

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
April 15, 2020 at 6:00pm via video conference**

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
Madeline Beard, Governance Assistant

Meeting called to order at.

<Intros>

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 APRIL 15, 2020**

2.2 MOTION **TO APPROVE THE MINUTES OF MARCH 18, 2020**

2.3 MOTION **TO APPROVE THE MINUTES OF APRIL 1, 2020**

3. Presentations

3.1. 2020/2021 SAMU Budget

Vpo -

4. For Information

4.1. Reports

- 4.1.1. Vice President Academic**
- 4.1.2. Vice President External**
- 4.1.3. Vice President Operations & Finance**
- 4.1.4. Vice President Student Life**
- 4.1.5. Audit Committee**
- 4.1.6. Budget & Finance Committee**
- 4.1.7. Bylaws & Policy Committee**
- 4.1.8. Appointment Advisory Committee**
- 4.1.9. Executive Committee**
- 4.1.10. Governance Remuneration Advisory Committee**
- 4.1.11. Leadership & Review Committee**
- 4.1.12. Chief Returning Officer**

4.2. Executive Committee Minutes

Minutes of March 12, 18, & 25, 2020 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

6. In Camera Period

6.1 Students' Council – Councillor Appointments

MOTION TO GO IN CAMERA

VPSL/

MOTION TO GO OUT OF CAMERA

7. Motions & Business Orders of the Day

7.1. Councillor Vacancies

***MOTION TO APPOINT _____, _____, AND _____ TO STUDENTS' COUNCIL
EFFECTIVE MAY 1, 2020 FOR A TERM ENDING OCTOBER 31, 2020***

VPSL/

Favour:

Oppose:

7.2. 2020/2021 SAMU Budget

**MOTION TO APPROVE THE 2020/2021 SAMU OPERATING BUDGET ON THE
RECOMMENDATION OF THE BUDGET & FINANCE COMMITTEE**

VPO/

Favour:

Oppose:

7.3. Audit Committee – Councillor Appointments

**MOTION TO APPOINT COUNCILLOR _____ AND COUNCILLOR _____ TO THE
AUDIT COMMITTEE EFFECTIVE MAY 1, 2020 FOR A TERM ENDING OCTOBER
31, 2020**

STEWART/

Favour:

Oppose:

7.4. Bylaws & Policy Committee – Councillor Appointment

**MOTION TO APPOINT COUNCILLOR _____ TO THE BYLAWS AND POLICY
COMMITTEE EFFECTIVE MAY 1, 2020 FOR A TERM ENDING OCTOBER 31,
2020**

VPO/

Favour:

Oppose:

7.5. Health and Dental Sub-Committee – Councillor Appointment

**MOTION TO APPOINT COUNCILLOR _____ TO THE HEALTH AND DENTAL SUB-
COMMITTEE EFFECTIVE MAY 1, 2020 FOR A TERM ENDING OCTOBER 31,
2020**

VPO/

Favour:

Oppose:

7.6. Roles and Responsibilities of Elected Representatives policy

**MOTION TO APPROVE THE ROLES AND RESPONSIBILITIES OF ELECTED
REPRESENTATIVES POLICY ON THE RECOMMENDATION OF THE BYLAWS
AND POLICY COMMITTEE**

VPO/

Favour:

Oppose:

7.7.

7.8.

8. Consultation

8.1

9. Evaluation

9.1.

10. Recognition

•

11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: May 20, 2020

Meeting adjourned at:

**Minutes for the Students' Council Meeting of the
Students' Association of MacEwan University
March 18, 2020 at 6:00pm in room #SA-327**

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
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 6:01pm.

<Intros>

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 MARCH 18, 2020
DRUMMOND/NEWTON

**MOTION TO AMEND TO INCLUDE 6.2 COVID-19
VPE/VPO
CARRIED**

CARRIED

2.2 MOTION TO APPROVE THE MINUTES OF FEBRUARY 19, 2020
CAMPBELL/JOHNSON
CARRIED

3. Presentations

3.1. Council of Alberta University Students (CAUS)

4. For Information

4.1. Reports

4.1.1. Vice President Academic

As presented.

4.1.2. Vice President External

Emergency meeting with MacEwan Admin. Met with other student leaders re COVID-19.

4.1.3. Vice President Operations & Finance

COVID-19 meetings. BFC update.

4.1.4. Vice President Student Life

As presented.

4.1.5. Leadership and Review Committee

4.2. Executive Committee Minutes

Minutes of February 12, 19, 26, and March 4, 2020 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

Topics Include: 24 hour study space; LRC report – evals; ombudsperson; MyStudentSystem; class enrollment & pre-reqs;

6. In Camera Period

MOTION TO GO IN CAMERA

VPO/CAMPBELL

CARRIED

6.1 Chair of Students' Council appointment

6.2 COVID-19

MOTION TO GO OUT OF CAMERA

DRUMMOND/VPO

CARRIED

7. Motions & Business Orders of the Day

7.1. Chair of Students' Council appointment

MOTION TO APPOINT TIM JOBS AS CHAIR OF STUDENTS' COUNCIL FOR A TERM OF MAY 1, 2020 – APRIL 30, 2021

VPSL/STRAYER

*Chair declares conflict of interest.

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

CARRIED

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

VPE

CARRIED

Next Meeting Date: April 15, 2020

Meeting adjourned at: 7:25pm.

**Minutes for the Students' Council Meeting of the
Students' Association of MacEwan University
April 1, 2020 at 6:00pm by video conference**

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
Stephanie Ouellette, Councillor
Aubrianna Snow, Vice President Student Life

Alycia Stewart, 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:

Kent Strayer, Councillor

Meeting called to order at 6:00pm.

<Intros>

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 APRIL 1, 2020

DYKES/VPO

CARRIED

3. In Camera Period

MOTION TO GO IN CAMERA

VPE/VPSL

CARRIED

MOTION TO GO OUT OF CAMERA

VPE/VPO

CARRIED

4. Motions & Business Orders of the Day

4.1. Finance Policy

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

VPO/HASSAN

**FAVOUR: VPA, VPO, VPE, VPSL, CAMPBELL, BOUWER, DRUMMOND, DYKES, FORBES,
HASSAN, JOHNSTON, MIRZA, NEWTON, OUELLETTE, STEWART, TESFAY,
YANISH**

CARRIED

- 5. Evaluation**
- 6. Recognition**
- 7. Adjournment**

MOTION TO ADJOURN

VPSL

CARRIED

Next Meeting Date: April 15, 2020

Meeting adjourned at 6:18pm.

Students' Council Report

Vice President Academic
April 15, 2020

Greetings Council,

Below is my report detailing what has happened between March 18th and April 7th.

Committees & Councils

eLearning Committee & Learning Management System (LMS) Working Group

The LMS Working Group has agreed to have meetings online via Blackboard Collaborate. The first update was regarding the status of our current LMS, Blackboard, amid the COVID-19 crisis and the increase in usage in Blackboard that it is causing. It appears that Blackboard has remained stable throughout drastically increased usage, which is great news for our students. Another topic of conversation was best practices for "moving to online" quickly like we had to do this semester; Kim Peacock from the Office of Teaching and Learning Services created a guide for faculty to help them do this. In addition to this, we continued to discuss the project of searching for a replacement LMS, and on that subject we discussed pain points/weaknesses of MacEwan's current LMS, our plans of testing U of A's Moodle instance, and how Student Tech Fee funding can help our search.

Information Technology Management Committee

The Information Technology Meeting has agreed to have meetings online via Microsoft Teams. We had our first online meeting and, due to the "Stay at Home" aspect of the coronavirus response, discussed how information technology at MacEwan can assist with a workforce that is now largely working from home. There was a presentation to kick off the meeting about how we can best work and teach from home, with recommendations of software to use for things like video meetings. Application virtualization (using MacEwan licensed programs from any computer) has moved away from "AppsAnywhere" to a provider called "VMWare," and is now live. This is a great help to both students and faculty who need to use expensive programs or those that require excessive processing power.

Student Tech Fee Committee

The student tech fee committee annual meeting was very productive and every initiative on the agenda was approved. Another initiative was added to the agenda during the meeting and approved. Highlights include funding to search for another LMS, extra funding for automated Academic Advisement, more funding for the library's laptop rentals to add more laptops, funding for internet USB sticks for the library to rent out to students, and remote exam proctoring pilot project funding.

Policy Advisory Group

Policy advisory group approved a new policy on ethics review proposed by the Research Ethics Board. We also discussed strategies moving forward for conducting meetings by phone. The chair asked if my successor in the VPA role would take my spot in the committee and when to expect that changeover; it is likely that the incoming VPA will take on this role.

Budget & Finance Committee

SAMU's budget and finance committee has now approved the 2020/21 budget and recommended it to Student Council for final approval.

Procedure Sub-Committee

Procedure sub-committee has been working on many procedures and procedure changes. This includes University Governance Representation procedure, Harassment/Whistleblower procedure(s), Leaves procedure, and Credit Cards procedure, among others.

Other Business

COVID-19 Impacts

The first thing I undertook in response to COVID-19's effects on MacEwan students was to consult them on how their grades should be determined for the remainder of the winter semester. We put out a consultation request, received nearly 150 responses, and then sorted them into what resolution they would like to see. The majority were in favor of grades of some kind, but there was a lot of discussion around weighting, and options. Many thought that weighting (from any eliminated assignments/tests) should go to your highest grade, and that finals could be optional take-home assessments if students wanted a chance to improve their grade in the course. Pass/Fail was mentioned in the feedback, but by very few students. This helped inform MacEwan's decision to commit to letter grades for students, but to do so as charitably and smoothly as possible. SAMU is also awaiting information on federal support for students in the midst of an extreme economic downturn; many students who were living off of loans do not qualify for the CERG money and so need some other financial support. The federal government has indicated this should be coming soon, according to press releases. Lastly, SAMU has been advocating for the removal of certain fees for students for the Spring/Summer semester since many are for services that students will not be using while the university is not offering in-person classes.

President Meeting

The VPO and I met with the Interim President of MacEwan to discuss budget (as usual) and COVID-19 consequences. It appears that we have our work cut out for us in addressing the impacts of Institutional Management Agreements on MacEwan, since their effects will be far-reaching. Further, COVID-19 is a very unpredictable situation, but what we know for sure is it will hurt MacEwan's revenue. I imagine the U of A will feel even worse consequences, because they rely so much on international student tuition, among other reasons. I asked if MacEwan will be given exceptions to cuts from the provincial gov't due to our situation, but it sounds like this is not going to happen. We have heard that the new president Dr. Annette Trimbee should start her term in August.

Committee Recruitment Plans

My plans for setting up a table with information on how & why to apply to committees, to drive up student recruitment for MacEwan committees & councils, were dashed by the COVID-19 crisis. No students on campus means no tabling. However, I have a plan to do this recruitment online and will be making posts on social media and the SAMU website starting tomorrow to seek applicants. If tabling is possible in September, we will try to do it on the first week of classes.

SAMU General Manager Hiring

SAMU EC is continuing to work with our hiring firm to search for a new General Manager of SAMU. We have contingency plans in place to work around the COVID-19 situation, including video calling for the first-round interviews. Our hiring firm is producing great results and has met with us multiple times to go over the longlist.

CAUS Advocacy Week

As part of my training for SAMU President, I attended CAUS advocacy meetings with Heather Sweet, Matt Jones, and Minister Demetrios Nicolaides. I also had the pleasure of attending a standard CAUS meeting to gain a bit more understanding and contextual knowledge about CAUS in preparation for CAUS changeover.

Academic Integrity Restorative Conference

I participated in the first video conference version of a restorative resolution meeting. It went well and I am happy they are continuing despite the pandemic!

VPA Report to Students' Council

Submitted April 7th, 2020

Page 2 of 3

EC Onboarding Website

SAMU's marketing department has been working on compiling onboarding info onto a centralized page for new employees, and it looks great. Marlena consulted SAMU EC regarding what we think should be included on the EC version of that onboarding page. This will be a tremendously beneficial tool for all future SAMU EC.

Student Affairs Meeting

Dr. Lynn Wells and Brett Farquharson met with the VPSL and I to go over how Student Affairs' services are being conducted online, among other topics. Other topics included how New Student Orientation might go in the Fall if it has to be done online, streamlining the MacEwan Student ID card process to make it easier for new students, and the student reaction to the cancellation of spring convocation.

VPA Transition

I have scheduled 20 hours of transition training time with our incoming VPA Alycia Stewart. I am pleased to be able to give so much time to this training as it is very important and I enjoy teaching this content. I hope to equip our incoming VPA with enough knowledge to effectively hit the ground running as soon as May 1st arrives.

Closing Remarks

It is somewhat hard to believe that it's already been three weeks since we met last, and since MacEwan cancelled in-person classes. It kind of feels like just a few days ago, while somehow simultaneously feeling like we've been in this COVID crisis for a long time. I must say it's a very odd feeling to leave the house so infrequently and not be able to go into the office, and to (temporarily) close our SAMU building so soon after we opened it, but I am very proud of the contributions of all Canadians obeying stay-at-home advice to combat this pandemic. The numbers on transmissions and deaths in Canada suggest that we are doing something right and it is very uplifting to see that in such uncertain times. Our contribution to this result may be difficult but it is important and ultimately fruitful.

This is not how I envisioned my term ending, and that is unfortunate. I had intended to end strong, bolstering applications for student representation in MacEwan decision-making bodies, having an event titled Demystifying Student Research as mentioned in previous reports, and giving the annual SAMU presentation at GFC. However, none of these have been able to come to pass since regular business at MacEwan has been shut down for weeks now. What I can do, though, is continue the day-to-day work of the portfolio, and work on initiatives like my OER research document and perfecting the VPA Transition binder. The other in-person initiatives will have to wait and hopefully be reincarnated in the Fall.

Although this isn't the ending I imagined, my term as VPA was an extraordinary experience and a fantastic opportunity to give back to MacEwan and its students. I cherish the privilege of being an elected official working on behalf of students, representing students, and supporting students. I hope all members of Students Council and staff of SAMU appreciate the chance the organization gives us to provide real assistance and representation to students, because I know I have. That's a big part of why I ran for president and I am so grateful to be elected, and so excited to be writing this report for that much different portfolio next month! To those whose terms are ending, it has been a pleasure working with you and I thank you sincerely for your service to students, especially in the particularly difficult year we had. I adore the work SAMU does, so thank you for being a part of it. That is all – see you all (virtually) on Wednesday.

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

Students' Council Report

Vice President External

April 15th, 2020

Councillors, this is my final report of the term. It is definitely a bitter-sweet moment as this year has been quite monumental for me. It has been a pleasure to serve as your VP External and I hope this report finds you well.

Dedicated Advocacy

Meeting with City Councillor Andrew Knack and Ben Henderson

I, as Chair of the Edmonton Student Alliance (ESA), have been meeting with city councillors as an initiative to bring awareness around the ESA as well as establish the ESA's credibility with stakeholder. I had meetings with the above-mentioned councillors on an individual basis and asked questions surrounding the municipalities involvement in post-secondary concerns.

CAUS Teleconference

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

CAUS Advocacy Days

I met with several MLAs to discuss CAUS priorities. As well, the incoming President and VP External observed these meetings.

CASA E-Plenary

I had my last Canadian Alliance of Student Association meetings where we passed several initiatives. I also invited the incoming VP External to observe.

CAUS Policy Committee

As a member of the Policy Committee, I am working with fellow members to revitalize CAUS's policies. I am currently re-working and updating the mental health policy.

Spring Convocation

I created a campaign to bring the voices of this semesters grads forward after convocation was cancelled. I am currently in talks with MacEwan administration and they seem receptive to alternatives.

Sustainability

Directors Meeting

I, alongside other EC, attend the weekly directors' meetings as there is currently no GM. We discuss updates, very similarly to EC meetings, but with a director lens.

Planning for EC Transition and SC Refresher

I met with the Governance Advisor to start planning the transition retreat for the incoming EC and assigned talking points for the current EC to share with the incoming. Also, have been working on creating online delivery for transition due to COVID-19.

GM Hiring

I have worked alongside EC in the hiring process of SAMU's new GM

Relations with our Community

Edmonton Student Alliance (ESA) Check-in meeting with Vice-Chair

As the Chair of the ESA, I met with my Vice-Chair to discuss the upcoming ESA meeting and delved into how we plan on engaging with the Edmonton community and its stakeholders. We have been focusing on planning transition and our final ESA meeting.

Incoming Training

I have started training the incoming VP External! They are incredible and I am very excited to have them represent SAMU membership!

Stewardship of Resources

Student Tech Fee Advisory Committee

I, alongside EC, approved several of the proposed projects submitted to this committee.

Integration of the SAMU Building

This section is unfortunately blank as we closed the SAMU building and cancelled events due to COVID-19

Connect to Students

I believe my efforts in reinstating spring convocation alongside my advocacy around final grade results speak to my connection with the students, but these areas have been addressed in other sections of my report.

Enhance Student Experience

LRC Meeting

We had an LRC meeting where we discussed the feedback form from the previous SC meeting. We also discussed the tabling situation and how we needed to cancel the April tabling due to COVID-19.

Closing Remarks

The theme of this year is: Unprecedented.

If someone were to tell me at the beginning of the year that I would be dealing with a global pandemic I would have not believed you. In my time in office, we have seen 2 provincial budgets with substantial PSE cuts, our President step down, our GM quit, and various staff turnover. Yes, it has been a hard year. But, the negative should not outweigh the positives. We have had successful advocacy, a demonstration, new policy, new events, and opened a whole building. In this time of uncertainty, we stuck together. Both SC and EC have made this otherwise unprecedented year a memorable one for the right reasons. SC asked the right questions and helped give SAMU that big picture direction it so needed.

To my amazing fellow EC members, our unity and perseverance in these uncertain times is truly incredible. Because of all your hard work, I was inspired to push myself even further than what I thought possible. I'm writing this message from the safety of my bedroom and I hope, one day soon, EC and SC can get together and celebrate this truly unprecedented year in a good way – acknowledging all our struggles and successes over beers.

I will get off my soapbox now.

All the best,

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

Students' Council Report

Vice President Operations & Finance April 15th, 2020

Hello Everyone! Hope you are all hanging in there, given the world's circumstances. Here is final my report up to April 7th, 2020. Thank you to everyone for all your continuous hard work in the meetings for the students, despite some of the communication barriers we face. Once you have read this report let me know you are done by telling me the secret phrase in my report by emailing the VP Ops Fi email.

Projects & Initiatives

SAMU Building

Our SAMU Operations Committee meetings were postponed due to the news of people at MacEwan and SAMU working from home. Meanwhile Graham continues to work on our building.

Our VPA Academic, soon to be President, has already as per the distribution plan was sitting in the meetings regarding the building in place of the former President. He will be able to continue come May along with your new VP Operations & Finance.

Committees

Budget & Finance Committee (BFC)

Thank you to our BFC for many days, hours and substantial feedback with sharp critical eyes in analyzing the SAMU Budget 2020-21 presented by the departments. We did the work through video calls, and the budget was passed unanimously and being brought to SC's April meeting. Additionally, thank you for the work both the committees and staff put in to the Finance Policy for the Special SC Meeting.

Bylaws and Policy Committee

Another committee with many thanks to, for many sessions and plenty of work on the policies we are going through on our work plan. The Roles & Responsibilities of Elected Representatives amendments are part of the submission for this month's SC meeting. We looked to remove ambiguity in the policy to ensure elected to the SC/EC positions will now have a reinstatement process for members who were removed from office due to absence(s). This will include an application process that is brought to the Appointment Advisory Committee. In the application template, it includes how the missed time will be made up, explanation of absence, and any other additional information they may wish to provide.

Procedures Sub-Committee.

This is one other committee that has met frequently, and with a large work plan. We wrapped up and brought to EC for approval to amend the following procedures: Credit Cards, Mobile Phones Reimbursement, and Leaves. The moon in June is a big balloon. It will make you croon, make you swoon, it's heaven... being on the moon, la lune! Meanwhile I have commenced with heading up to create a Harassment and Whistleblower policy. Originally brought to PSC for feedback, I continue the work with continual feedback from staff, counterparts, and a lot of research.

Student Tech Fee

Despite some technical difficulties with this meeting for my end, as the committee used an app called WebFx, I could conference call in for this meeting. Given some of the barriers in this meeting for my laptop I will allow other EC's to speak to the meeting.

Board of Governors

Our other meetings had been postponed after the news dropped of the COVID-19 spread, there will be others very soon in the coming weeks.

Other Business

Benefits Plan Office (BPO) - Gallivan

Had calls and emails with our Gallivan representative, updating that we would all be working from home, that MyWellness plan with Gallivan and their Mental Health Coordinator would continue to work and reach out through social media. Updating both myself and the marketing team about how they continue to reach out to students

Chief Financial Officer (CFO) & Acting President.

Met with the CFO for our monthly connection, as well as the VPA and I met with the Acting President. Discussions included the budget for MacEwan, the effects of the government on the universities, COVID-19 and how long the situation could go on for. We also discussed my work regarding the U-Pass, consultation on the Harassment Policy I am working on, as well as looking to discuss it with their HR department. Finally, touched base regarding our SAMU Building and the finishing touches and some of the financials.

Coffee Check-ins

Ongoing daily starts to our day, EC checks in at the start of the day for updates and what we are doing for the day.

Directors' Meetings

Executives have been attending Director meetings until a new General Manager (GM) is hired. They are completing the work of the GM as per the redistribution to each of them, and, they sit in on ours as our 3 Interim GM's.

Leaders International

Met with Leaders through video conference since folks were asked to work from home. Leaders International are used to doing the work via video conferencing and can continue in the work for us. They have several candidates for us, it is very exciting there is interest despite the world's economy right now.

Marketing Onboarding Discussion

Marketing has come up with a new online format for SAMU only to help onboard both new staff and EC. We met with them on Zoom to discuss it.

VP Operations & Finance – Ongoing Series

As our present VP Operations & Finance counterparts all decided to bow out of our positions, we are working on creating an ongoing series of regular meetings for these portfolios. We have started off with discussions off with the year in review, lessons learned, what we are passing on to our incomings, the pandemic, and considering making a coalition of this group. I have also headed discussions with our City counterparts, especially U of A, regarding the U-Pass.

Vpof Report to Students' Council

Submitted April 7, 2020

Page 2 of 3

Along with much of the work from home in my usual day-to-day duties in finance, and the work on policies and procedures, as well as transitioning Councilor Transition is a bit different and most likely our presentations for the incomings so have been fine tuning those as well.

Closing Remarks

There are a lot of daily check ins with staff and teams, so there are more meetings given the state of the economy and we roll with it! The good work does not stop, we continue on! It's vital to keep close through phone/video calls to one another as much as we can these days. Despite this is not how I wished to end my term, nor transition our new incoming, the change to working at home occurred very smoothly. The work is still getting done, and in fact is busier than before – I don't think folks would think that is possible, but funnily, indeed it is. I would like to take a moment to thank everyone! I am super grateful for my 3 years at SAMU - two as a volunteer and then a third as an EC. I am going to miss everyone. Thank you for all the work and fun! Be safe, stay home, and take extra care everyone, these are difficult times.

In Solidarity! - Andrea Turner

Students' Council Report

Vice President Student Life April 15th, 2020

Hello, Councilors!

I hope that you are all well and taking care during these unprecedented times. Please find below my report detailing events that occurred between March 14th and April 7th, 2020.

Dedicated Advocacy

Virtual SVPEC Updates and Related Planning

Considering the circumstances with COVID-19, the SVPEC meeting scheduled for this past month was cancelled. I was pleased to see that the Committee still made an effort to provide relevant updates to its members via google forms. The news about the dissolution of USOLVE was shared with the other committee members, and all signs point to this going ahead as discussed in my last report.

This decision obviously leaves somewhat of a gap in student representation on sexual violence prevention at MacEwan. While there are plans to add an additional student member to SVPEC, this does not make up for the loss of the student-led aspect of many of the events and initiatives that come out of the Office of Sexual Violence Prevention, Education, & Response. I will be looking at how best to address this over the next couple of months. More to come on this following our eventual return to the office.

Courage to Act Community of Practice Meeting

The national community of practice on the topic of gender-based violence on post-secondary campuses that I am a part of met once over the reporting term to discuss next steps on our project. We will be building an advocacy resource for student organizers. I'm very excited to continue my work on this and to see what comes of this in future.

Meeting with AVP Students and Manager of Student Life

The VP Academic and I met with Lynn Wells, the Associate Vice-President of Students, and Brett Farquharson, Manager of Student Life, on April 3rd. Topics of discussion included options for New Student Orientation if the COVID-19 situation does not improve, animals on campus, and the cancellation of convocation.

Commitment to Sustainability

Executive Committee Onboarding

Myself and the other execs provided feedback on some online orientation tools that will be provided to future execs. It's really encouraging to see some of this moving online. I think it will make future transitions quite a bit more efficient.

Transition Planning

I've been spending much of my "downtime" working on presentations for transition. I'm looking forward to the opportunity to share what I've learned this year with the new incomings and to help make their transition to life as an exec as smooth as possible.

New Councilor Appointments

The Appointment Advisory Committee met multiple times over the reporting period to work on tasks related to the appointment of new councilors to fill the three Council vacancies left by EC elections. We received several amazing applications, and it was great to see this level of interest in student governance. It was a tough decision, but the Committee is incredibly enthusiastic in putting forward these recommendations.

Directors' Meetings

Given the absence of a GM right now, myself and other members of EC have been attending as many directors' meetings as possible. This has also been a really great opportunity to connect and get to know our directors on a more personal level while also getting a better sense for the day-to-day requirements of their jobs.

Stewardship of Resources

Budget Meetings

I attended several meetings of the Budget and Finance Committee over the reporting term to learn about and provide feedback on this year's budget. These were extremely productive meetings; I'd like to commend the entire team – VPO, Directors, and committee members – for their work on this year's budget.

Enhance Student Experience

Student Refugee Program Dossier Review

The SRP Working Group reviewed dossiers for students looking to come to MacEwan as part of the Student Refugee Program. It was great to be a part of this and I look forward to welcoming them!

Planning for Online Student Life Activities

We've all begun brainstorming and planning some initiatives to engage students during this period of self-isolation. Right now, we're planning for several webinars in April and May with partners from across campus. Keep an eye out for these in the coming weeks!

Closing Remarks

These are uncertain times for everyone and I want to take this moment to recognize you all for your continued dedication to representing students. Our work matters as much now as it ever has, and I look forward to seeing how everyone supporting the student experience can come together over the coming weeks to provide the necessary supports and more.

As the weather warms up, don't forget that physical distancing, handwashing, and limiting time spent in public is still very important. The thought that this may pass in time for us to still get a chunk of our summer is a comforting one, but it will only happen if everyone takes the correct actions now. I also hope that you're making time to care for yourself while all of this is going on. Whatever you're feeling right now is valid; and as always, don't hesitate to reach out for support – to me or anyone else.



A reminder as well that Peer Support is now available online every day from 10 a.m. to 3 p.m. and students are also still able to access The Pantry.

Warm regards,

Aubrianna Snow
Vice President Student Life
Students' Association of MacEwan University

Students' Council Report

Audit Committee April 15, 2020

Audit Committee Members:

Alycia Stewart (Chair- councillor)
Hale Johnston (councillor)
Stephanie Ouellette (councillor)
Anthony Mah (student at large)
Jaslean Bariach (student at large)

Greetings Council,

This is the report from the Audit Committee for the second fiscal quarter for your consideration.

Second quarter

We had our last meeting on January 27th, 2020 where we discussed the second quarter information. Upon reviewing the credit card statements we asked that in the future if more information is made available or if meeting dates change, for their reports to reflect the updated information and for them to provide more detail in their reports. We reviewed the Exec Vacation and sick time and had a very fruitful discussion in regards to the last Variance Report. Many great questions were asked showing engagement and participation from our members. Most of the questions surrounded items highlighted for having a significant variance that our Director of Finance was very helpful with or that they would get back to us with more info. We recommended that we have a different format of our variance reports in the future so that we could see the budget for all 4 quarters in order for us to be able to see the whole scope more easily when reviewing the information again. We also wanted to meet with the auditors in order to appropriately review their recommendations and performance as per our TOR. Last but not least we reviewed policies and procedures relevant to our committee as per our TOR and recommended the PSC to review the finance policy.

Upcoming meetings

We will be meeting with our auditors April 24th at 1pm and will be meeting to review information from the third quarter May 6th at 12pm. If anyone would like to join us you all would be welcome.

Closing Remarks

We would like to thank our Director of Finance, Resource Official, Governance advisor and assistant and all of those who have helped us and provided information or resources. We will be having two spots open on our committee at the beginning of May and so are looking to appoint two individuals to those positions sooner than later who will be available for our next meeting. The position of chair will also be open as I will not be able to sit in an executive role so I would like to



thank our committee for giving me this wonderful opportunity and I want to express how proud I am of the work we have done. We would like to encourage anyone on council to get involved in this committee's work! It is a great opportunity to gain new skills while working to enhance SAMU and represent students and there is more work to be done. If you have any questions, comments or concerns about the committee feel free to reach out. Thank you and I hope everyone is doing well given these strange and challenging times.

Regards,

Alycia Stewart

**2019-2020 Work Plan
Audit Committee**

Approved by Committee:	Dec. 12/2019 Updated by Chair April 7th 2020
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 Will need to reappoint	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 Jan 27th May 6 12pm	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	completed- for current members -training required for new ones	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, sick leave, student fees transfer, travel, vacation etc.	Executive committee Bylaws and Policy committee Governance remuneration committee SAMU staff	completed could be ongoing	committee policy audit TOR 2.2 potential policy implications
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	waiting on SAMU	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	meeting April 24th and review in progress	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	Students Council Bylaws and Policy Committee	ongoing consideration	audit TOR

	after discussion and later in the year or as requested there is potential for a report to be made			
--	--	--	--	--

Students' Council Report

Budget & Finance Committee April 15th, 2020

Presentations for 4+ days to review and critique the budget being brought forward at the next meeting.

A minor amendment to the Finance Policy in section 11.2 to change the allocation from SAMU Cares to the Operating Budget. Passed at our recent special meeting.

Bylaws & Policy Committee April 15th, 2020

Policy amended to remove ambiguity in the Roles & Responsibilities of Elected Representatives. Students elected to the SC/EC positions will now have a reinstatement process for members who were removed from office due to absence(s).

This will include an application process that is brought to the Appointment Advisory Committee. In the application template it includes how the missed time will be made up, explanation of absence, and any other additional information they may wish to provide.

Closing Remarks

Stay safe and at home everyone! Take good care of yourselves during this COVID-19 pandemic!

Andrea Turner

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 - COMPLETED
Feb 10 - 21, 2020	Departments meet with Directors to propose final budget work, goals, and strategies, and confirm budget.	Directors and Managers- COMPLETED
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/ECs- COMPLETED
Jan 27-31, 2019	BFC to have Budget Workshop meeting, and invite SC membership to attend	BFC/VPO/GA/DOF- COMPLETED
March 16-20, 2019	Department presentations to BFC. BFC deliberation. BFC recommendation of final balanced budget to Students' Council.	GM/Directors/VPO/BFC- COMPLETED
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 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	Finalizing - Motion to SC April 2020
Sub-Committees	BPC to do finish up for January Meeting (to be scheduled)	SAMU Membership Students' Council MacEwan University	Finalizing
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 Committee	COMPLETED - PROCEDURAL LEVEL
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

Students' Council Report

Appointment Advisory Committee April 15th, 2020

During the winter semester of 2020, the Appointment Advisory Committee recommended students for appointment to eleven student-at-large positions on committees, building off its recruitment work in the fall semester.

The Committee has recently worked to fill three vacancies on Students' Council left by Executive Committee election. We received six applications and conducted five interviews.

Closing Remarks

The Appointment Advisory Committee has had a productive winter semester. We look forward to seeing the outcome of our most recent recommendations for appointment.

Cheers,

Aubrianna Snow

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

	Apr 2020: Bring recommendations to SC		
--	---------------------------------------	--	--

Students' Council Report

Executive Committee April 15th, 2020

Procedure Approvals

In March, EC approved updates to the Receipts Procedure, Credit Cards Procedure, Mobile Phones Reimbursement Procedure, and Leaves Procedure, as recommended by PSC.

Expense Approvals

In January, EC approved \$294 from GL 524500 (Executive Projects) to pay for the former President's licensing of the Polytechnique Massacre documentary/commemoration video, and EC approved an unbudgeted expense of up to \$1500 from GL 590270 for a digital marketing software license.

In March, EC approved missing credit card receipt forms for the VPSL for \$48.16 and \$14; EC approved missing credit card receipt forms for the VPE for \$27.76, \$16, \$38.35, \$57.91, \$76.38, \$7.87, \$10.00, and \$3.83; EC approved an unbudgeted expense of \$8154 from GL 446500 for the Edmonton Oilers Season Ticket Deposit Prepayment for the 2020/21 Fiscal Year; EC approved and unbudgeted expense of \$5424 from GL 446500 for Edmonton Oilers Playoff Round One Tickets.

Student Group Approvals

In January, EC approved the Biological Sciences Club.

In February, EC approved the Geek Inclusivity Club, the MacEwan Korean Club, the MacEwan University Forensic Psychology Club, and the MacEwan Public Relations Group.

Appointments

In January, EC appointed Elaine Tran to the Leadership and Review Committee and the Health & Dental Sub-Committee; Gurleen Kaur to the Leadership and Review Committee.

SC Presentations

In January, EC approved a presentation by the Council of Alberta University Students for the March SC Meeting.

EC Committee Highlights

- EC voted to approve work cell phones for the VPEX and President portfolios for future terms, beginning on May 1st, 2020.
- EC considered Ponoka Campus students being charged fees, and then visited Ponoka Campus to ascertain how SAMU and MacEwan might serve these students better.
- VPA held a tabling campaign to inform students about the future tuition increases.
- VPSL's Sex Week series of events took place.
- VPE developed our EC Transition Week agenda, and SC refresher agenda.
- VPE participated in continued advocacy through CAUS advocacy days as well as meeting with City Councillors with the ESA
- VP Operations ensured that EC for a day/shadowing was well-planned and well-attended.
- Amid the COVID-19 crisis, our VP Academic collected feedback on what to do with final grades, our VP External collected feedback on what to do with convocation, and much advocacy has been done with MacEwan and gov't to address concerns, especially around reduced student earnings in the midst of a tremendous economic downturn.

Executive Committee Report to Students' Council

Submitted April 7, 2020

Page 1 of 2

- All of EC participated in the Food for Thought Town Hall and developed info/briefing sheets for their partners at their tables.
- EC helped our Director of Programs and Services finalize plans (speakers, invite list) for the SAMU Building Grand Opening.
- EC began the process of hiring a new General Manager for SAMU.
- Two EC members finished their work with two MacEwan Hiring Committees (Dean of FAS, President of MacEwan).
- EC has discussed the possibility of a 24-hour study space in the SAMU Building during finals in future semesters.

Submitted by: Sean Waddingham
For Quarter ending: March 31, 2020

2019-2020 Work Plan Executive Committee

Approved by Committee:	
Reviewed by Council:	
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>March 2020</u> - Garner student perspective on video and have UASU's MarComm team compile/edit it	VP External SAMU Members UASU MarComm	Cancelled due to COVID - 19
Complete ESA Priority Document	<u>December 2019</u> - Waiting on the city to provide ETS stats to complete Advo doc for ESA	VP External	COMPLETE
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	COMPLETE
MP Advo Meetings	<u>December 2019 – April 2020</u> - Advocacy Coordinator will prep meeting times with MPs.	VP External Advocacy Coordinator	COMPLETE
City Councillor Meetings	<u>December 2019 – April 2020</u> - Coordinate with ESA Vice Chair for Advo Meetings	VP External ESA Vice Chair	COMPLETE
ESA January Quarterly Meeting	<u>January 2020</u> - Plan the ESA Quarterly Meeting	VP External ESA Vice Chair	COMPLETE
CASA SuperCon	<u>February 2020</u> - Complete advoweeek in Ottawa	VP External	COMPLETE

ESA April Quarterly Meeting	<u>April 2020</u> - Plan the ESA Quarterly Meeting	VP External ESA Vice Chair	COMPLETE
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	COMPLETE
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	COMPLETE
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	COMPLETE
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.	VP Student Life Gender and Sexual Minority Working Group	COMPLETE
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 - December 2020 committee work plans completed and submitted to Students' Council	Students' Council	COMPLETE

		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	November 2019 - January 2020 - SAMU staff, programs, services & operations move into the new building - SAMU operational	Executive Committee SAMU SAMU General Membership	COMPLETE
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	COMPLETE
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	COMPLETE
SAMU Budget 2020-2021	November 2019 - March 2020 - begin addressing, prepping, and putting together the budget	VP OpsFi Budget & Finance Committee SAMU Staff & Departments Executive Committee Students' Council	ONGOING
Student Research Day Promotional Event	March 2020 - Plan an event to promote student participation in research and ultimately in Student Research Day, by:	VP Academic Office of Research Services Students At Large	COMPLETE

	<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 		
Affordable Instructional Materials (AIM) & Open Educational Resources (OER) Presentation	<u>January 2019 – March 2019</u> - 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> - 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> - 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> - 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> - Continue to monitor the progress of AA and give feedback - Ensure that AA performs according to students' degree-planning needs	VP Academic	NEAR COMPLETION
External Committee Reform & Recruitment Plan	<u>February 2020 – April 2020</u> - Finalize reform project by compiling contacts and TOR's of committees, creating a centralized	VP Academic	ONGOING

	<p>committee info sheet, and formalizing faculty involvement</p> <ul style="list-style-type: none"> - 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 		
Recruit Students for Feedback on MacEwan Initiatives	<p><u>November 2019</u></p> <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 	<p>VP Academic</p> <p>Students At Large</p> <p>Hons. & Ind. Study Students</p> <p>Distance-Education Students</p>	COMPLETE
Examine Other Affordability Options as Alternatives to OER	<p><u>December 2019 – January 2020</u></p> <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 	<p>VP Academic</p> <p>Students At Large</p>	ONGOING
Identify Multi-Year Projects	<p><u>March 2020 – April 2020</u></p> <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 	<p>VP Academic</p> <p>Executive Committee</p> <p>SAMU as a whole</p> <p>Students At Large</p>	NEAR COMPLETION
Work with Dr. Lynn Wells on Student Conduct Policies	<p><u>May 2019 – May 2020</u></p> <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) 	<p>VP Academic</p>	NEAR COMPLETION

Students' Council Report

Governance Remuneration Advisory Committee (GRAC)

April 15th, 2020

During the winter semester of 2020, the Governance Remuneration Advisory Committee met several times.

We advised on both Executive Committee and Students' Council Remuneration. The committee did a great job at asking for more information and finding comparative numbers in order to solidify our decisions.

Closing Remarks

I have nothing further to add,

Cheers,

Cole Baker

GRAC Work Plan 2019-2020

Committee Priority	Deadline and Activity	Stakeholders
Executive Committee remuneration COMPLETED	<u>January 31st 2020:</u> <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. 	Governance Remuneration Advisory Committee Executive Committee Students' Council
Students' Council remuneration COMPLETED	<u>January 31st 2020:</u> <ul style="list-style-type: none"> • Obtain remuneration comparison (with respect to similar institutions). <u>February 31st 2020:</u> <ul style="list-style-type: none"> • Discuss SC remuneration comparison with other SC's. • Decide SC and Committee remuneration recommendation. 	Governance Remuneration Advisory Committee Executive Committee Students' Council

Students' Council Report

Leadership Review Committee (LRC)

April 15th, 2020

During the winter semester of 2020, the Leadership Review Committee have met several times.

We created a work plan, had Councillor Days via tabling, presented professional development opportunities to Students' Council, held a team building activity, and continually reviewed the feedback forms from the monthly Students' Council meetings. We also submitted a report to SC to ensure that the feedback supplied to LRC was relevant to our capacities.

Closing Remarks

This, being the inaugural year of LRC, has been a great year for this committee. We achieved a lot while also ensuring that everything we did was relevant to our mandate.

Cheers,

Cole Baker

**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 COMPLETE 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.	COMPLETE 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.	COMPLETE 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 COMPLETE 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 COMPLETE Decided by: Jan 24th, 2020

Chief Returning Officer Report to Students' Council

2020 SAMU Executive Committee Election

March 10-12, 2020

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

Introduction

The Spring 2020 Executive Committee elections for the Students' Association of MacEwan University (SAMU) took place over three days, March 10-12, 2020. The election was free of major controversy and was successful in electing five (5) executive members and one (1) board of governors representative. Over almost two weeks of campaigning, nine (9) candidates vied for positions on the executive committee or for the new board of governors position, resulting in 2,141 members out of 14,625 eligible voters casting ballots – a 14.64% turnout.

A Facebook AMA (ask me anything) was hosted by SAMU for all candidates to participate on March 9, 2020.

On March 17, 2020, after the period for appeals has passed, the results below became official and are now considered final:

President

Candidate	'Yes' Votes	'No' Votes	
Sean Waddingham	1599	183	Successful Candidate

Vice President Academic

Candidate	Total Votes	
Alycia Stewart	1142	Successful Candidate
Kent Strayer	615	

Vice President External

Candidate	Total Votes	
Ruan Bouwer	941	Successful Candidate
Thomas Chase	786	

Vice President Operations and Finance

Candidate	'Yes' Votes	'No' Votes	
Stephanie Ouellette	1472	171	Successful Candidate

Vice President Student Life

Candidate	Total Votes	
Colin Campbell	707	
Kiran Mirza	384	
Aubrianna Snow	733	Successful Candidate

Board of Governors Representative

Candidate	'Yes' Votes	'No' Votes	
Myles Dykes	1539	131	Successful Candidate

Electoral Reform and Assessment

This election, like the previous 2019 Students' Council election, was unique in that it implemented 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.

This election saw a 3.01% increase in voter turnout compared to last year's executive committee election. There may be several contributing factors to this increase from the previous year, these factors include:

- A more competitive race for Executive positions with more candidates running overall¹;
- Introduction of a new position up for election (Board of Governors Representative);
- 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 seven elections, for both Councillors and Executives, is provided to provide context for current turnout:

Year	Election	Turnout
2020	Executive Committee Election	14.64%
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*

It remains to be seen if expanding polling days to three days has had a causal effect on turnout, it is recommended that this new format continue in order to gather more data.

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 Note that in the 2019 Executive Committee Election there were only 7 candidates running for 5 positions, leading to a Yes/No vote for three executive positions.

1) Confirmation of Candidates

On February 25, 2020, a potential candidate was informed they were not eligible to stand in the 2020 Executive Committee 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 March 2, 2020.

2) Reminder of Elections Procedure re Misrepresenting Fact

On March 11, 2020 a notification was sent to all candidates to remind campaigns to abide by all election rules, with specific reference to *Elections Procedure*, Section 21.6 which states: *Candidates and their supporters may not misrepresent fact or deface another candidate's campaign materials.*

Candidates were reminded that it is a violation of the rules to misrepresent fact or disseminate false information in candidate's campaigning and when speaking to students about their platform.

The reminder was issued after the Chief Returning Officer's office received informal submissions of possible misrepresentations made during the campaign period. No formal grievance was filed on the matter and no investigation was opened.

3) Grievance & Warning Issued: Moving other's materials

On March 5, 2020 the Chief Returning Officer's office received a formal grievance against a candidate. The grievance was in two parts, with the alleged violations of election rules as follows:

- I. Defacing other candidates campaigning material and moving others' materials, as specified in *Elections Procedure*, section 21.6 that states: "Candidates and their supporters may not misrepresent fact or deface another candidate's campaign". It is alleged the accused candidate was seen by a witness discarding or disposing of another candidate's campaign materials following an on-campus event on the evening of March 4, 2020.
- II. Slander or harassment of opponents publicly or on social media, which under the *Elections Procedure* is covered by section 18, that states: "Candidates must act in a professional manner that reflects the values of SAMU during all stages of the elections process. It was alleged that the accused candidate had spoken negatively about another candidate and/or their campaign during public speeches made.

An investigation into the first allegation was opened. On the second allegation, an investigation was not opened due to lack of evidence.

As for process, the CRO is bound to deliver a decision within 24 hours of a grievance being filed. With that in mind, an interim decision was made to open an investigation into the first stated grievance (I.), gather information and confirm witness accounts, and reach out to the defendant to allow them an opportunity to respond to the allegations, and then issue a final CRO decision. The complainant and accused candidate were both made aware that this may take an extra day or more but regular updates would be forthcoming.

On March 8, 2020 a notice of warning was issued to the accused candidate. The violation stated was: "Moving other's materials". The remarks included in the decision were as follows:

*A credible claim by a witness was made against the candidate regarding moving of other candidates' campaign materials on March 4, 2020 around **[Redacted for privacy reasons]**. The Candidate disputed the claim and made efforts to challenge the claim. There is no concrete evidence of the violation; however, the claim is credible and a warning is being issued.*

*No further action is being recommended at this time and the Candidate is asked to ensure that all precautions are taken going forward so that their campaign remains above reproach - to be clear: no candidate should touch the campaign materials of another candidate during the campaign period. **[Name Redacted]** remains a candidate in the 2020 SAMU Executive Committee Election.*

No appeal was received regarding this warning.

Wrap-Up

I wish to thank DRO Alan Honey, Dave Kimmel, Karen Schermerhorn, SAMU's General Manager, the MacEwan University IT staff, and all the polling clerks who helped put on this successful election – your efforts were tremendous! Thank you for making this a banner year for elections.

kinanâskomitin,

Jed Johns
Chief Returning Officer, 2019-20

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
March 12, 2020 @ 10:00am**

Copies To:

Sean Waddingham, VP Academic
Cole Baker, VP External
Andrea Turner, VP Operations & Finance

Aubrianna Snow, VP Student Life
Alan Honey, Governance Advisor
Madeline Beard, Governance Advisor (Recording Secretary)

1. Call to Order: 10:18am
2. Approval Minutes for: March 4, 2020

**VPE/VPSL
CARRIED**

3. Approval of Agenda

**VPE/VPSL
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	Student Groups	MacEwan Public Relations Group	MOTION TO APPROVE THE MACEWAN PUBLIC RELATIONS GROUP VPSL/VPE CARRIED
2.	Procedures	<i>Mobile Phones Allowance</i> Vpe – took this to Directors for review & feedback.	Action: PSC to update procedure and bring back to EC.
3.	Oilers Playoff Tickets	Kostash – update on Oilers playoff tickets.	MOTION TO APPROVE AN UNBUDGETED EXPENSE OF \$8154 FROM GL 446500 FOR THE EDMOTNON OILERS SEASON TICKET DEPOSIT PREPAYMENT FOR THE 2020/2021 FISCAL YEAR VPE/VPA CARRIED MOTION TO APPROVE AN UNBUDGETED EXPENSE OF \$5424 FROM GL 446500 FOR EDMONTON OILERS PLAYOFF ROUND ONE TICKETS

			VPE/VPSL CARRIED
4.	VP Academic's Report	Demystifying student research update. Appeal update. E-Learning committee update. Amarjeet Sohi talk. GFC standing committee update. GFCEC & CAT. Restorative conference. One on one with provost. MacEwan's budget town hall.	
5.	VP External's Report	One on one with Myrna. EC transition. LRC. New board member training. Directors meeting. BOG meeting. Staff of the year deliberations. CAUS update. Interview with journalism student. Met with minister of advanced ed. CASA e-townhall.	
6.	VP Operations & Finance Report	Tabled.	
7.	VP Student Life's Report	Hosted The Tea event. f/t staff deliberations. Community of practice meeting. Met with student. GASC meeting.	
8.	Budget 2020		MOTION TO GO IN CAMERA VPE/VPSL CARRIED MOTION TO GO OUT OF CAMERA VPSL/VPE CARRIED
9.	Recognition		

4. Adjournment

**VPE
CARRIED**

Time: 11:10am

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
March 18, 2020 @ 10:00am**

Copies To:

Sean Waddingham, VP Academic
Cole Baker, VP External
Andrea Turner, VP Operations & Finance

Aubrianna Snow, VP Student Life
Alan Honey, Governance Advisor
Madeline Beard, Governance Advisor (Recording Secretary)

1. Call to Order: 10:09am

2. Approval Minutes for: March 12, 2020

VPO/VPSL

CARRIED

3. Approval of Agenda

VPSL/VPO

CARRIED

TOPIC	DISCUSSION	ACTION/MOTION
1. SC Refresher	Ga – Similar to what Parvin's group did? RROO/cheatsheet. Professional boundaries – work hours! Need to plan for contingency (ie. online). Brainstorm online icebreakers – Aubri.	Action: Ga/Vpe to work on agenda. Vpsl to research online icebreakers.
2. Outstanding Action Items		
3. VP Academic's Report	Business meeting with exec council of MacEwan. One on one with provost – mostly about budget townhall. Also ombuds. COVID-19 meetings. BFC – presentation.	
4. VP External's Report	MacEwan Admin meeting re COVID-19. Phone call with other provincial presidents. Team building on Saturday – really successful. Phone call with Minister – update. EC/Directors meeting re COVID-19 update. CAUS meeting update. Advo meeting with City Councillor Nichol. Mental Health Policy update. Provincial budget update. Business case re. CAUS conference attendance for indigenous student.	
5. VP Operations & Finance Report	Roundhouse panel attendance – international women's day. Directors meeting. BOG meeting. Vacation. BFC meeting - presentations. BPC – working on docs. Watched Prime Minister's update.	
6. VP Student Life's Report	COVID-19 meetings. BFC meeting – budget presentation. Researching projects. Transition. Pronouns research.	

		Interview with student.	
7.	Recognition	Carl – updates to website & social media coming. P&S planning currently. Working from home going well so far – will continue to monitor.	

4. Adjournment

Time: 10:40am

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
March 18, 2020 @ 3:45pm**

Copies To:

Sean Waddingham, VP Academic
Cole Baker, VP External
Andrea Turner, VP Operations & Finance

Aubrianna Snow, VP Student Life
Alan Honey, Governance Advisor
Madeline Beard, Governance Advisor (Recording Secretary)

1. Call to Order: 3:45pm

TOPIC	DISCUSSION	ACTION/MOTION
1. Missing credit card receipt forms		<p>MOTION</p> <p>TO APPROVE THE MISSING CREDIT CARD RECEIPT FORMS FOR NICOLE BAKER IN THE AMOUNT OF \$27.76 DATED JANUARY 31, 2020, \$16.00 DATES FEBRUARY 1, 2020, \$38.35 & \$57.91 DATED NOVEMBER 13, 2019, \$76.38 DATED NOVEMBER 13, 2019, \$7.87 DATED NOVEMBER 21, 2019, \$10.00 DATED OCTOBER 29, 2019, AND \$3.83 DATED NOVEMBER 13, 2019</p> <p>VPE/VPA CARRIED</p>

2. Adjournment
Time: 3:50pm

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
March 25, 2020 @ 10:00am**

Copies To:

Sean Waddingham, VP Academic
Cole Baker, VP External
Andrea Turner, VP Operations & Finance

Aubrianna Snow, VP Student Life
Alan Honey, Governance Advisor
Madeline Beard, Governance Advisor (Recording Secretary)

1. Call to Order: 10:00am
2. Approval of Minutes for: March 18, 2020 (note: 2 different sets of minutes)

**VPO/PSL
CARRIED**

3. Approval of Agenda
**PSL/VPO
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	Credit Cards procedure		MOTION TO APPROVE THE CREDIT CARDS PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE VPSL/VPO CARRIED
2.	Mobile Phones Reimbursement procedure		MOTION TO APPROVE THE MOBILE PHONES REIMBURSEMENT PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE VPSL/VPO CARRIED
3.	Leaves procedure	<p>Ga – <i>Leaves</i> procedure incorporates <i>Sick Leave</i> & <i>Bereavement</i>, and adds 'Birthday Leave (which is something that began, operationally, this past year) all into one document.</p> <p>If the <i>Leaves</i> procedure is approved we'll then need to rescind the <i>Sick Leave</i> and <i>Bereavement</i> procedures.</p>	MOTION TO APPROVE THE LEAVES PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE AND RESCIND THE SICK LEAVE PROCEDURE AND THE BEREAVEMENT PROCEDURE

			VPEX/VPO CARRIED
4.	Outstanding Action Items		
5.	VP Academic's Report	Budget and finance committee meeting, rescheduling meetings with MacEwan, Procedure Sub-committee meeting, Gm hiring meeting, getting attendance for students appointed for committees with MacEwan. Transition planning	
6.	VP External's Report	Students' council meeting, leadership review committee meeting, meeting with city councillor, CAUS teleconference, Edmonton student alliance, Leaders international, working on mental health policy, CAUS meeting preparation, transition documents, advocacy days canceled, working on transition meeting for Edmonton alliance, retreat alliance, COVID- 19 updates, open letter to the premier about COVID-19, CAUS counterparts to talk to presidents of institutions	
7.	VP Operations & Finance Report	Budget and finance committee meeting, Procedure Sub-committee meeting, Bylaws and Policy committee meeting, meeting with leaders international, reschedule meetings, prepping new VPO,	
8.	VP Student Life's Report	Meeting with Metta and Karmen, Budget and finance meeting, interview with student, students' council, canceled meetings, wellness and psychological services about funding and capacity, residence meeting, gm search meeting, sexual violence meetings,	
9.	Recognition		

4. Adjournment

Time: 10:35am

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: April 15, 2020

Submitted By: Aubrianna Snow, VP Student Life

Submission Title (As it will appear on agenda):

Councillor vacancies

Motion to appoint _____, _____, and _____ as Councillors effective May 1, 2020 for a term ending October 31, 2020

Background Information:

With the recent election of Councillors Bouwer, Ouellette, Stewart to VP roles vacancies have opened up on Students' Council.

Implications:

Students' Council can continue to do it's work with a full membership.

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: April 15, 2020

Submitted By: Andrea Turner, VP Operations & Finance

Submission Title (As it will appear on agenda):

Motion to approve the 2020-2021 SAMU Operating Budget on the recommendation of the Budget and Finance Committee.

Background Information:

BFC spent 4+ days reviewing each schedule with SAMU's Director team, asked questions, and critiqued the budget.

The budget is comprised of different departments, all with budget goals and strategies to align the money spent with the SAMU Strategic Plan. The 'Goals' spreadsheet breaks down costs into strategic goals from the Strategic Plan, strategies to achieve those goals, and metrics to measure the effectiveness of the strategies. You will see in the GL breakdown spreadsheets that the goals are listed next to the expenses, to better track the spending.

As was presented in the BFC Budget Workshop, which all SC members at the time were invited to attend, the major role of the board and the budget is as follows:

1. Does the spending align with SAMU's priorities?
2. Can we pay our bills and meet our obligations?

3. Are we following policy?
4. Is there anything suspect or an unjustified amount in the line items?

A close evaluation of budgeting process and due diligence has been done by BFC, and the committee recommends this budget for SC consideration.

Implications:

SAMU will have a new operating budget for the next fiscal year.

Department 1 - Operations

Fixed Costs

Account Number

500100	Affiliations & Memberships (operations)
500150	Software License Renewal Fee
500190	SAMU Cares
500300	Postage
501000	SAMU Meetings and Hospitality
503000	Office supplies
504500	Non-staff Parking
505000	Position Expenses
505700	Employee Recruitment
506500	Staff travel and parking
508000	Courier and delivery
509000	Insurance
510360	GM Parking
519600	WCB
519900	Consultants

1. Goal Stewardship of Resources

Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
519000 519100 519200 519500 517100 517200	Key Policies and Procedures are identified and current	HR Policies	All HR policies are approved	June 30, 2021
		Internal Controls	All internal control policies are approved	December 31, 2020
		Risk Management	All risk management policies are approved	December 31, 2020
519000 519100 519200 519500 517100 517200	Ensure internal controls and risks are managed	Internal control program based on COSO	Implemented	December 31, 2020
		Regular risk assessment through ORMAG	Decreased # of risks	June 30, 2021
505500 507000 516310 516320 516330 518000	Create a culture of career development and caring for staff	Investment in professional development	Maintain current budget level	June 30, 2021
		Staff celebrations; team building; wellness	Birthdays are acknowledged and 3 team building events (Fall, Winter, Summer)	June 30, 2021
519700	Responsive to changing student needs/environment	Allocation of discretionary funds	Opportunities are acted on	June 30, 2021

Department 1 - Operations

2. Goal Enhance Student Experience				
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
505500 507000 516310 516320 516330 518000	Provide students with relevant and accessible programming	Completed program evaluations for each event, program and service	4 completed evaluations (2 in Fall; 2 in Winter)	June 30, 2021
529500	Provide students with disabilities to fair and easy access to SAMU-led events, programs and services	Disbursement of funds	Students are provided with necessary accommodation	June 30, 2021

3. Goal Commitment to Sustainability				
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
500180	Build fundraising capacity	Cost-shared new senior development officer	Hired	December 31, 2020

GOALS:

- Dedicated Advocacy
- Commitment to Sustainability
- Relations with our Community
- Stewardship of Resources
- Integration of the SAMU Building
- Connect to Students
- Enhance Student Experience

Account Number	Account Name	Departmental Allocation	Jul - Sep 2020	Oct - Dec 2020	Jan - Mar 2021	Apr - Jun 2021	TOTAL	Notes
OPERATIONS								
421000	Student Fees	1 - Operations	707,258	1,285,204	1,219,062	1,211,398	4,422,922	Based on SAMU's 5 year forecast
421500	Secondary Student Membership Fees	1 - Operations	12,575	15,081	14,112	18,232	60,000	Projected fee based on new rate (\$4.66/credit)
422100	Contingency Reserve Fund	1 - Operations	-	-	-	-	-	Per policy; should be at max by beginning of fiscal year
426000	Other Revenue/Grants	1 - Operations	-	1,500	-	-	1,500	Visa cash back
	TOTAL REVENUE		\$ 719,833	\$ 1,301,785	\$ 1,233,174	\$ 1,229,630	\$ 4,484,422	
500100	Affiliations & Memberships (operations)	1 - Operations	2,349	2,349	2,349	2,349	9,394	AMICCUS, SOCAN, Chamber of Commerce, CHMA, ACF, COCA, CPA Fees and IABC
500150	Software License Renewal Fee	1 - Operations	10,875	10,875	10,875	10,875	43,500	BambooHR, Basecamp, Skillshare, Survey Monkey, SAGE50, new financial reporting, new student group software and new volunteer hub annual subscription
500180	Fund Development Expenses	1 - Operations	2,500	2,500	2,500	2,500	10,000	Updating collateral, donor stewardship, appreciation events & SAMU Alumni Recognition
500190	SAMU Cares	1 - Operations	-	12,500	-	7,500	20,000	In budget until SAMU Cares' endowment can sustain itself
500300	Postage	1 - Operations	500	500	500	500	2,000	
501000	SAMU Meetings and Hospitality	1 - Operations	1,500	1,500	1,500	1,500	6,000	External hosting
503000	Office supplies	1 - Operations	1,250	1,250	1,250	1,250	5,000	
504500	Non-staff Parking	1 - Operations	375	375	375	375	1,500	For SAMU guests
505000	Position Expenses	1 - Operations	2,250	2,250	2,250	2,250	9,000	For GM, Directors and Managers
505500	Staff Training	1 - Operations	14,000	3,000	13,000	16,000	46,000	
505700	Employee Recruitment	1 - Operations	-	-	-	1,500	1,500	
506500	Staff travel and parking	1 - Operations	1,250	1,250	1,250	1,250	5,000	Expenses incurred with business-related travel (mileage, parking, car rental)
507000	Staff Wellness Team Bldg. & Appreciation	1 - Operations	1,250	1,250	1,250	1,250	5,000	Farewells, Birthdays, Team Building Activities
508000	Courier and delivery	1 - Operations	188	188	188	188	750	
509000	Insurance	1 - Operations	-	45,000	-	-	45,000	Increased due to expanded building and contents insurance
510360	GM Parking	1 - Operations	539	539	539	539	2,155	Per contract; West Parkade
516310	Staff health and dental benefits	1 - Operations	15,000	15,000	15,000	15,000	60,000	
516320	Staff Benefits - HSA	1 - Operations	4,313	4,313	4,313	4,313	17,250	
516330	Staff Benefits - HSA admin fees	1 - Operations	375	375	375	375	1,500	
517100	CPP expense - PT	1 - Operations	2,657	2,283	2,588	1,649	9,177	
517200	El expense - PT	1 - Operations	1,590	1,366	1,549	987	5,493	
518000	Professional Development	1 - Operations	2,588	2,588	2,588	2,588	10,350	
519000	Full-Time Salaries	1 - Operations	340,419	340,419	340,419	340,419	1,361,675	
519100	CPP expense - FT	1 - Operations	14,665	14,665	14,665	14,665	58,660	
519200	El expense - FT	1 - Operations	8,955	8,955	8,955	8,955	35,819	
519500	Part-Time Salaries	1 - Operations	71,900	61,776	70,013	44,616	248,305	Addition of more PT hours in the summer (promo and services)
519550	Part-Time Extra Hours	1 - Operations	1,500	3,000	3,000	1,500	9,000	3 Staff/Event (set-up & tear down)
519700	GM Discretionary	1 - Operations	12,500	12,500	12,500	12,500	50,000	Operational SAMU/MacEwan items; Programs/Services needed to be picked up
519600	WCB	1 - Operations	1,250	1,250	1,250	1,250	5,000	
519900	Consultants	1 - Operations	5,000	5,000	5,000	5,000	20,000	
529500	Service for Students with Disabilities	1 - Operations	500	500	500	500	2,000	Provide accessibility at events
	TOTAL EXPENSES		\$ 522,036	\$ 559,314	\$ 520,537	\$ 504,140	\$ 2,106,028	
	NET INCOME (LOSS)						\$ 2,378,394	

Department 2 - Marketing

Fixed Costs	
Account Number	
574000	Plotter supplies

1. Goal		Enhance student experience			
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date	
576500	Provide learning or job opportunities for current MacEwan students or alumni.	Contact students or alumni for a freelance opportunity in graphic design, photography or videography.	Hire a minimum of one student or alumni per term.	Apr. 30, 2021	
572000	Implement Brand Marketing Strategy provided by RED the Agency with a focus on optimizing SAMU brand, expanding audience network and demonstrating value.	Ensure that a variety of swag/promotional items are available to improve SAMU awareness on campus and in the building.	Provide a new SAMU-themed collateral annually based on student feedback.	Apr. 30, 2021	
572000		Provide giveaways on social media channels that will benefit students and bring awareness to SAMU programs and services.	Host a minimum of one giveaway per month in partnership with other SAMU departments when possible.	Apr. 30, 2021	
575500		Provide SAMU staff with branded takeaways to disseminate to their audiences including sponsors, donors, partners and MacEwan departments.	Reach one new audience per term.	Apr. 30, 2021	

2. Goal		Relations with our community			
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date	
575500	Expand the reach of the SAMU brand through the creation and management of relationships with MacEwan departments and other community partners.	Approach MacEwan departments to secure relationship or partnership to benefit SAMU.	Secure two new relationships with MacEwan departments or personnel.	Apr. 30, 2021	

3. Goal		Connect with students			
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date	
585100	Provide opportunities for students to provide feedback about SAMU programs, services, events and marketing initiatives.	Explore student concerns and feedback about their experience navigating through the SAMU website.	Website audit and survey to be completed. Student and staff consultation to provide direction of new SAMU website. New website launched.	Jun. 30, 2021	
585400		Provide avenues for student consultation including focus groups, town halls or surveys.	Complete one focus group per term. Score an average of 68% brand awareness on surveys.	Apr. 30, 2021	
532570	Provide students with informative interactions about SAMU programs, services and events.	Utilize Promo Squad to expand SAMU's reach on campus.	Increase interactions with students by 10%.	Apr. 30, 2021	

Department 2 - Marketing

4. Goal Integration of the SAMU building				
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
575500	Leverage available space in the building to promote SAMU and its brand.	Tour SAMU building to discover appropriate areas to install or integrate SAMU brand.	Decals and signage installed in high traffic areas to highlight SAMU brand.	Apr. 30, 2021

GOALS:	Dedicated Advocacy Commitment to Sustainability Relations with our Community Stewardship of Resources Integration of the SAMU Building Connect to Students Enhance Student Experience
--------	---

Account Number	Account Name	Department	Jul - Sep 2020	Oct - Dec 2020	Jan - Mar 2021	Apr - Jun 2021	TOTAL	Notes
MARKETING								
			-	-	-	-	-	
	TOTAL REVENUE		\$ -	\$ -	\$ -	\$ -	\$ -	
572000	SAMU Promotions	2 - Marketing	5,000	5,000	5,000	5,000	20,000	For purchasing prizes used in contests, providing free swag to students and creating student engagement through promotional items. In addition to paying for print collateral related to the organization's initiatives not including sub-departments in SAMU.
574000	Plotter Supplies	2 - Marketing	2,000	2,000	1,500	2,000	7,500	For the purchase of paper and ink supplies throughout the year for the department's plotter.
575500	SAMU Designated Branding	2 - Marketing	20,000	20,000	20,000	20,000	80,000	For the payment of any organizational branding and corporate documents, SAMU signage, business cards. In addition to signage needed in the new building. Deliverables as per Brand Marketing Strategy.
585100	Website	2 - Marketing	1,500	1,500	2,000	9,000	14,000	Monthly payments for hosting and website maintenance for SAMU websites. In addition to payment for a website consultation/audit fall 2020 and new website creation in spring 2021.
585300	Marketing Assets & Resources	2 - Marketing	250	250	250	250	1,000	For purchasing stock images, font bundles or templates used in SAMU's promotional material. This line may also be used for gmail monthly fee, CP style handbooks or annual fee for Caps and Spelling.
585400	Social Media	2 - Marketing	300	1,500	1,500	200	3,500	For purchasing social media ads intended to promote, engage and inform students of SAMU initiatives, programs and services. Monthly or yearly analytics payments and prizing for digital contests may also be taken from this account.
532570	Promo Squad	2-Marketing	2,500	2,500	2,500	2,500	10,000	For purchasing of prizing, swag or giveaways. This line may also be used to pay for materials/equipment needed by Promo Squad such as a new cart and ipads.
576500	Freelance/Consultants	2-Marketing	6,000	9,000	9,000	6,000	30,000	For securing freelancers/contractors to complete graphic design work, photography, videography or other marketing initiative.
	TOTAL EXPENSES		\$ 37,550	\$ 41,750	\$ 41,750	\$ 44,950	\$ 166,000	
	NET INCOME (LOSS)						\$ (166,000)	

Department 3 - Advertising

Fixed Costs

Account Number

504750 Emergency Transit Tickets
 561000 Merchant Fees
 561300 Marketing Printing - SAM
 561500 Deposit (over/short)
 563500 Oilers Ticket Purchases

1. Goal Relations with our Community

Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
573000	Reach out to past business to provide new advertising opportunities with SAMU	Create list of past vendors-Create a SAMU Advertisement Package	Vendor list and Advertisement package created. Contact at least 50 vendors	December 31, 2020

2. Goal Stewardship of Resources

Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
501800	Clean up the assessed report that the Cities are paid with by removing assessed students who are no longer students and who never picked up the sticker	Get a report from MacEwan accounts receivable that show all the students who are assessed but never paid their fees. Use that information to look further into the students account to determine if they attended or just enrolled, as many students leave MacEwan without properly closing their account.	Reduce the Bad Debt by 15% or more from previous years norm	June 30, 2021

GOALS:

- Dedicated Advocacy
- Commitment to Sustainability
- Relations with our Community
- Stewardship of Resources
- Integration of the SAMU Building
- Connect to Students
- Enhance Student Experience

Account Number	Account Name	Department	Jul - Sep 2020	Oct - Dec 2020	Jan - Mar 2021	Apr - Jun 2021	TOTAL	Notes
ADVERTISING								
423000	Grad Photo Sales	3 - SAM	-	2,500	-	12,500	15,000	
442000	Table Bookings	3 - SAM	3,000	5,000	2,250	500	10,750	
443000	Posters	3 - SAM	2,000	3,500	4,000	500	10,000	
471000	Handbook	3 - SAM	22,000	-	-	-	22,000	
495000	The griff Advertising	3 - SAM	1,000	2,000	3,000	1,000	7,000	
453000	TV Advertising	3 - SAM	500	1,000	1,500	500	3,500	
446500	Oilers Tickets	3 - SAM	10,000	15,000	15,000	30,000	70,000	
	TOTAL REVENUE		\$ 38,500	\$ 29,000	\$ 25,750	\$ 45,000	\$ 138,250	
504750	Emergency Transit Tickets	3 - SAM	25	25	25	25	100	
561000	Merchant Fees	3 - SAM	500	2,200	500	500	3,700	
561300	Marketing Printing - SAM	3 - SAM	120	120	90		330	
561500	Deposit (over/short)	3 - SAM	10	10	10	10	40	
573000	Student Handbook	3 - SAM	33,000	-	-	-	33,000	
563500	Oilers Ticket Purchases	3 - SAM	10,000	15,000	15,000	30,000	70,000	
501800	Bad Debts (Recovery)	3 - SAM	-	-	-	50,000	50,000	U-Pass write off
	TOTAL EXPENSES		\$ 43,655	\$ 17,355	\$ 15,625	\$ 80,535	\$ 157,170	
	NET INCOME (LOSS)						\$ (18,920)	

Account Number	Account Name	Department	Jul - Sep 2020	Oct - Dec 2020	Jan - Mar 2021	Apr - Jun 2021	TOTAL	Notes
BUILDING OPERATIONS								
422000	Building Fund Revenue	4 - Building Operations	289,145	655,084	51,216	251,733	1,247,178	Building Levy
460000	SAMU Building Tenants	4 - Building Operations	10,047	18,105	22,641	23,744	74,537	Deville, RBC, Chachi's, Opa, Edo and Gallivan Desk
461000	Events Center	4 - Building Operations	-	-	-	-	-	
462000	Exclusivity Deals	4 - Building Operations	-	-	-	5,000	5,000	
463000	Vending Machines	4 - Building Operations	600	600	600	600	2,400	
464000	Recycling	4 - Building Operations	50	50	50	50	200	
465000	Room Rentals Non Student	4 - Building Operations	-	-	-	-	-	
	TOTAL REVENUE		\$ 299,842	\$ 673,839	\$ 74,507	\$ 281,127	\$ 1,329,315	
502200	Loan Repayment	4 - Building Operations	-	684,913	-	684,913	1,369,825	Per agreement
502300	GST on Loan	4 - Building Operations	-	34,246	-	34,246	68,492	Per agreement
590100	MacEwan Ops Agreement	4 - Building Operations	184,487	184,487	184,487	184,487	737,950	Per agreement
590110	Ops Cost GST	4 - Building Operations	9,224	9,224	9,224	9,224	36,897	Per agreement
590120	Property Tax	4 - Building Operations	1,000	1,000	1,000	1,000	4,000	
590130	Security Services Extra	4 - Building Operations	3,000	3,000	3,000	3,000	12,000	After hours security that isn't covered under our Ops Agreement
590140	Janitorial Services	4 - Building Operations	3,000	1,500	1,500	1,500	7,500	
590150	RM General	4 - Building Operations	2,000	2,000	2,000	2,000	8,000	Repairs for FFE / IT and Odd repairs in building
507500	Telephone	4 - Building Operations	2,295	1,695	1,695	1,695	7,380	Cell & Landline & Council Chamber Audio Sync to Conference Calling Equipment.
590160	IT Cable	4 - Building Operations	5,000	900	900	900	7,700	Install and monthly fee
590170	IT IS MacEwan	4 - Building Operations	29,000	-	-	-	29,000	ITS Operating Costs
590180	General Main Supplies	4 - Building Operations	-	-	-	5,000	5,000	
590190	Micro Serve AV Support	4 - Building Operations	1,250	1,250	1,250	1,250	5,000	
590200	Technology Support Other	4 - Building Operations	750	750	750	750	3,000	Mac IT solutions not covered under MacEwan agreement
590220	Building Marketing Materials	4 - Building Operations	750	750	750	750	3,000	Due to building delays carry over of last year
500500	IT Equipment Purchases	4 - Building Operations	5,500	4,000	1,500	1,500	12,500	Incase we hire more staff & Camera option for Council Chamber / Laptop for Groups Assistant/Griff Editor Comp
503100	Printers	4 - Building Operations	1,800	1,800	1,800	1,800	7,200	
590230	Moss Wall	4 - Building Operations	-	-	-	7,500	7,500	
590240	Building Advertising For Events Space	4 - Building Operations	40,000	-	-	-	40,000	Due to building delays carry over of last year
590250	New Plotter	4 - Building Operations	14,000	-	-	-	14,000	Old Plotter didn't go down still using minimal costs
590260	Marketing Storage & Network	4 - Building Operations	1,500	-	-	-	1,500	UP Keep and Review
590270	Digital Marketing Asset Management	4 - Building Operations	1,600	1,600	1,600	1,600	6,400	License Fee for Sign TV's Adjusted for US Currency
590290	Networking License Fees	4 - Building Operations	6,000	-	-	-	6,000	License fees for network equipment
590300	Networking Equipment Backup/Upgrade	4 - Building Operations	15,000	-	-	-	15,000	If a switch or server goes down replacement cost or if we need to add more service to the network
	TOTAL EXPENSES		\$ 327,157	\$ 933,115	\$ 211,457	\$ 943,115	\$ 2,414,844	
	NET INCOME (LOSS)						\$ (1,085,529)	

Department 5 - Events

Fixed Costs

Account
Number

1. Goal		Connect to Students		
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
531100 531500 531250 531350 531800 531450 531550 531900 532510 532530 532590 532100	Create meaningful events that students are interested in attending	Evaluate which events have the best attendance and why	Increased attendance/participation	December 31, 2020 and April 30, 2021

2. Goal		Dedicated Advocacy		
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
531100 531399 531600 531430 532530 532099	Provide programs, services, and events that are inclusive, accessible, relevant and engaging	Ensure staff and volunteers are up to date with industry best practice and education	Attend at least 1 professional development conference or Professional development workshop per year	December 31, 2020 and April 30, 2021

3. Goal		Enhance Student Experience		
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
531500 531250 531350 531430 531800 531900 532510 532530 532100	Offer various events with diverse characteristics	Increase events offered by providing 2+ new events per term	4 + new initiatives per year	December 31, 2020 and April 30, 2021

Department 5 - Events

4. Goal Integration of the SAMU Building				
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
531400 531500 531599 531350 531800 531450 532530 532580 532589	Create a comfortable and inviting environment within the SAMU building	By providing 2 or more initiatives that invite students into our space per term and allow students to interact with the space in different ways	Provide 2 or more new offerings within the SAMU building per term.	December 31, 2020 and April 30, 2021

5. Goal Relations with our Community				
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
531100 531250 531600 531350 531430 531800 531450 532530 532590	Focus on building relationships with and sponsorship packages for specific partners within the community	Implementation of new, detailed sponsorship packages that can appeal to various audiences/stakeholders and diversify levels of involvement	Include 2 or more quantifiable descriptions within each sponsorship package created or 2 or more community partners per event	December 31, 2020 and April 30, 2021

6. Goal Stewardship of Resources				
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
526000 531100 531350 531430 531800 532530 532580 532510 532098	Offer events that utilize existing infrastructure, Relationships and existing audiences to better allocate resources	Design events and select partners to utilize at least one already owned large component per event	Offset at least one large purchased/rented item per event by utilizing existing resources	December 31, 2020 and April 30, 2021

GOALS:	Dedicated Advocacy Commitment to Sustainability Relations with our Community Stewardship of Resources Integration of the SAMU Building Connect to Students Enhance Student Experience
---------------	---

Account Number	Account Name	Department	Jul - Sep 2020	Oct - Dec 2020	Jan - Mar 2021	Apr - Jun 2021	TOTAL	Notes
EVENTS								
400510	Fall Fest	5 - Events	31,000	-	-	-	31,000	Sponsorship, exhibitors, bar sales,
400515	Splash n Bash WEM	5 - Events	-	-	3,500	-	3,500	Ticket sales - sponsorship is an issue with WEM
400525	That's the Tea Series	5 - Events	-	500	500	-	1,000	Sponsorship and partnerships
400535	Onstage Series	5 - Events	-	2,595	2,595	-	5,190	4 tiers of ticket sales, sponsorship levels available for advertising.
400550	New Programming	5 - Events	-	-	3,000	-	3,000	Large music Concerts, karaoke with an Artist, Onstage Deluxe Edition (Increased Artist, Increased Ticket Price), Craft beer tasting, live painting event, etc.
400560	Reading Break	5 - Events	-	-	60,000	-	60,000	Fees to cover all costs
400570	Year end event	5 - Events	-	-	-	1,500	1,500	Bar sales, sponsorship and partnerships
401000	Speaker Events	5 - Events	-	4,550	4,550	-	9,100	3 tiers of ticket sales, sponsorship levels available for advertising.
	TOTAL REVENUE		\$ 31,000	\$ 7,645	\$ 74,145	\$ 1,500	\$ 114,290	
526000	Holiday Event	5 - Events	-	15,000	-	-	15,000	Staff Appreciation event
531100	Fall Fest	5 - Events	55,000	55,000	-	-	110,000	Entertainment, production, rentals, logistics, activities, Free event, all ages, students only.
531400	Food for Thought (Town Hall)	5 - Events	-	-	2,000	-	2,000	Town hall to address student concerns, build connections between council, EC and student population.
531500	Speaker Series	5 - Events	-	40,500	40,500	-	81,000	Speaker fee, production, transport, accommodations, volunteers, rentals, security
531250	Splash n Bash WEM	5- Events	-	-	5,800	-	5,800	WEM Rental, misc., partner with NAITSA/U of A again
531600	Winter Week	5 - Events	-	-	4,200	-	4,200	Movie: Licensing, snacks, Campus amazing race game, life hacks 101 workshop,
531350	Onstage Series	5 - Events	-	11,000	11,000	-	22,000	Living room style house concerts, 1 per semester - ticketed to students and public. Professional Agency artists.
531430	That's The Tea	5 - Events	-	-	5,500	-	5,500	That's The Tea café lounge series 2 per month in winter term. - quizzes, baked goods, tea etc.
531800	New Programming	5 - Events	-	20,000	-	-	20,000	Workshops could be in new programming or in own line TBD

Account Number	Account Name	Department	Jul - Sep 2020	Oct - Dec 2020	Jan - Mar 2021	Apr - Jun 2021	TOTAL	Notes
EVENTS								
531450	Dirty Bingo	5 - Events	-	-	2,000	-	2,000	
531550	New Student Orientation	5 - Events	-	3,000		1,000	4,000	NSO Initiatives (2 semesters)
531900	Reading Break	5 - Events	-	-	58,000	-	58,000	
532510	Awards Night	5 - Events	-	-	-	19,000	19,000	
532530	MacEwan Partnership Events	5 - Events	1,000	-	1,000	1,000	3,000	
532580	Events Equipment	5 - Events	1,875	1,875	1,875	1,875	7,500	Atmosphere seating, mood lighting or décor lighting for the Lookout, Moving Lights, Mobile Bar,
532150	S.E.T. - Spaces	5- Events	2,500	2,500	2,500	2,500	10,000	Items needed for functionality in larger spaces
532590	Marketing Printing - Events	5 - Events	750	750	750	750	3,000	
532100	Year end event	5 - Events	-	-	-	17,500	17,500	Large themed Party & Concert
	TOTAL EXPENSES		\$ 61,125	\$ 149,625	\$ 135,125	\$ 43,625	\$ 389,500	
	NET INCOME (LOSS)						\$ (275,210)	

Department 6 - Services

Fixed Costs

Account Number

542300 Marketing Printing - Services

1. Goal		Connect to students			
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date	
534100	See more attendance at each breakfast club date	Count number of students per breakfast club event, increase number of breakfast club dates	450 students per event, offer breakfast club weekly	April 30, 2021	
535510	Increasing usership of service	Count number of students walked	120 walks by the end of the year	April 30, 2021	
535520	Increasing usership of service	Count number of students supported	220 by the end of the year	April 30, 2021	
535540	Increasing usership of service	Count number of hampers distributed	50 per month	April 30, 2021	

2. Goal		Enhance Student Experience			
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date	
534100	More diversity of product	Include more variety in products and more vegan/vegetarian/gluten free friendly products	Add 2 new vegan friendly products, add two new items altogether	April 30, 2021	
535510	Enhance sense of safety	Expanding routes, increasing patrols	3 patrols per shift, 20 min walk radius	April 30, 2021	
535520	Creating robust resource library	Ensure materials are up to date, diversify range of topics	Check brochures each semester; add one new topic each semester	December 15 2020 April 30 2021	
535540	Provide more diverse food options	Include more variety in products and more vegan/vegetarian friendly products	Add 2 new vegan friendly products, incorporate bread and eggs	April 30, 2021	

GOALS:

- Dedicated Advocacy
- Commitment to Sustainability
- Relations with our Community
- Stewardship of Resources
- Integration of the SAMU Building
- Connect to Students
- Enhance Student Experience

Account Number	Account Name	Department	Jul - Sep 2020	Oct - Dec 2020	Jan - Mar 2021	Apr - Jun 2021	TOTAL	Notes
SERVICES								
406300	Pantry Revenue	6- Services	2,700	2,700	2,700	2,700	10,800	
	TOTAL REVENUE		\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ 10,800	
534100	Breakfast Club - CCC	6- Services	400	19,700	21,700	300	42,100	Fall Semester: 9 cold Breakfasts + 1 hot Breakfast, cleaning supplies & permit Winter Semester: 10 cold breakfasts + 1 hot breakfast, cleaning supplies
535510	Safewalk - CCC	6- Services	2,450	500	2,450	300	5,700	Cost of volunteer clothing, police checks, training and volunteer retention initiatives
535520	Peer Support - CCC	6- Services	15,100	1,700	2,900	500	20,200	Fall Retreat & Risk Training, Police Info Checks, Winter Retreat, Operational Costs
535540	Pantry - CCC	6- Services	3,775	2,900	4,775	2,900	14,350	Cost of food, training & police info checks, permits and licenses, student groups drive
542300	Marketing Printing - Services	6- Services	1,025	700	2,025	-	3,750	From Marketing for year-round Services print materials
	TOTAL EXPENSES		\$ 22,750	\$ 25,500	\$ 33,850	\$ 4,000	\$ 86,100	
	NET INCOME (LOSS)						\$ (75,300)	

Department 8 - Volunteer

Fixed Costs	
Account Number	
535532	Volunteer Events
535534	Volunteer Promotions
535536	Extra Incentives
535537	Volunteer New Programming
535538	Marketing Printing - Volunteer

1. Goal		Connect to students			
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date	
535535	Provide students more opportunity to access SAMU volunteer opportunities	Designated volunteer recruitment events to highlight volunteer with SAMU	1 Event (Fall)	September 30, 2020	
			1 Event (Winter)	January 31, 2021	

2. Goal		Enhance Student Experience			
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date	
535533	Provide dedicate volunteers ways to enhance their resume	Provide non-academic professional development training to volunteers	1 Event (Fall)	September 30, 2020	
			1 Event (Winter)	January 31, 2021	

3. Goal		Stewardship of Resources			
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date	
535531	Revamp VIP program to better suit Volunteer wants, while utilizing already purchased items	Offer older VIP items for discounted points	All VIP items purchased prior to 2019/2020 academic year are gone	April 30, 2021	
535535	Create Volunteer inventory for multiple use throughout the year, rather than purchase new for every event	Equipment purchased, stored & inventoried within the Volunteer department (t-shirts, lanyards, table cloths, etc.)	Number of unique volunteers per event from prior year + 10%	August 15, 2020	

GOALS:	Dedicated Advocacy Commitment to Sustainability Relations with our Community Stewardship of Resources Integration of the SAMU Building Connect to Students Enhance Student Experience
---------------	---

Account Number	Account Name	Department	Jul - Sep 2020	Oct - Dec 2020	Jan - Mar 2021	Apr - Jun 2021	TOTAL	Notes
VOLUNTEER								
			-	-	-	-	-	
	TOTAL REVENUE		\$ -	\$ -	\$ -	\$ -	\$ -	
535531	Volunteer Incentive Program (VIP)	8 - Volunteer	-	-	10,000	-	10,000	VIP Items
535532	Volunteer Events	8 - Volunteer	-	3,250	1,750	-	5,000	Volunteer Holiday and Year End Appreciation Event
535533	Volunteer Training	8 - Volunteer	-	1,750	1,750	-	3,500	Professional Development Training for Volunteers as part of their recognition
535534	Volunteer Promotions	8 - Volunteer	750	-	750	-	1,500	Promotional items/events for recruitment
535535	Volunteer Supplies and Equipment	8 - Volunteer	2,000	-	-	-	2,000	T-shirts, login kiosk, lanyards, etc.
535536	Extra Incentives	8 - Volunteer	250	250	250	-	750	Extra Incentives for large events
535537	Volunteer New Programming	8 - Volunteer	500	-	500	-	1,000	New Volunteer Program Initiatives
535538	Marketing Printing - Volunteer	8 - Volunteer	125	125	125	125	500	Printing Costs
	TOTAL EXPENSES		\$ 3,625	\$ 5,375	\$ 15,125	\$ 125	\$ 24,250	
	NET INCOME (LOSS)						\$ (24,250)	

Department 9 - Student Groups

Fixed Costs
Account Number

1. Goal	Commitment to Sustainability			
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
528400	More digital adds; moving away from print.	Two events/activities	Two events/activities	June 30, 2021

2. Goal	Connect to students			
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
528500	Move to the Lookout to be more front facing to students	Be able to accommodate more SG in each SG Expo	50+ SG at each Expo (Fall and Winter)	January 31, 2021

3. Goal	Enhance Student Experience			
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
528000	Assist all SG's in being able to conduct activities/small functions.	Market the opportunity so more grants are utilized	Marketing push/1 per semester/70% Usage	June 30, 2021
528200	More "All Group" activities. Having SG be more of an all encompassing unit.	Adding more early evening activities	2 additions	April 30, 2021
		Being open later to fit better in students schedules	Extending hours Fall 2020	
528600	Assist SG in Networking outside of their groups and academic groups	Add more mingler's with relevant activities/topics	Larger attendance. Aim for 25+ at each.	April 30, 2021
		Incentivize more individuals to attend		
529200	Integrate a system that recognizes SG efforts in MacEwan and the Community	Look at Year End Report to break down smaller areas of recognition	Compile a system of recognition similar to the VIP Program	April 30, 2021

Department 9 - Student Groups

4. Goal		Stewardship of Resources			
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date	
529600	Changing the overall look of training.	1 day instead of 2	Save 25% of previous year cost	January 31, 2021	
		shorter sessions			
		catering through external partners			
529700	Make forms and processes easier	Utilizing external softwares to assist	Incorporating another system software to assist with processes	April 30, 2021	
529800	Give out relevant and useful items	Research items that SG want/need	Offer two new items per semester	April 30, 2021	
533000	Assist SG with activities and events	Funding available to subsidize costs	80% usage	May 31, 2021	
			2 marketing opportunities per semester		

GOALS:	Dedicated Advocacy Commitment to Sustainability Relations with our Community Stewardship of Resources Integration of the SAMU Building Connect to Students Enhance Student Experience
---------------	---

Account Number	Account Name	Department	Jul - Sep 2019	Oct - Dec 2019	Jan - Mar 2020	Apr - Jun 2020	TOTAL	Notes
STUDENT GROUPS								
		9 - Student Groups	-	-	-	-	-	
	TOTAL REVENUE		\$ -	\$ -	\$ -	\$ -	\$ -	
528000	Student Group Operational Grant	9 - Student Groups	5,000	10,000	10,000	5,000	30,000	Operational Grants
528400	Marketing Printing - SG	9 - Student Groups	3,000	-	-	-	3,000	Brochures, Handbooks, Banner Bugs
528200	New programming	9 - Student Groups		1,000	2,500	-	3,500	Educational/Wellness Workshop
528500	Student groups Expo	9 - Student Groups	2,000		1,000	-	3,000	Student Expo week, Breakfast, TV Rentals, Snacks/Refreshments
528600	Student Groups Mingler	9 - Student Groups	-	500	500	-	1,000	Networking Events
529200	Student Group Appreciation	9 - Student Groups	5,400	-	-	-	5,400	Recognition System
529600	Student Groups Training	9 - Student Groups	8,425	200	925	-	9,550	Training, Food, IT Support, Snacks, Refresher
529700	Student Groups Software	9 - Student Groups	1,000	-	-	-	1,000	Cognito Form Builder
529800	Student Groups Promotions	9 - Student Groups	2,750	-	-	-	2,750	Student Groups Promotional Items
533000	Student Groups Event Grant	9 - Student Groups	11,250	11,250	11,250	11,250	45,000	Event Grants for Student Groups
	TOTAL EXPENSES		\$ 38,825	\$ 22,950	\$ 26,175	\$ 16,250	\$ 104,200	
	NET INCOME (LOSS)						\$ (104,200)	

Department 10 - Programs

Fixed Costs

Account Number

542000 Part-Time Training and Development
545900 Programs Equipment
550100 Student Refugee Program

1. Goal Connect to students

Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
500160	Support the intellectual and creative development of students, and encourage student-led initiatives	Purchasing artwork from MacEwan students	5 pieces purchased	June 30, 2021
545800	Support the intellectual and creative development of students, and encourage student-led initiatives	Exhibits put on at the Gray Gallery	3 exhibits	June 30, 2021

2. Goal Relations with our community

Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
534000	Work with MacEwan on campus-wide events to reach out to larger student population and to strengthen relationship with MacEwan	Total number of MacEwan partnerships Total number of students engaged with	2 events 200 students	April 30, 2021
534000	Work with downtown and Edmonton community to build connections outside of MacEwan	Total number of outside connections partnered with Total number of students engaged with	2 partners 100 students	April 30, 2021
534200	Plan fundraisers and get the MacEwan community involved to raise funds for SAMU Cares	Amount of funds raised with SAMU Cares Fundraiser Amount of funds raised with Grayworks	\$2000 raised \$1000 raised	April 30, 2021

3. Goal Enhance Student Experience

Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
534250	Research new, current, and trending initiatives and campaigns, and provide students with resources and opportunities for personal development	Number of new Community initiatives (resource fairs, workshops) Total numbers of students engaged with new programming Number of blog posts	2 initiatives 100 students 2 posts	April 30, 2021
535500	Plan and implement initiatives and campaigns to enhance student well-being, stress-relief, and mental wellness throughout the school-year	Number of StressLess program initiatives Total number of students reached	6 initiatives 600 students	April 30, 2021
535600	Research new, current, and trending initiatives and campaigns, and provide students with resources and opportunities for personal development	Number of new Wellbeing initiatives (resource fairs, workshops) Total numbers of students engaged with new programming Number of blog posts	2 initiatives 100 students 2 posts	April 30, 2021
542700	Provide students with informative giveaways and materials on various trending topics	Number of themed giveaway initiatives	2 initiatives	April 30, 2021

Department 10 - Programs

4. Goal Commitment to Sustainability				
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
542200	Maximize relevance and participation in programs by working and collaborating with marketing and promotion	Marketing materials - utilizing digital marketing, one all-digital initiative per semester	2 initiatives	April 30, 2021
542400	Start implementing and aiding sustainable practices throughout all of SAMU operations	Create comprehensive SAMU department sustainability audit list	1 all-encompassing list	December 31, 2020
		Test out sustainability audit with a SAMU department to prepare for wider usage	1 department	June 30, 2021
542400	Planning and implementing campaigns and activities relating to sustainability	Number of Sustainability initiatives	2 initiatives	April 30, 2021
		Total number of students engaged with	400 students	
542400	Ensure programming is environmentally sustainable	Number of waste-free initiatives	2 initiatives	April 30, 2021
		Number of initiatives using sustainable materials (Fair Trade, recycled, etc.)	4 initiatives	

GOALS:

Dedicated Advocacy
 Commitment to Sustainability
 Relations with our Community
 Stewardship of Resources
 Integration of the SAMU Building
 Connect to Students
 Enhance Student Experience

Account Number	Account Name	Department	Jul - Sep 2020	Oct - Dec 2020	Jan - Mar 2021	Apr - Jun 2021	TOTAL	Notes
PROGRAMS								
403500	Community Fundraiser	10 - Programs	-	1,000	1,000	-	2,000	
403600	Grayworks	10 - Programs	-	1,000	-	-	1,000	
406100	Student Refugee Program	10 - Programs	35,000	17,500	8,750	8,750	70,000	
	TOTAL REVENUE		\$ 35,000	\$ 19,500	\$ 9,750	\$ 8,750	\$ 73,000	
500160	Artworks	10 - Programs	1,000	-	-	4,000	5,000	Art Collection database annual fee; purchase of artwork; collection maintenance
534000	Partnerships	10 - Programs	-	1,500	1,500	-	3,000	MacEwan partnerships (Pride Week, GAW); new partnerships
534200	Fundraisers	10 - Programs	-	2,500	1,500	-	4,000	SAMU Cares fundraiser(s); Grayworks fundraiser
534250	New Community	10 - Programs	-	1,000	1,000	-	2,000	New community-related programming and initiatives
535500	StressLess	10 - Programs	-	5,000	5,000	-	10,000	StressLess program initiatives
535600	New Wellbeing	10 - Programs	-	1,000	1,000	-	2,000	New wellbeing programming and initiatives
542000	Part-Time Training and Development	10 - Programs	5,000	-	-	500	5,500	Assistant staff training (incl. the griff); year-end lunch - Planned and organized by all SET managers
542200	Marketing Printing - Programs	10 - Programs	-	1,500	1,500	-	3,000	Year-round Programs print materials
542400	Sustainability	10 - Programs	750	750	4,750	750	7,000	Sustainamania Resource Fair, sustainability initiatives (bike repair station upkeep), internal sustainability audit
545800	Gray Gallery	10 - Programs	-	250	500	250	1,000	Student-run exhibits (x4), upkeep and other gallery maintenance
545900	Programs Equipment	10 - Programs	500	-	500	-	1,000	Various equipment to help run and promote Programs
550100	Student Refugee Program	10 - Programs	35,000	17,500	8,750	8,750	70,000	One SRP students: 1/2 Tuition, textbooks, student fees, residency fees, monthly living allowance, WUSC Fees, travel loan
542700	Wellness Bags	10 - Programs	-	6,000	6,000	-	12,000	Themed wellness bags (2 semesters)
	TOTAL EXPENSES		\$ 42,250	\$ 37,000	\$ 32,000	\$ 14,250	\$ 125,500	
	NET INCOME (LOSS)						\$ (52,500)	

Department 12 - Governance

Fixed Costs

Account Number

505150	Executive Position Expenses
507600	Executive Phone Allowance
510100	Executive Course Reimbursement
510200	Executive Salaries
510250	Executive Transition Salaries
510300	Executive ETS Transit/U Pass
510500	Executive Vacation Payout
510550	Executive RSP/TFSA Payout
510600	EI/CPP (Exec's employer portion)
510610	Executive Health & Dental
521000	Students' Council Chair Honorarium

1. Goal Connect to students

Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
501500	Make student representatives and information accessible and transparent	The number of students engaged with during LEC provided activities (50/activity)	50 Students Engaged	June 30, 2021
505200		Page visits to SC meeting minutes/transcriptions on average	30 page visits/month	June 30, 2021
520000		Attendees of EC for a Day of 3 per portfolio	3 Attendees per Portfolio	February 28, 2021
521200	Incentivize student involvement to increase engagement			
521300		How many councilor positions are filled per SC term (July 1-Oct 31)	14 councilors/term	October 31, 2020
521500		How many councilor positions are filled per SC term (Nov 1 - June 30)	14 councilors/term	June 30, 2021
524100		How many University governance committee spots are filled by students-at-large	42 University Committee Spots	September 30, 2020
524500	Effective methods for building awareness and involvement from the student body	How many SAMU committee spots are filled by students-at-large/community members	14 SAMU Committee Spots	December 31, 2020
524600				
524900				
525500	Effective methods for building awareness and involvement from the student body			
525700		Events per campaigns target 180 students over course of event	180 Total Students	June 30, 2021
523000				

2. Goal Commitment to Sustainability

Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
501600	Ensure election practices are fair and accessible	Number of students running in SC elections	21 SC Candidates	October 31, 2020
506000		Number of students running in EC elections	15 EC Candidates	March 31, 2021
522000	Invest in developing SC and students-at-large knowledge and experience			
522250		Attendance at external board training by SC members	10 SC Members Attend	March 31, 2021
522500		Attendance at orientation for university committees	40 Total Students in Committee positions	September 30, 2020
522600	Utilize professionals external to organization for professional advice and council			
522750				
524800		Legal consultation	All risks are mitigated	June 30, 2021
525800				

Department 12 - Governance

3. Goal Dedicated Advocacy				
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
524200 525000	Collaborate with other SU/SA organizations	Attendance of EC members and Advocacy coordinator at associated CAUS conferences	80% Attendance	June 30, 2021
		Attendance of EC members and Advocacy coordinator at associated CASA conferences	80% Attendance	June 30, 2021
		CAUS, CASA, and ESA goals reflect SAMU goals and positions	75% Goals are aligned	June 30, 2021
		SAMU elected to leadership positions within affiliated advocacy organizations	2 Leadership positions held by SAMU	July 31, 2021
525300 525400	Provide students with institutional support for academic and non-academic issues	Increase involvement at SC sponsored events	2 SC Sponsored Events	June 30, 2021
		How many students utilize the Ombudsperson annually	500 Students	June 30, 2021
585000	Provide EC members with external learning opportunities for increased advocacy efforts	Attendance at external professional development ops (1 for VPA/VPOF/VPSEL)	3 External Operations Attended	June 30, 2021
523500	Highlight and promote the upcoming Federal Election to MacEwan Students	Number of students who pledge to vote in the election	5000 Students Pledged	October 31, 2020
		Number of students who use the on-campus advanced polls	1000 Advanced Poll Submissions	October 31, 2020
505100	Relationship building with government officials, civil servants, and related stakeholders	Number of meetings with MPs/MLAs	15 Total Meetings	September 30, 2020

4. Goal Enhance Student Experience				
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
525200 527500	Support student initiatives within the University	How many conference grant applications are received	60 Applications Received	June 30, 2021
		How many social innovation institute grant applications are received	10 Applications Received	June 30, 2021

5. Goal Relations with our Community				
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
508500 525600	Increase availability and access to SAMU representatives to the outside community and develop relationships with external partners	Number of outside community events attended by EC (2 annually @ \$150/ticket)	2 Events Attended	April 30, 2021

GOALS:	Dedicated Advocacy Commitment to Sustainability Relations with our Community Stewardship of Resources Integration of the SAMU Building Connect to Students Enhance Student Experience
---------------	---

Account Number	Account Name	Department	Jul - Sep 2019	Oct - Dec 2019	Jan - Mar 2020	Apr - Jun 2020	TOTAL	Notes
GOVERNANCE & LEADERSHIP								
	TOTAL REVENUE		\$ -	\$ -	\$ -	\$ -	\$ -	
501500	Executive Consulting Fees	12 - Governance & Leadership	500	3,000	1,500	-	5,000	General consultation, start plan consulting, etc.
501600	SAMU Legal Fees	12 - Governance & Leadership	12,500	12,500	12,500	12,500	50,000	Legal expenses of SAMU (contracts, tenant agreements, HR, ex.)
505150	Executive Position Expenses	12 - Governance & Leadership	1,500	1,500	1,500	1,500	6,000	Per policy
505200	SAMU Committee Honorarium	12 - Governance & Leadership	-	840	-	-	840	Per policy
506000	Executive Transition & Succession	12 - Governance & Leadership	-	8,105	-	13,895	22,000	Incoming/outgoing EC + staff at transition, midyear travel EC + staff
507600	Executive Phone Allowance	12 - Governance & Leadership	1,200	900	900	900	3,900	Per policy
508500	Donations and Gifts	12 - Governance & Leadership	500	500	500	500	2,000	EC initiated donations, gifts and student deaths
510100	Executive Course Reimbursement	12 - Governance & Leadership	-	3,000	-	3,000	6,000	Per policy - allows for reimbursement of 2 academic terms
510200	Executive Salaries	12 - Governance & Leadership	53,089	53,089	53,089	53,089	212,354	Per policy - 5 Exec (GRAC approved)
510250	Executive Transition Salaries	12 - Governance & Leadership	-	-	-	11,670	11,670	Per policy - 1 month transition pay per Exec (extrapolated from salary)
510300	Executive ETS Transit/U Pass	12 - Governance & Leadership	900	-	900	900	2,700	Per policy
510500	Executive Vacation Payout	12 - Governance & Leadership	-	-	-	12,000	12,000	Per policy
510550	Executive RSP/TFSA Payout	12 - Governance & Leadership	-	-	-	5,000	5,000	Per policy
510600	EI/CPP (Exec's employer portion)	12 - Governance & Leadership	3,732	3,732	3,732	3,732	14,927	Per policy
510610	Executive Health & Dental	12 - Governance & Leadership	700	-	700	-	1,400	Per policy
520000	Students' Council Rep Honorariums	12 - Governance & Leadership	-	23,040	-	-	23,040	Per policy
521000	Students' Council Chair Honorarium	12 - Governance & Leadership	-	-	-	1,750	1,750	Per policy
521200	EC and SC branding	12 - Governance & Leadership	-	500	-	500	1,000	For both EC & SC branded clothing and nametags
521300	Leadership and Engagement	12 - Governance & Leadership	-	1,900	1,900	1,900	5,700	LEC events for SC members
521500	SC Meeting Meals	12 - Governance & Leadership	1,312	1,312	1,313	1,313	5,250	Meals prior to SC meetings
522000	SC Orientation	12 - Governance & Leadership	-	2,500	-	2,500	5,000	2 x a year (includes facilitators, food, activity)
522250	Councilor Board Development Training	12 - Governance & Leadership	-	-	2,850	-	2,850	One day conference/workshop for board members. March. Could be other opportunity.
522500	Election Cost - SC	12 - Governance & Leadership	-	7,525	-	-	7,525	Reimbursement of SC candidates, cost of polling clerks, and voting promotion
522600	Election Cost - EC		-	-	6,025	-	6,025	Reimbursement of EC candidates, cost of polling clerks, and voting promotion
522750	Election Cost - CRO Honorarium	12 - Governance & Leadership	-	-	1,500	-	1,500	Per policy
524100	University Governance Student Rep Honorarium	12 - Governance & Leadership	-	-	-	2,700	2,700	Honorarium for students-at-large in university governance positions
524200	Ombudsperson (MacEwan/SAMU)	12 - Governance & Leadership	8,750	8,750	8,750	8,750	35,000	Based on matching of funds with MacEwan University. Further allocation of this amount to be determined by SAMU - MacEwan partnership agreement
524500	Executive Projects	12 - Governance & Leadership	750	5,500	5,500	750	12,500	For incoming EC projects and initiatives
524600	Awards for Awards Night	12 - Governance & Leadership	-	-	3,250	-	3,250	Per policy
524800	University Committee Orientation	12 - Governance & Leadership	500	-	-	-	500	VPA orientation training for students on University committees
524900	Executive for a Day	12 - Governance & Leadership	-	-	500	-	500	Annual event that provides students ability to shadow EC for a day in winter semester for marketing & food.
525200	Social Innovation Hub - Student Grants	12 - Governance & Leadership	625	625	625	625	2,500	Grant available for Roundhouse membership fee
527500	Student Conferences & Grants	12 - Governance & Leadership	4,375	4,375	4,375	4,375	17,500	Students-at-large eligible for Student Conference grants
525000	Federal Advocacy Travel	12 - Governance & Leadership	7,750	-	15,500	7,750	31,000	4 CASA conferences for 2 EC, Advocacy coordinator & Indigenous student rep
525300	Provincial Advocacy Travel	12 - Governance & Leadership	5,000	1,500	3,000	8,000	17,500	Average travel for 5 EC at 3 counterparts, 2 advocacy weeks, changeover, and in-person, plus Advocacy coordinator
525400	Exec Travel	12 - Governance & Leadership	4,000	-	-	2,000	6,000	Additional conference travel for non-advocacy portfolios
525500	SC Meeting recording and transcription	12 - Governance & Leadership	500	500	500	500	2,000	Per policy - transcription for SC meetings
525600	EC Event Attendance	12 - Governance & Leadership	375	375	375	375	1,500	Available for EC to attend events
525700	Marketing Printing - Governance	12 - Governance & Leadership	500	500	500	500	2,000	Printing for campaigns, initiatives, election packages, and other printing needs
525800	Peer Support Training	12 - Governance & Leadership	300	-	-	-	300	Peer Support training for VPSL and VPA roles
585000	Advocacy Campaigns	12 - Governance & Leadership	-	-	-	-	-	No Elections this Fiscal Period - included is federal election GOTV efforts and other initiatives
523500	Affiliations and Memberships	12 - Governance & Leadership	19,769	19,769	19,769	19,770	79,077	Advocacy affiliation memberships including CAUS, CASA and ESA
523000	Student Consultation	12 - Governance & Leadership	-	1,500	1,500	-	3,000	Consultation efforts directly with students, including focus groups, forums, etc.
505100	External & Government Relations	12 - Governance & Leadership	3,200	-	-	-	3,200	Relationships with government, civil servants, and stakeholders (EC and Advocacy)
	TOTAL EXPENSES		\$ 132,326	\$ 167,337	\$ 153,052	\$ 182,743	\$ 635,459	
	NET INCOME (LOSS)						\$ (635,459)	

Department 13 - Finance

Fixed Costs

Account
Number

501400	Audit Fee
502000	Direct Deposit Fee
502100	Interest & Bank Charges
500900	Amortization

GOALS:

- Dedicated Advocacy
- Commitment to Sustainability
- Relations with our Community
- Stewardship of Resources
- Integration of the SAMU Building
- Connect to Students
- Enhance Student Experience

Account Number	Account Name	Department	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	TOTAL	Notes
			2020	2020	2021	2021		
FINANCE								
422500	Interest on Investments	13 - Finance	26,115	61,416	46,583	33,072	167,186	Estimated interest earned on CIBC Accounts
	TOTAL REVENUE		\$ 26,115	\$ 61,416	\$ 46,583	\$ 33,072	\$ 167,186	
501400	Audit Fee	13 - Finance	-	-	-	27,000	27,000	Estimate of MNP audit fees
502000	Direct Deposit Fee	13 - Finance	380	450	420	390	1,640	Direct deposit payroll fees
502100	Interest & Bank Charges	13 - Finance	870	1,920	945	1,245	4,980	Credit card annual fees and bank fees
500900	Amortization	13 - Finance	-	-	-	260,000	260,000	Estimated amortization
	TOTAL EXPENSES		\$ 1,250	\$ 2,370	\$ 1,365	\$ 288,635	\$ 293,620	
	NET INCOME (LOSS)						\$ (126,434)	

Department 14 - The griff

Fixed Costs
Account Number

1. Goal		Connect to students			
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date	
592500	Be more visible to students, be more easily accessible through more racks on campus and a better web presence	Purchase and install new racks in SAMU building, as there are currently none	Three new racks, one on each floor	April 30, 2021	
		Revamp both desktop and mobile sites, as our current is not user friendly and we receive regular complaints about it. Licia at The Creative Website has provided a quote	Hire Licia to redo thegriff.ca	April 30, 2021	
		Printing costs for banners, posters, handbills, and anything else that may need updating throughout the year	Have print collateral and advertising available for interested students	April 30, 2021	
597500	Provide incentives for volunteers to write for our publication more frequently	Give rewards to writers who have published stories with us according to our tiered rewards system	Ensure that each volunteer who has published multiple pieces with us is rewarded for their efforts	April 30, 2021	

2. Goal		Relations with our community			
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date	
596000	Continue to provide coverage of downtown Edmonton events and businesses in order to create and sustain good working relationships outside of campus	Provide coverage for a number of off-campus events	Attend and cover at least three off-campus events	January 1, 2021	

Department 14 - The griff

3. Goal Stewardship of Resources				
Account Number	Strategy	Metric Description	Metric Target	Estimated Completion Date
597000	Continue on as a member of the Canadian University Press, as we receive entries into the JHM awards with this fee, as well as discounts on NASH fees, and have access to other publications for advice and help	Renew our membership with CUP	Renew CUP membership	August 31, 2020
592000	Print 7 issues throughout the year	Renew print contract with Burke Group	\$2,300/issue, 7 issues per year	April 1, 2021
594000	Get archives bound for office use, as well as copies for gifts for outgoing staff; show staff appreciation	Bind issues from the year for archives and gifts; provide staff with a chance to do a team building activity	Provide staff and office with archives for the year, have one team building event	May 30, 2021
596000	Continue to provide Google accounts for griff staff in order to complete edits/communicate with one another and volunteers	Provide Google accounts for all griff staff	Ensure that all staff have a Google account	June 30, 2021

GOALS:

- Dedicated Advocacy
- Commitment to Sustainability
- Relations with our Community
- Stewardship of Resources
- Integration of the SAMU Building
- Connect to Students
- Enhance Student Experience

Account Number	Account Name	Department	Jul - Sep 2020	Oct - Dec 2020	Jan - Mar 2021	Apr - Jun 2021	TOTAL	Notes
The griff								
			-	-	-	-	-	
	TOTAL REVENUE		\$ -	\$ -	\$ -	\$ -	\$ -	
592000	the griff Printing	14 - The griff	2,300	4,600	6,900	2,300	16,100	Print contract with Burke Group for 1,500 copies per print run.
592500	the griff Marketing	14 - The griff	6,000	-	-	2,000	8,000	New racks for distribution around the SAMU building, desktop and mobile website redesign.
594000	the griff Staff Appreciation	14 - The griff	-	-	-	2,000	2,000	Year-end team dinner or event to show appreciation for the work put in throughout the academic year & payment for the Griff's annual bind.
596000	the griff Special Event Travel	14 - The griff	50	50	50	50	200	Used for coverage of events off-campus if we are not provided cover, parking, etc.
597000	the griff Memberships	14 - The griff	300	-	-	-	300	Annual membership to CUP provides communication with other campus media, discounts for NASH conference, 20 free entries in JHM awards for students.
597500	the griff Volunteer Incentives	14 - The griff	1,500	-	500	-	2,000	Reward volunteers with exclusive prize based on their number of contributions and the corresponding level in our tiered rewards system.
576000	Google Apps	14 - the griff	225	225	225	225	900	Payment for Google apps for the griff staff.
	TOTAL EXPENSES		\$ 10,375	\$ 4,875	\$ 7,675	\$ 6,575	\$ 29,500	
	NET INCOME (LOSS)						\$ (29,500)	

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: April 15, 2020

Submitted By: Alycia Stewart, Councillor

Submission Title (As it will appear on agenda):

Audit Committee

Motion to appoint Councillor _____ and Councillor _____ to the Audit Committee effective May 1, 2020 for a term ending October 31, 2020

Background Information:

With the recent election of Councillors Ouellette and Stewart to VP roles vacancies have opened up on the Audit Committee.

Implications:

The committee can continue to do it's work with a full membership starting in May. All members could then attend our scheduled May 6 12pm meeting and potentially also attend a meeting with the auditors April 24th at 1pm for information.

Audit Committee

Mandate

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

Roles of Committee

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

- 2.1** matters affecting external, internal, or special audits;
- 2.2** policies and practices related to internal controls; and
- 2.3** compliance with legal, statutory, and regulatory requirements.

Authority

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

Composition

4 The voting members of Audit Committee are three Councilors and two students-at-large.

4.1 If voting positions of the Audit Committee cannot be populated by Councillors, students-at-large will fill the remaining positions.

4.2 Preference will be given to students-at-large with financial experience.

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

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

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

Committee Operations

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

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

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

10 The Committee Chair may call additional meetings as required.

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

Standing Orders

12 Audit Committee reviews Executive spending and work, vacation, and sick hours quarterly.

13 Audit Committee reviews budget variances quarterly.

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

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

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

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

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

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: April 15, 2020

Submitted By: Andrea Turner, VP Operations & Finance

Submission Title (As it will appear on agenda):

Bylaws & Policy Committee

Motion to appoint Councillor _____ to the Bylaws & Policy Committee effective May 1, 2020 for a term ending October 31, 2020

Background Information:

With the recent election of Councillor Bouwer to the VP External role a vacancy has opened up on the Bylaws & Policy Committee.

Implications:

The committee can continue to do it's work with a full membership.

Bylaws and Policy Committee

Mandate

1 Bylaws and Policy Committee ensures the relevance and consistency of SAMU Bylaws and Policy.

Roles of Committee

2 Bylaws and Policy Committee ensures the proper and timely review of SAMU Bylaws and Policy.

2.1 Bylaws and Policy Committee utilizes the policy review regulations set in *Policies*

3 Bylaws and Policy Committee may create or recommend amendments to a particular bylaw or policy.

4 Bylaws and Policy Committee ensures the alignment of Policy with the SAMU Bylaws, Vision, and Mission.

5 Bylaws and Policy Committee consults with SAMU staff in the course of its deliberations where the creation and revision of policies affects department operations.

Composition

6 The voting members of Bylaws and Policy Committee are one Executive, two Councilors, and two students-at-large.

7 The resource officials of Bylaws and Policy Committee are the Governance Advisor and the Chair of Students' Council.

7.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

8 Regular quarterly meetings of the Bylaws and Policy Committee are held once per fiscal quarter, on dates determined at the first meeting following the initial appointment of Councillors to committees.

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

9 The Committee Chair may call additional committee meetings as required.

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: April 15, 2020

Submitted By: Andrea Turner, VP Operations & Finance

Submission Title (As it will appear on agenda):

Health & Dental Sub-Committee

Motion to appoint Councillor _____ to the Health & Dental Sub-Committee effective May 1, 2020 for a term ending October 31, 2020

Background Information:

With the recent election of Councillor Ouellette to the VP Operations and Finance role a vacancy has opened up on the Health & Dental Sub-Committee.

Implications:

The committee can continue to do it's work with a full membership.

Health and Dental Sub-committee

Mandate

1 Health and Dental Sub-committee monitors and evaluates the Health and Dental Program administered by SAMU, provides a forum for Health and Dental contract renewals, and advises Executive Committee regarding decisions related to the Health and Dental Program.

Roles of Committee

2 Health and Dental Sub-committee reviews the Health and Dental program and its financial matters, including the cost of the program and fees charged to students.

3 Health and Dental Sub-committee oversees the “Request For Proposal” process for a new Health and Dental broker or provider.

4 Health and Dental Sub-committee reviews the contract and facilitates the negotiation process with the current Health and Dental broker and provider.

5 Health and Dental Sub-committee monitors, evaluates and makes recommendations to Executive Committee on policies and strategic matters related to the management of the Health and Dental program.

Composition

6 The voting members of Health and Dental Sub-committee are two Executives, one Councillor, and two students-at-large currently enrolled in the SAMU Health and Dental Plan.

7 The resource officials of Health and Dental Sub-committee are the General Manager, one full-time staff member of the finance department, and one full-time staff member who is involved in implementation or support of the Health and Dental Program.

7.1 Any Executive is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

8 Meetings of Health and Dental Sub-committee are held at least once every three months

9 The Committee Chair may call additional meetings as required.

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: April 15, 2020

Submitted By: Andrea Turner, VP Operations & Finance

Submission Title (As it will appear on agenda):

Roles and Responsibilities of Elected Representatives policy

Motion to approve the Roles and Responsibilities of Elected Representatives policy on the recommendation of the Bylaws and Policy Committee

Background Information:

The Bylaws and Policy Committee (BPC) has completed the review of the Roles and Responsibilities of Elected Representatives policy. Based on feedback provided by council as well as the two student members of BPC amendments were made to better clarify the expectations around attendance by members of Students' Council and then provide a method of reinstatement for anyone who is automatically removed from council.

Implications:

All members of council will have better understanding of attendance requirements.



Roles and Responsibilities of Elected Representatives

Rationale

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

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

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

Definitions

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

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

Expectations

Roles and Responsibilities of Members of Students' Council

- 1 Members of Students' Council adhere to the SAMU Bylaws and Policies.
- 2 Members of Students' Council take and adhere to the Students' Council Oath, referenced in Appendix A of this policy.
- 3 Members of Students' Council consult and represent the student body.
- 4 Members of Students' Council participate in Town Hall meetings, Students' Council meetings, committees, and related SAMU business.
- 5 Members of Students' Council review all material included in agenda packages and provide applicable feedback prior to meetings.
- 6 Members of Students' Council participate in mandatory training sessions.

6.1 A member of Students' Council must attend at least 80% of a mandatory training session in order to be counted present.

Deleted: Councilor Days,



Policy

6.2 In the event that a member of Students' Council fails to attend a mandatory training session that member will be automatically removed from office.

6.2.1 A member of Students' Council who is absent from a mandatory training session because they are attending to official SAMU business is excluded from this requirement.

7 Members of Students' Council participate in Town Hall meetings.

7.1 A member of Students' Council must attend at least 80% of a regularly scheduled Town Hall meeting in order to be counted as present for that meeting.

7.1.1 A member of Students' Council who is absent from a Town Hall because they are attending to official SAMU business is excluded from this requirement.

7.2 In the event that a member of Students' Council fails to attend a regularly scheduled Town Hall meeting that member will be automatically removed from office.

8 Members of Students' Council participate in Students' Council meetings.

8.1 A member of Students' Council must attend at least 80% of a regularly scheduled Students' Council meeting in order to be counted as present for the meeting.

8.1.1 A member of Students' Council who is absent from a Students' Council meeting because they are attending to official SAMU business is excluded from this requirement.

8.2 In the event that a member of Students' Council fails to be present for at least 80% of the regularly scheduled Students' Council meetings that member will be automatically removed from office.

9 Members of Students' Council participate in additional tasks as assigned by Students' Council.

10 In the event a member of Students' Council is automatically removed from office they may apply to Students' Council for reinstatement.

10.1 A written application for reinstatement must be submitted to the Appointment Advisory Committee through the Governance Office within 7 business days of their removal from Students' Council to be considered.

10.2 An application for reinstatement must include all pertinent information, including opportunities to make up for lost engagement, that will help Students' Council render a decision.

10.3 Students' Council will consider an application for reinstatement at their next regularly scheduled Students' Council meeting and will decide by formal motion. This motion requires at least 2/3 voting in favour to pass.

Deleted: attend

Deleted: and Students' Council meetings

Deleted: or a Students' Council meeting

Deleted: is absent for more than 20% of regularly scheduled Town Hall meetings and Students' Council meetings

Deleted: of Students' Council



10.4 Applicants for reinstatement must attend the Students' Council meeting where their application is being considered.

Roles and Responsibilities of Members of Executive Committee

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

12 Members of Executive Committee maintain regular office hours.

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

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

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

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

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

Roles and Responsibilities of the President

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

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

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

Roles and Responsibilities of the Vice President Academic

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

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



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

Roles and Responsibilities of the Vice President External

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

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

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

Roles and Responsibilities of the Vice President Operations and Finance

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

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

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

Roles and Responsibilities of the Vice President Student Life

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

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

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

Deleted: clubs



Policy

Appendix A

Students' Council Oath

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



Fact Sheet

Approvals:

First Approval – February 19, 2014
Last Approval – February 20, 2019

Review Date: February 20, 2020

Source and Updates:

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

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

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

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

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

February 20, 2019: *Roles and Responsibilities of Elected Representatives* approved by Students' Council motion 2019-02-20-7.5 on the recommendation of the Bylaws and Policy Committee. Individual executive role descriptions standardized.