit it	VP External SAMU Members UASU MarComm	ONGOING
Complete ESA Priority Document	<u>December 2019</u> - Waiting on the city to provide ETS stats to complete Advo doc for ESA	VP External	ONGOING
Finalize with CAUS what next steps are in relation to budget	<u>January 2020</u> - Discuss whether a letter-writing campaign is in the works	VP External CAUS	ONGOING
MP Advo Meetings	<u>December 2019 – April 2020</u> - Advocacy Coordinator will prep meeting times with MPs.	VP External Advocacy Coordinator	ONGOING
City Councillor Meetings	<u>December 2019 – April 2020</u> - Coordinate with ESA Vice Chair for Advo Meetings	VP External ESA Vice Chair	ONGOING
ESA January Quarterly Meeting	<u>January 2020</u> - Plan the ESA Quarterly Meeting	VP External ESA Vice Chair	ONGOING
CASA SuperCon	<u>February 2020</u> - Complete advoweek in Ottawa	VP External	ONGOING

ESA April Quarterly Meeting	<u>April 2020</u> - Plan the ESA Quarterly Meeting	VP External ESA Vice Chair	ONGOING
Sex Week	<u>November 2019 - February 2020</u> - Finish planning logistics (prizing, food, etc.) - Confirm presenters (Jan.) Execution of Week (Feb. 3-7)	VP Student Life Community Assistant Events Team Promo Squad SAMU General Membership	ONGOING
EC for a Day	- December outlines of the days prepped/completed - Market the event - Run initiative January 15th/16th, 2020 with fellow EC's	VP OpsFi Executive Committee Promo Squad SAMU General Membership	ONGOING
Presidential Search Committee	<u>November 2019</u> : Confirm short list of candidates <u>January 2020</u> : First round of interviews. <u>February 2020</u> : Last round of interviews, bring the recommendation forward to Board of Governors.	VP Academic	ONGOING
EC Shadowing/Transition	<u>November 2019 - April 2020</u> : one meeting per month until April to ensure our successors come in knowing relevant stuff	Executive Committee	ONGOING
Pronouns Campaign	<u>November 2019 – September 2020</u> - Complete reference document - Review document with Sexual and Gender Minority Working Group - Formulate initiative plan with Marketing - Have in place for a possible Sept. 2020 launch if next VPSL decides to move it forward	VP Student Life Sexual and Gender Minority Working Group Ian Hanson (Chair of SGMWG) Marketing and Communications Team SAMU General Membership	ONGOING
MacEwan Pride Week 2020	<u>November 2019 - March 2020</u> : Attend subcommittee meetings. <u>January 2020</u> : Confirm organizations that will be tabling at the resource fair. <u>March 2nd - 6th</u> : Host events. <u>March 6th</u> : Drag show in SAMU Event Space	VP Student Life Gender and Sexual Minority Working Group	ONGOING
EC Transition Binders	<u>November 2019 – January 2020</u> : prepping and completing hard copies/digital copies of transition binders. General info for all portfolios Specific knowledge to know for each EC Maps of whose-who for SAMU & MacEwan	Executive Committee Candidates/Elects SAMU	ONGOING
Committee Appointments and Work plans	- November 2019 Students' Council nominated and appointed to committees	Students' Council	ONGOING

	- December 2020 committee work plans completed and submitted to Students' Council	SAMU General Membership/MacEwan - Students at large	
Smartfare	-working on with ETS, SAMU and MacEwan on the process of implementing the SmartFare for Fall 2020	VP Ops Fi Retail Manager Director of Building Operations IT Head Architect	ONGOING
SAMU Building Transition	<u>November 2019 - January 2020</u> - SAMU staff, programs, services & operations move into the new building - SAMU operational	Executive Committee SAMU SAMU General Membership	ONGOING
Governance/Bylaws and Policy	- finish making the necessary amendments/changes to policies, keeping them current and up to date with the new building and SAMU evolution	VP OpsFi Students' Council Executive Committee SAMU	ONGOING
Campaign 101 Workshop	- promoting and executing campaign workshop for potential EC candidates	VP OpsFi Executive Committee Candidates/SAMU General Membership Promo Squad	ONGOING
Town Hall - Food for Thought (F4T)	- promoting and executing SAMU EC/SC Town Hall - December 2019 prepping and completing the structure of the day	VP OpsFi Executive Committee Students' Council SAMU General Membership/MacEwan Students Promo Squad SAMU Events Department	ONGOING
SAMU Budget 2020-2021	<u>November 2019 - March 2020</u> - begin addressing, prepping, and putting together the budget	VP OpsFi Budget & Finance Committee SAMU Staff & Departments Executive Committee Students' Council	ONGOING
	<u>March 2020</u>	VP Academic Office of Research Services	ONGOING

Student Research Day Promotional Event	<ul style="list-style-type: none"> - Plan an event to promote student participation in research and ultimately in Student Research Day, by: <ol style="list-style-type: none"> 1) Meeting with Dr. Craig Kuziemy to hear his position on what this event should include 2) Establishing a location (in the SAMU Building) and establishing a single day on which to hold the event 3) Creating an agenda of topics that can help undergrads better understand research 4) Inviting speakers, whether they are faculty, research staff, or student researchers 5) Featuring past student research projects, either with the student there in person, or with posterboards 	Students At Large	
Affordable Instructional Materials (AIM) & Open Educational Resources (OER) Presentation	<u>January 2019 – March 2019</u> <ul style="list-style-type: none"> - Compile relevant OER information, compile and arrange survey data (graphics), incorporate MacEwan's Student Financial Aid data, and create a slide-deck - Submit as an agenda item for GFC 	VP Academic	ONGOING
Be Book Smart Campaign	<u>January 2020</u> <ul style="list-style-type: none"> - Request that Promo squad distribute BBS materials - Use tabling and canvassing to distribute BBS materials - Create a Library-Use Flowchart to make it easier for students to find the cheapest option for their textbook needs 	VP Academic	ONGOING
External Committee/Council Reform: Changes to Website, Recruitment Processes, and Candidate Criteria	<u>May 2019 – September 2019</u> <ul style="list-style-type: none"> - Increase visibility of committee/council application page on SAMU website - Increase information gathered on application - Ascertain objective evaluation criteria for applicants - Create marketing materials (posters, handbills) for committee/council recruitment - Ultimately ensure student seats on committees/councils are filled with members who can attend 80% or more meetings 	VP Academic	COMPLETE
Full-Week Fall Reading Break	<u>September 2019 – October 2019</u> <ul style="list-style-type: none"> - Continue Fall Reading Week advocacy - Vote, and if necessary speak, in favor of the motion at GFC 	VP Academic	COMPLETE
Academic Advisement – AKA “Degree Audit”	<u>May 2019 – May 2020</u> <ul style="list-style-type: none"> - Continue to monitor the progress of AA and give feedback - Ensure that AA performs according to students' degree-planning needs 	VP Academic	ONGOING
	<u>February 2020 – April 2020</u>		ONGOING

External Committee Reform & Recruitment Plan	<ul style="list-style-type: none"> - Finalize reform project by compiling contacts and TOR's of committees, creating a centralized committee info sheet, and formalizing faculty involvement - Request that promo squad distribute committee recruitment handbills in the winter term to fill student seats for 2020/21 - VPA assists with distribution of handbills 	VP Academic	
Recruit Students for Feedback on MacEwan Initiatives	<u>November 2019</u> <ul style="list-style-type: none"> - Recruit students involved in research to give feedback on Student Research Day, and students who use Blackboard to give feedback on LMS replacement - Stay aware of opportunities like this emerging in future 	VP Academic Students At Large Hons. & Ind. Study Students Distance-Education Students	ONGOING
Examine Other Affordability Options as Alternatives to OER	<u>December 2019 – January 2020</u> <ul style="list-style-type: none"> - Meet with Dean Keiller to discuss increasing reserves - Meet with Mauro Sanchez to discuss increasing awareness around buy-backs 	VP Academic Students At Large	ONGOING
Identify Multi-Year Projects	<u>March 2020 – April 2020</u> <ul style="list-style-type: none"> - Create a list of all student advocacy projects that will extend into the next EC's term - Ensure these are communicated in transition - Ensure context and awareness is provided for next EC member regarding the past conversations and positions taken by various stakeholders on the listed issues - Examples include: SAMU governance review, Student Conduct policies + right to appeal, AB gov't outcome metrics + funding formula, OER pilot project, SSJOC projects, GFC Reform, SoB Building, Restorative Practices, Tutor Registry, & MacEwan International Funding for Student Groups 	VP Academic Executive Committee SAMU as a whole Students At Large	ONGOING
Work with Dr. Lynn Wells on Student Conduct Policies	<u>May 2019 – May 2020</u> <ul style="list-style-type: none"> - Ensure that students right to appeal is not accidentally diminished in the process of new conduct policy creation - Engage in consultation meetings when requested by the policy-maker(s) 	VP Academic	ONGOING

**2019-2020 Work Plan
Audit Committee**

Approved by Committee:	Dec. 12/2019
Work Plan Mandate:	Committee's Policy

Committee Tasks & Outcomes

Committee Tasks	Details/Deadlines	Stakeholders	Status	Policy Affected
Election of committee chair	Dec 2 /19 at the meeting a chair was elected based on council and committee experience and familiarity with the responsibilities	Audit committee	Completed: Councillor Stewart appointed as chair	committee policy audit TOR 8
Set approximate quarterly meeting dates	In the meetings we will review the ec expenditure and time off reports, budget variance and budget and all other items set for review by our TOR Dates: 3rd Wednesdays 10-11 January 15 10-11 April 15 10-11 July 15 10-11 October 21 10-11 these dates are tentative as schedules may change	Executive committee Students council SAMU membership	on going	committee policy audit TOR 9,10
Training	Doodle poll to be sent out to see what time January 6 or 7th is best for training Training to discuss internal practices and controls relevant to committee, how to review finance/budget documents, what to look for in reports etc. -provide training or refreshers for students at large or incoming members	Audit committee	planning	committee policy TOR addition potential
review relevant policy and practices related to internal controls	Review in january after training which policies and practices are within the scope of this committee and what we will be looking to review within them- may include policy such as finance, remuneration and procedures such as approvals, credit cards, receipts,	Executive committee Bylaws and Policy committee		committee policy audit TOR 2.2 potential policy implications

	sick leave, student fees transfer, travel, vacation etc.	Governance remuneration committee SAMU staff		
risk management review potential	Last term it was discussed that audit committees can review risk within our organization. SAMU staff are currently in the process of going through a risk management review so once that is complete audit can look at it may find ways that audit could potentially assist or review risk management within the organization in regards to reporting and finances.	Students Council Executive Committee SAMU staff SAMU membership		Audit TOR 17. potential additions
review auditors recommendations and auditors performance	In January and next october when next audit comes in review the recommendations that are provided to samu and check up on the progress and status of them during the year. Also look at the performance of them and what to expect, potentially look to have them or our finance department provide a presentation to the audit committee before them being hired again	Students Council SAMU staff SAMU membership Auditors		audit TOR 11., 15 &16
provide recommendations to BPC for committee TOR updates	With reviews happening this year and working to fulfill our TOR duties it may require potential changes to the TOR for this committee after discussion and later in the year or as requested there is potential for a report to be made	Students Council Bylaws and Policy Committee	ongoing consideration	audit tor

2019-2020 BPC Work Plan

Committee Tasks & Outcomes

Committee Tasks	Details	Stakeholders	Status
Protocols in Policy if an EC/SC is removed or resigns	BPC to do a review for January Meeting (to be scheduled). Given recent resignation by an EC, there was a gap noticed if there are further resignations or removals in SC/EC need to amend/adjust policies regarding those situations.	SAMU Membership Students' Council Executive Committee	Not yet started
Sub-Committees	BPC to do finish up for January Meeting (to be scheduled)	SAMU Membership Students' Council MacEwan University	Ongoing
Agendas posted online	BPC to review and amend policy to enable agendas posted for the student body to view prior to SC meetings	SAMU Membership MacEwan University	Not yet started
Posting GIC report on disqualified candidates	Review policies given recent events during Students' Council elections.	SAMU Membership Students' Council Executive Committee MacEwan University	Not yet started
Endorsements by elected Representatives during campaigns/elections	To come ahead when Chief Returning Officer (CRO) completes their report to review regarding the topic with their suggestions.	SAMU Membership Students' Council Executive Committe	Not yet started
Groups/Clubs Banking Autonomy	Given feedback from Student Groups and counterparts at other institutions, review/amend policies for groups regarding banking autonomy	SAMU Membership SAMU Groups/Clubs Department SAMU Operations	Not yet started

2019/20 BFC WORKPLAN AND 2020/21 BUDGET PROCESS

DATE RANGE	ACTIVITY	STAFF MEMBERS
Jan 2 - Feb 3, 2020	Departments to review last years budget. Consider changes, elements to maintain, additions. Each Director will guide their dept's through review meeting(s). GM to provide guidance. EC will review own dept and share with GM. Departments focus on establishing strategies to meet strategic goals when developing budget rationale.	Directors/Managers/GM/EC
Feb 10 - 21, 2020	Departments meet with Directors to propose final budget work, goals, and strategies, and confirm budget.	Directors and Managers
28-Feb-20	Director's/GM meetings to bring all budget departments together. (Part I, Part II, and Part III if needed) Consultation with EC and Managers through this process.	GM/Directors/Managers/VPO/EC
Jan 27-31, 2019	BFC to have Budget Workshop meeting, and invite SC membership to attend	BFC/VPO/GA/DOF
March 16-20, 2019	Department presentations to BFC. BFC deliberation. BFC recommendation of final balanced budget to Students' Council.	GM/Directors/VPO/BFC
15-Apr-20	Students' Council approval of final budget. Submission to GA is due April 8th.	VPO
20-May-19	May have to If first attempt at SC approval fails, second attempt for SC approval. May require Special SC meeting. If a budget is not approved before the end of the current fiscal year, SAMU operates on a provisional budget equal to the budget of the previous fiscal year until a budget for the current fiscal year is approved. (Budget Approval, Article 5)	VPO/BFC
Overall Goal:	Create a complete consultation process to develop the SAMU budget, with the task of presenting it to Students' Council.	
Process Goal:	SAMU Stakeholders will collaborate to develop a balanced SAMU budget that will meet all the budget needs of the Association in the coming year. Budget lines will be designed to meet strategic goals by establishing strategies to reach objectives.	
Presentations:	GM and Department heads will present to BFC and allow for question period. VPO/BFC will present to Students' Council upon the completion of the budgeting process.	
Benefits:	BFC is presented with the SAMU 2020-2021 budget. This allows them to remain in a decision making mode rather than a problem solving mode. More focus can be placed on question period, which allows BFC to be confident in their approval decision. Timeline allows for stakeholders to access actual budget amounts in current budget, which will be required in the review process. Ease of scheduling BFC meetings with only 2-3 meetings being required for presentations, deliberation, and decision being required. GM, Director's, and Managers, with consultation from EC members have opportunity to collaborate and balance the budget as a team, rather than requiring BFC to balance the budget with limited knowledge and resources. Timeline allows for more time for the events team to start planning for the fall term and creates more of a buffer between budget approval and EC elections.	

**2019-2020 Work Plan
Appointment Advisory Committee**

Approved by Committee:	
Reviewed by Council:	
Work Plan Mandate:	Committees Policy, points 10 & 10.1

Committee Tasks:	Details/Deadlines:	Stakeholders:	Status:
CRO Appointment	<u>Early Mar-Apr:</u> post & interview. Recommendation to SC at April meeting Flexible dependent on applications received.	Appointment Advisory Committee Students' Council	Not started
Chair Recommendation/ Appointment	<u>Mar 2020:</u> Post Chair position if needed <u>Apr 2020:</u> Bring recommendations to S.C	Appointment Advisory Committee Students' Council	Not started
Students-at-large Appointments	<u>Early Dec 2019:</u> post & solicit for candidates <u>Mid Dec 2019-?:</u> Review and vet until vacancies filled <u>Early Jan 2020-?:</u> Recommend to EC until vacancies are filled	Appointment Advisory Committee Executive Committee	Ongoing

**2019 - 2020 Work Plan
Leadership and Review Committee**

Committee Tasks	Details	Deadline
Review the Chair Stakeholders: SC, LRC, Governance Office	Task Create/revise a survey for SC to review the Chair. The survey would gauge the performance of the Chair per the Roles and Responsibilities of the Chair for Students' Council for Council.	Questionnaire Finalized by: January 20th, 2020 Questionnaire Sent by: February 3rd, 2020.
Review SC Meetings Stakeholders: SC, LRC, Governance Office	Task On-Going Standing Item to evaluate and review performance, effectiveness, and progress made by members of SC at SC meetings.	On Going
Student Engagement Stakeholders: SC, LRC, Governance Office, SAMU Members, Events and Marketing	Task Have a questionnaire prepared to determine how members of SC would like to engage with students (Councillor Days). Current Opportunity Table Set-up to get feedback from students on how they would like to engage with SC — aiming to have table set-up no later than January 10th, 2020.	Questionnaire Brought Forward On: Dec 18th, 2019 SC Meeting Decided by: Jan 24th, 2020
Team Building Stakeholders: SC, LRC, Governance Office	Task Consultation Item will be brought forward to the next SC meeting to seek responses from SC regarding the type of team building they would like to engage in.	Consultation Item brought forward on: Dec 18th, 2019 SC Meeting Decided by: Jan 24th, 2020
Professional Development Stakeholders: SC, LRC, Governance Office	Task Present Professional Development options to SC Current Opportunity Attend the 2020 Board Leadership Conference	Opportunity Presented on: Dec 18th, 2019 SC Meeting Decided by: Jan 24th, 2020

GRAC Work Plan 2019-2020

Committee Priority	Deadline and Activity	Stakeholders
Executive Committee remuneration	<p><u>January 31st 2020:</u></p> <ul style="list-style-type: none"> • Discuss CPI inflation of EC salary, health and dental benefits and paid vacation. • Discuss salary comparisons of EC. • Discuss remuneration policy with respect to EC. • Decide on 2020/2021 EC remuneration recommendation. 	<p>Governance Remuneration Advisory Committee</p> <p>Executive Committee</p> <p>Students' Council</p>
Students' Council remuneration	<p><u>January 31st 2020:</u></p> <ul style="list-style-type: none"> • Obtain remuneration comparison (with respect to similar institutions). <p><u>February 31st 2020:</u></p> <ul style="list-style-type: none"> • Discuss SC remuneration comparison with other SC's. • Decide SC and Committee remuneration recommendation. 	<p>Governance Remuneration Advisory Committee</p> <p>Executive Committee</p> <p>Students' Council</p>

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
November 6, 2019 @ 10:00am**

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
Madeline Beard, Governance Assistant (Recording Secretary)

1. Call to Order: 10:04am
2. Approval Minutes for: October 24, 2019

VPEX/VPSL CARRIED

3. Approval of Agenda
VPA/VPO CARRIED

TOPIC		DISCUSSION	ACTION/MOTION
1.	Orientation to time tracking in BambooHR	GM- EC members can use BambooHR time tracking tool by entering hours worked over 7 hours with a note in the comment section. If overtime hours are taken, enter those hours out of the office. The accumulated total at the end of the entries will reflect the deficit/surplus hours as a running total.	
2.	SAMU Document Passwords	GM- had all the directors send all the password for any of the protected documents, and has all the passwords ready to pass over to EC. That document can be protected itself	
3.	Student Groups	MacEwan EDM/Harm Reduction Club - not endorsing drug use MacEwan University Radio CLub	MOTION TO APPROVE MACEWAN EDM/HARM REDUCTION CLUB PRES/VPEX CARRIED MOTION TO APPROVE MACEWAN UNIVERSITY RADIO CLUB VPEX/VPA CARRIED
4.	SC Presentation	ERP/Scheduler presentation CAUS Presentation	MOTION TO APPROVE AN ERP/SCHEDULE BUILDER PRESENTATION AT THE DECEMBER 2019 STUDENTS' COUNCIL MEETING

			VPSL/VPEX CARRIED MOTION TO APPROVE A CAUS PRESENTATION AT THE JANUARY 2020 STUDENTS' COUNCIL MEETING VPO/VPA CARRIED
5.	H&D	International Student Protection Plan Latest information how are we feeling? Is this a go? President- 100\$ fee, what our regular health and dental doesn't cover VPA- little worried about them not being a SAMU member for the first two weeks VPSL- they are here to go to MacEwan - why they are covered in the first two weeks VPO- its out of our hands the administration is handled elsewhere VPEX- would like to see a referendum, among current international students to see if that's something they would want	TABLED
6.	Demonstration Breakdown	Vpe – schedule events in email, media release, facebook live, hard media push using promo squad, waiting on hearing back from MacEwan if we can send out a mass email. November 14 promoting event in the Building 6, November 15 Building 9. Day of meeting with Minister of Advanced Education, poster making, meet at clock tower, executive going inside legislature for question period. VPA- can we participate in the march? VPEX- we are not against the government it is protest against the budget, signs remain nonpartisan	
7.	Outstanding Action Items		
8.	President's Report	Students' council training, Tan France contest, GFC meeting, health and dental meeting, president medal nomination, budget information session, sexual violence meeting, open house, post budget call, CAUS debrief call, eating disorder awareness week project, putting on polytechnic massacre anniversary	
9.	VP Academic's Report	Research ethics board meeting, student refugee program meeting with MacEwan, students' council training, team building, animal research ethic site visit, GFC meeting, freedom of expression policy, student conduct policy, program and curriculum committee	
10.	VP External's Report	Lovely lunch with lovely bunch, meeting with marketing on budget, CAUS phone call, premier state of the province by the Edmonton city chamber of commerce, Edmonton Student Alliance quarterly meeting panel and mixer, interview with Griff about budget, Athabasca Aniversity Student Union podcast, health and dental meeting, meetings regarding the demonstration, national advocacy meeting, budget information session, Facebook live, meeting for CAUS debrief call, 1 on 1 with Myrna Kahn, organization with promo squad	

11.	VP Operations Report	Meeting with student, lovely lunch with lovely bunch, October staff meeting, students' council training, ORMAG meeting, premier lunch, Edmonton Atudent Alliance, 1 on 1 with rep at Gallivan, health and dental meeting, BPC Meeting, budget information session, open house, ORMAG meeting, call with gm and Gallivan, SAMU risk committee meeting, bi weekly building meeting, promo squad, phone call about fee's	
12.	VP Student Life's Report	Sexual violence awareness debrief meeting, meeting in Allard hall, October staff meeting, council training, webinar about mental health, health and dental meeting, budget information session, meeting about demonstration, open house, meeting, social invasion advisory council meeting, worked on pronoun stuff	
13.	GM report	Director meeting, meeting with Lyn Wells, meeting about budget, staff meeting, lunch, regular meeting with staff, insurance renewal, SAMU fundraising, work on performance development plans, weekly meeting, premier lunch, gender sex and sexuality training, health and dental meeting, BPC Meeting, lwinet farewell, regular 1 on 1 meetings, update from marketing team, site tour, audit with Alan on the share drive, lunch date, spoke with insurance company, bi weekly building meeting, demographics meeting	
14.	Recognition		

4. Adjournment

Time: 11:21am

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
November 27, 2019 @ 9:00am**

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
Madeline Beard, Governance Assistant (Recording Secretary)

1. Call to Order: 9:11AM

2. Approval of Agenda:

**VPSL/VPO
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	Promo Squad Request Forms presentation	Pres -	TABLED MOTION
			TO APPROVE CHILD AND YOUTH CARE 2020 GRAD CLUB
			VPSL/VPO CARRIED
			MOTION
			TO APPROVE PARALEGAL STUDIES GROUP
			VPSL/VPO CARRIED
			MOTION
			TO APPROVE SCHIZOPHRENIA AWARENESS
			VPSL/VPO CARRIED
		Child and Youth Care 2020 Grad Club	
		Paralegal Studies Group	
		Schizophrenia Awareness	
		Management and Real Estate Club	
2.	Student Groups		VPSL/VPO CARRIED

3.	Format of Awards Night	<p>GM – shift from the idea of volunteers and students and has focused more on EC leaving and the new EC coming, celebrate EC at a different moment, not at awards night. Have awards night more focused on the volunteer and students.</p> <p>VPO- have attended one before and it was better when it was less about EC.</p> <p>GM- there use to be two separate nights for awards and EC, think about what they want to do and not have awards night overly EC heavy.</p> <p>VPSL- a small dinner for old EC and new EC coming in. Like the idea of having something small and intimate. There are one on one meetings with the new and old EC to help them with the job and introduce to important parties. Ciao time?</p> <p>VPA- fits into transition</p>	
4.	SAMU Committee Appointments	<p>Audit Committee – public member: Peter Ghattas (Assistant Professor, Bachelor of Commerce, Department of Accounting and Finance, PhD (Southampton); MSc (Central Florida); BSc (Assiut); CPA)</p> <p>Governance Remuneration Advisory Committee – public member: Allan Wesley (Assistant Professor, Bachelor of Commerce, Department of Decision Sciences, MA (Alberta)</p> <p>Leadership and Review Committee – Executive Committee member.</p>	<p>MOTION</p> <p>TO APPOINT PETER GHATTAS TO THE AUDIT COMMITTEE FOR A TERM ENDING OCTOBER 31, 2020</p> <p>VPSL/VPO CARRIED</p> <p>MOTION</p> <p>TO APPOINT ALLAN WESLEY TO THE GOVERNANCE REMUNERATION ADVISORY COMMITTEE FOR A TERM ENDING OCTOBER 31, 2020</p> <p>VPSL/VPO CARRIED</p> <p>MOTION</p> <p>TO APPOINT VICE PRESIDENT EXTERNAL TO THE LEADERSHIP AND REVIEW COMMITTEE</p> <p>VPO/VPSL CARRIED</p>
5.	Missing credit card receipt		<p>MOTION</p> <p>TO APPROVE THE MISSING CREDIT CARD RECEIPT FORM FOR SEAN WADDINGHAM IN THE</p>

			<p>AMOUNT OF \$32.00 DATED OCTOBER 29, 2019</p> <p>VPO/VPSL CARRIED</p> <p>MOTION</p> <p>TO APPROVE THE MISSING CREDIT CARD RECEIPT FORM FOR AUBRIANNA SNOW IN THE AMOUNT OF \$9.32 DATED OCTOBER 13, 2019</p> <p>VPO/VPA CARRIED</p>
6.	Outstanding Action Items		
7.	President's Report	Tabled	
8.	VP Academic's Report	One on one with the provost, retreat, prepared the transition for new EC, has a whole list of things to do in winter semester, prepared for the march with tabling and canvassing, march to the legislature, meeting with Lin Wells updates on items they want to work with them on, CAUS Counterparts one on one time with the other VPA's, two student research day focus groups, have an event that gets students involved in student research day, information technology management committee, GFC meeting	
9.	VP External's Report	Tabled	
10.	VP Operations Report	SAMU coordination transition meeting for building, meeting for student system joined operations meeting, retreat, transition meeting, board of governors meeting, tabling for the budget demonstration march, meeting about the grand opening, convocation, CAUS Counter parts, ORMAG Meeting, students' council meeting, Gallivan quarterly report meeting, SAMU Building operation committee meeting	
11.	VP Student Life's Report	Campus engagement group meeting, KW opening event, GASC meeting, Tan France, retreat, transition planning, tabling for demonstration, student refugee program meeting, demonstration, Grand opening working group meeting, CAUS Counterparts, Edmonton regional post-secondary mental health meeting, appointment advisory committee.	
12.	GM report	Joint steering committee, grand opening meeting, share drive audit, review to student group report, review of projects, meeting with Kris Bruckmann, director meeting, grand opening guest list meeting, meeting with Sheila Holm, weekly meetings, one on ones, director meetings, Gallivan quarterly meeting, building operation meeting, SAMU cares	
13.	Recognition		

3. Adjournment

Time: 10:23Am

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
December 5, 2019 @ 9:00am**

Copies To:

vacant 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: 9:02am

TOPIC	DISCUSSION	ACTION/MOTION MOTION
1. Committee appointment		<p>TO APPOINT THE VP EXTERNAL TO THE GOVERNANCE REMUNERATION ADVISORY COMMITTEE</p> <p>VPSL/VPO CARRIED</p>

2. Adjournment

Time: 9:19am

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: December 18, 2019

Submitted By: Cole Baker, Vice President External

Submission Title (As it will appear on agenda):

Redistribution of President's workload

Whereas, the President of SAMU resigned on Thursday December 5, 2019.

Whereas, the Roles and Responsibilities of Elected Representatives policy states that "individual workloads of members of Executive Committee may be redistributed by Students' Council at the request of Executive Committee."

Motion to approve the SAMU President's workload redistribution to the SAMU Vice Presidents, as noted in the attached document, for a term ending April 30, 2020

Background Information:

On December 5, 2019 Ryley Osadchuk resigned as president of SAMU. Based on Bylaw 56 "In the case of an Executive vacancy, Students' Council will solicit a qualified Member for appointment" and line 15 of the Roles and Responsibilities of Elected Representatives policy "Individual workloads of members of Executive Committee may be redistributed by Students' Council at the request of Executive Committee," the Executive team believes that, based on where we are in our elected term and school year and how long it would take to go through a hiring process, the proper course of action would be to cover the appointment by redistributing the president's workload across the VP portfolios. After reviewing the president's current workload, we have come to an agreement and recommendation on redistributing various responsibilities to the VPs as described in the attached document.

Some background on why beginning a full appointment process at this time would not be a great idea:

1. Timeline: posting would go up when students return for classes on January 8 and then would have to remain up for a minimum of 2 weeks, if not longer. An interview and deliberation process would begin, at the earliest, on January 27 and end February 7. The appointment submission to council would then be due on February 12 for the February 19 SC meeting. (all of these dates assume best case scenarios)
2. If appointed at the February 19 SC meeting, this would provide the appointee approximately 2.5 months in office, of which they would spend the first month having to learn the role and then the last month planning and transitioning the newly elected president into the role.
3. What happens if the appointee decides to run in the upcoming election while also trying to learn the new role? Does this do a disservice to SAMU and the responsibilities the new president will just be in the process of learning & taking on?
4. Have to consider the financial impact to an appointee - the last day to add or drop regular session classes is January 17 and there are no refunds after this date. An appointee would potentially have to withdraw from courses.

Implications:

The responsibilities of the SAMU President will be properly covered for the rest of this elected term with minimal disruption to SAMU.

Redistribution Plan to be Approved by SC	
What:	Who:
Correspondence	VPSL
Board of Governors	VPE
Public Speaking/Media Relations	VPE
SAMU Legal Relations	VPA
MSA/GMUFA Relations	VPA
BFC	VPA

Redistribution Plan	
What:	Who:
Correspondence	VPSL
Committees	Among EC (see Committee Specific Redistribution Plan)
Board of Governors	VPE
CASA Seat at Supercon	SC Member (see application details)
Transition Binder + Transition	VPOF
Presidential Search Committee	VPA
EC for a Day	Past President
Public Speaking/Media Relations	VPE
Standing Projects	VPSL
Winter New Student Orientation	All EC
Student Building Opening Speech	All EC
Official Building Opening Speech	VPOF
SAMU Legal Relations	VPA
MSA/GMUFA Relations	VPA
MacEwan President Monthly Meetings	VPA+VPOF

Committee Specific Redistribution Plan	
MacEwan Committees	
Committee:	Who:
GFC	VPSL
CCR Working Group	VPSL
Student Tech Fee Committee	SC Member
SVPEC	VPSL
Convocation Planning Committee	VPOF
PSLA Changes Task Force	VPA
SAMU Committees	
Committee:	Who:
GRAC	VPE
BFC	VPA
E.C	VPA

CASA Seat at SuperCon. Application Details	
What is CASA?	The Canadian Alliance of Student Associations is our Federal advocacy group. Link: https://www.casa-acae.com/
What is SuperCon.?	SuperCon is special as it only happens during the federal election year. Due to timing, Supercon is an amalgamation of the AGM and Advocacy Week. Advocacy Week is when "students take the hill" and go to Parliament to partake in advocacy meetings. This conference will be around 8-9 days including travel time.
When is SuperCon.?	CASA has yet to release the dates, but it will be either the 3rd or 4th week in February.
What is covered?	Your travel expenses, accomodations, and food will be covered.
How do I apply?	Please submit an Expression of Interest, no longer than 500 words, detailing why you would like to attend and highlight the relevant skills/experiences you may have.
When is this due?	Application deadline will be January 2nd, 2020 at 16:30
How is this being reviewed?	The Executive Committee will review the Expressions of Interest and then present an offer to the selected applicant.
What is required of the selected applicant?	If the offer is accepted, the applicant will receive advocacy training from the VP External. Further to this, they will attend and participate the CASA conference including advocating to MPs. The CASA conference also includes in-depth advocacy training.

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: December 18, 2019

Submitted By: Councillor Hale Johnston

Submission Title (As it will appear on agenda):

Request for team-building event suggestions

Background Information:

One of the duties of the Leadership and Review committee is to organize opportunities for team-building throughout the year, in the form of events which members of council may participate in.

Implications:

Suggestions and input from council will inform the Leadership and Review committee's decisions regarding future team-building events, and allow the committee to plan events which will be more enjoyable and constructive for council members.