

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
May 20, 2020 at 6:00pm via Video Conference**

Voting Members:

Ruan Bouwer, Vice President External
Rachelle Drummond, Councillor
Myles Dykes, Councillor
Cassey Fallis, Councillor
Blake Forbes, Councillor
Ahsan Hassan, Councillor
Hale Johnston, Councillor
Kiran Mirza, Councillor
Spencer Newton, Councillor
Stephanie Ouellette, Vice President Operations
and Finance
Aubrianna Snow, Vice President Student Life
Alycia Stewart, Vice President Academic

Alem Tesfay, Councillor
Elaine Tran, Councillor
Raymarck Unera, Councillor
Sean Waddingham, President
Matthew Yanish, Councillor
vacant, Councillor
vacant, Councillor

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

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 Amiskwacy Waskahikan or Beaver Hill House in Nehiyawewin (Cree). This is the traditional home of the Nehiyaw (Cree) and Michif (Métis), and meeting place for many Indigenous peoples including the Nakawe (Saulteaux), Siksika (Blackfoot), Nakota Sioux (Stoney) and other nations.

2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR MAY 20, 2020

2.2 MOTION

TO APPROVE THE MINUTES OF APRIL 15, 2020

3. Presentations

3.1.

4. For Information

4.1. Reports

4.1.1. President

4.1.2. Vice President Academic

4.1.3. Vice President External

4.1.4. Vice President Operations & Finance

4.1.5. Vice President Student Life

4.1.6. Q3 Financials

4.1.7. Board of Governors Student Representative

4.2. Executive Committee Minutes

Minutes of April 1, 8, 15, 22, and May 1, 2020 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

Topics include:

6. In Camera Period

MOTION TO GO IN CAMERA

VPSL/

6.1 Chief Returning Officer

6.2 Councillor Reinstatement Submissions

MOTION TO GO OUT OF CAMERA

7. Motions & Business Orders of the Day

7.1. Councillor reinstatement

***MOTION TO REINSTATE COLIN CAMPBELL AS A COUNCILLOR FOR A TERM ENDING
OCTOBER 31, 2020***

VPSL/

Favour:

Oppose:

7.2. Councillor Reinstatement

MOTION TO REINSTATE KENT STRAYER AS A COUNCILLOR FOR A TERM ENDING OCTOBER 31, 2020

VPSL/

Favour:

Oppose:

7.3. Chief Returning Officer appointment

MOTION TO APPOINT _____ AS SAMU'S CHIEF RETURNING OFFICER FOR A TERM ENDING APRIL 30, 2020

VPSL/

Favour:

Oppose:

7.4. Committees policy

MOTION TO APPROVED THE COMMITTEES POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

VPO/

Favour:

Oppose:

7.5. Students' Council Meetings policy

MOTION TO APPROVE THE STUDENTS' COUNCIL MEETINGS POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

VPO/

Favour:

Oppose:

7.6. Bylaws and Policy Committee

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

VPO/

Favour:

Oppose:

7.7.

8. Consultation

8.1

9. Evaluation

9.1.

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: June 17, 2020

Meeting adjourned at

**Minutes 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
Stephanie Ouellette, Councillor
Aubrianna Snow, Vice President Student Life

Alycia Stewart, Councillor
Kent Strayer, Councillor
Alem Tesfay, Councillor
Andrea Turner, Vice President Operations & Finance
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 6:00pm.

<Intros>

1. Treaty 6 Land Recognition

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2. Approvals

2.1 MOTION TO APPROVE THE AGENDA FOR APRIL 15, 2020

VPSL/DRUMMOND

CARRIED

2.2 MOTION TO APPROVE THE MINUTES OF MARCH 18, 2020

STRAYER/BOUWER

CARRIED

2.3 MOTION TO APPROVE THE MINUTES OF APRIL 1, 2020

STRAYER/VPSL

Edit: Johnston not in attendance April 1, 2020.

CARRIED

3. Presentations

3.1. 2020/2021 SAMU Budget

4. For Information

4.1. Reports

4.1.1. Vice President Academic

As presented.

4.1.2. Vice President External

Transition update. Convocation update. CAUS update. Phone call with Minister of Advanced Education.

4.1.3. Vice President Operations & Finance

BPC update. BOG meeting. U-Pass. Fees.

4.1.4. Vice President Student Life

CRO update.

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

Topics include: Wifi at MacEwan; convocation; building construction for tenants; exchange students with regard to COVID-19; elections; Audit Committee report – variances; SAMU direction if classes are all online.

6. In Camera Period

6.1 Students' Council – Councillor Appointments

MOTION TO GO IN CAMERA

VPSL/DYKES

CARRIED

MOTION TO GO OUT OF CAMERA

VPSL/OUELLETTE

CARRIED

7. Motions & Business Orders of the Day

7.1. Councillor Vacancies

MOTION TO APPOINT RAYMARCK UNERA, CASSEY FALLIS, AND ELAINE TRAN TO STUDENTS' COUNCIL EFFECTIVE MAY 1, 2020 FOR A TERM ENDING OCTOBER 31, 2020

VPSL/BOUWER

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

CARRIED

7.2. 2020/2021 SAMU Budget

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

VPO/OUELLETTE

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

CARRIED

7.3. Audit Committee – Councillor Appointments

NOMINEES: FALLIS, TEFAY

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

STEWART/VPA

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

CARRIED

7.4. Bylaws & Policy Committee – Councillor Appointment

Nominees: Unera, Campbell

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

VPO/OUELLETTE

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

CARRIED

7.5. Health and Dental Sub-Committee – Councillor Appointment

Nominees: Tran

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

VPO/VPE

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

CARRIED

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/BOUWER

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

CARRIED

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

VPE

CARRIED

Next Meeting Date: May 20, 2020

Meeting adjourned at: 8:15pm.

Students' Council Report

President

May 20, 2020

Greetings councilors,

Below is my report on my work as President between May 1st and May 14th, 2020.

Projects & Initiatives

EC Transition

Since we have two continuing members of EC this year, me and the VP Student Life, there has been a fair amount of time dedicated to assisting our new EC members. This, I think, is a great advantage we have over last year, since returning EC can provide expedient help for new EC. Returning EC also hold some level of institutional knowledge, and though it is usually not quite as much as our staff's, it is more specialized to the EC role which means we can be a great resource to the newcomer EC members.

COVID Response

Our EC team continues to communicate with MacEwan central administration about a variety of things, one of which includes MacEwan's response to COVID. It is a challenge that changes daily, and as a moving target it is hard to predict how universities, including MacEwan, will respond. Thankfully we now know that decisions about what Fall Semester will look like are to be made and announced at the end of May. A component of our COVID response that I am particularly pleased about is that SAMU and MacEwan dropped some of their largest fees, the Sports & Recreation fee and UPass fee, for spring and likely for summer too.

SAMU Webinar Series

I took part in the ongoing SAMU Webinar Series, helping to host one of the CDEL-partnered webinars that we broadcasted. I thought the topic was quite pertinent and it went very well. I must credit our guests from CDEL and our SAMU staff in marketing for putting it together since I played a minimal role, but I enjoyed it!

Committees

Distinguished Teaching Award Committee

I spent a long while reviewing a large number of dossiers from nominees for MacEwan's Distinguished Teaching Award. This meeting was originally planned for March but it was pushed back to May 4th. The committee decided on 4 award recipients who should be announced soon.

Procedure Sub-Committee

I attended PSC as a guest in order to see through some work that I was doing on PSC as a voting member when I was VPA. The compensation for students on university committees came up as a major topic, and the office etiquette procedure was approved, among other work.

Alumni Advisory

I had an introductory call with Michelle Stevenson about what the Alumni Advisory Council does and what I can expect when I attend their upcoming meetings.

PRES Report to Students' Council

Submitted May 14th, 2020

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Research Ethics Board

I attended one of the last REB meetings of the year (it could be the last depending on upcoming agenda items). There was a full board review, and the meeting was interesting for that reason. As per the motion passed in EC on Wednesday, May 13th, I stay on REB and AREB until September 1st – because of the way that member terms work on those committees, it is easier that way.

Other Business

Meeting with MacEwan Executive Council

The Executive Council and I met to discuss our new EC members' priorities, the university's COVID response, university budget concerns, MacEwan executive council's priorities, the consultation framework with SAMU, and opportunities for joint gov't advocacy between MacEwan and SAMU. These meetings are quarterly and so should occur three more times in our term.

Board of Governors Training

I have been booked for several hours of BoG training over the course of May, in advance of the BoG meeting at the end of May and BoG committee meetings which are in the week before that. Some of this training I've already attended so far. This includes an introductory call with the BoG Chair, an orientation to the computer program used to view BoG materials, and many informative sessions on BoG background information, mostly revolving around MacEwan executive council.

Council of Alberta University Students (CAUS) – Changeover

On Friday, Saturday, Sunday, and Monday (May 8th-11th), our VP External Ruan Bouwer and I took part in the CAUS Changeover. I found the information extremely valuable and very relevant to our externally-facing roles and the year we expect ahead. During changeover, a new Chair of CAUS was elected, Rowan Ley, the UASU VP External. I look forward to working with him and all of CAUS and really enjoyed meeting everyone, since they all seem like quite capable and astute advocates that we should be proud to be partnered with. SAMU made many contributions during CAUS changeover, and the first CAUS meeting that occurred during changeover, about our shared advocacy strategy and our vision for the year ahead.

Meeting with UASU VP External

Prior to our meeting with the Minister of Advanced Education, VP External Ruan Bouwer and I met with the VP External of UASU to finalize details and give SAMU's input on CAUS' strategic approach to the meeting. This was quite useful and I appreciate the UASU VP External making time for us.

Meeting with Advanced Education Minister Demetrios Nicolaidis

The VP External and I had a lengthy meeting with Minister Demetrios Nicolaidis on Wednesday, May 13th, along with many other student leaders from across the province. Topics included performance based funding & institutional management agreements, COVID-19 impacts on post-secondary and Alberta's relaunch strategy, and "Alberta 2030: Transforming Post-Secondary Education."

GM Hiring

I devoted many hours to meeting with our hiring committee, which includes EC and staff, to orient them on next steps. We also have started conducting interviews with shortlisted candidates, with the whole hiring committee joining in on those.

UPass Meeting

I attended the meeting with the City of Edmonton about upcoming changes to ETS and changes to the UPass contract.

Edmonton Student Alliance Changeover

I was elected as Chair of ESA before my term officially started, so I was transitioned into the role officially on May 14th by former ESA chair and former SAMU VP External, Cole Baker. Cole shared a lot of good information that will be crucial to chairing ESA this year.

Closing Remarks

I am so excited for this term! There are a lot of reasons for this. I am thrilled to be working with our new EC team, though I do miss the old EC team dearly. However, I am confident in the abilities of our new team and the cohesion of the new SAMU EC. Despite social distancing requirements closing down the SAMU offices for now, we've been able to communicate frequently and I have the sense that we are unified in our approach to our work, and are comfortable asking each other for input and assistance, as it should be.

The last two weeks have been an absolute whirlwind. It's hard to believe that I've already met everyone in CAUS, had two meetings with the minister (one before my term officially started), met with MacEwan executive council, been appointed to the Board of Governors, been interviewed by Global, and everything else that's happened within the last 14 days or so. I imagine things will stay quite busy though and I look forward to what this new portfolio brings my way in the coming days. So far, it has been thoroughly interesting and engaging and I imagine that will continue to be the trend.

As always, feel free to reach out with any questions or comments on my report! Although our offices are closed, I welcome emails or calls.

Regards,

Sean Waddingham, SAMU President 2020/21

Students' Council Report

Vice President Academic
May 20th, 2020

Hi everyone,

My first few weeks have been very busy but also lots of fun. Please find my report below detailing events that occurred between May 1st and May 14th.

Dedicated Advocacy

Committee Appointments

During our transition week, we made our Executive committee appointments redistributing all the committees we sit on or will chair for both MacEwan and SAMU.

MacEwan Committee Recruitment

We have the link available on our website for students to apply to sit on MacEwan committees that will start up again in the fall and we have already received a few responses so please keep them coming and share the opportunity with others who might be interested. We are also still looking for another student to sit on the e-Learning Committee Learning Management System (LMS) working group during the summer, please email me if you are interested.

Faculty of Arts and Science(FAS) Council Committee Voting

I got the opportunity to vote for faculty who put their names forward to sit on various FAS Council standing committees as well as General Faculties Council and other review committees for 2020/21.

General Faculties Council Executive Committee (GFC EC) Meeting

I attended my first GFC EC meeting where we reviewed information on various faculty admission changes, got some information on the Investment Management Agreement situation, the Public Relations Program and on the process of getting a Chancellor for the university. Additionally, we approved the Human Rights and Accommodation policy that had been worked on extensively by Irfan Chaudry among others. We also granted a posthumous degree in the Faculty of Nursing, decided on the rescission of the International Education Agreements due to the contents being covered in other areas already and the change to the Social Work admissions criteria to temporarily cut down the required number of volunteer hours due to Covid-19.

Commitment to sustainability

Transition

We spent many hours together in our virtual transition week, having informative and collaborative sessions on goal setting, chairing, project planning and other SAMU and MacEwan information to help us in our new roles.

Relations with our Community

MacEwan Executive Committee and SAMU Meeting

We all got to meet with our counterparts where we made introductions and reviewed our priorities with them. We also got some updates from their side of things and I am optimistic for our relationship with them moving forward.

General Faculties Council Briefing

I met with our President Sean to go over the agenda for GFC EC and got the chance to meet with Bronwyn Snefjella the governance officer.

Stewardship of Resources

Procedure Sub-Committee

We finished reviewing the Office Etiquette procedure and recommended it to EC for approval. We are still working on other procedures such as the University Governance Representation procedure and the Elections procedure.

Animal Research Ethics Board (AREB) meeting

I sat in on the AREB meeting as a guest to observe their processes and updates they had on various research projects and managing their labs.

Integration of the SAMU Building

I unfortunately don't have much to report here as the building is closed due to Covid-19 but I was able to update my work phone information and got to stop by the office to sign something.

Connect to Students

Appeals

This seems to be peak season for appeals and students seeking supports for academic integrity issues seemed to have increased so Evan (more substantially) and myself have been busy responding to students and offering support.

Enhance Student Experience

Undergraduate Student Research Institute (USRI) Meeting

In preparation for this meeting I had to adjudicate a significant number of USRI grant applications, there were an increase in applications this year and many interesting ideas projects were proposed that I would love to see funded. In our meeting, we discussed some merits and potential areas of consideration for the department to consider when choosing who gets funding, depending on their budget. Some comments were around feasibility of the project due to covid, clarity of projects, and suggestions for future application requirements and adjudication information.

Restorative Conference info meeting

I had the pleasure of meeting with Dr. Paul Sopcak and being able to discuss how restorative conferences work and what my role would be when participating in them.

Closing Remarks

It took some time to get things organized and set up with a new computer, email, etc. and I'm sure there will be more things I find that I will need to continue to update. Getting the chance to support students and getting thrown into meetings as we got settled has been very exciting for me though. As always please don't hesitate to contact me if you ever have any questions, concerns or just need to talk. I hope you all are doing well and staying safe by continuing to physically distance while staying socially connected!

Thank you,

Alycia Stewart
Vice President Academic
Students' Association of MacEwan University

Students' Council Report

Vice President External

May 20th, 2020

Hello Councillors,

As this is my first report since formally becoming VP External on May 1, I have both very much and very little to report! I will include some activities that occurred during my transition period, particularly those that I believe to be relevant to SAMU's various levels of advocacy. A lot of my first week in this position was spent familiarizing myself with the information and resources that I will be using most frequently over the coming months, and my weekend and early second week were mostly dedicated to CAUS-related activities.

For those who are not familiar with some of the advocacy-related acronyms:

- CASA is the Canadian Alliance of Student Associations, our federal advocacy umbrella organization with 23 total members.
- CAUS is the Council of Alberta University Students, our provincial advocacy umbrella organization with 5 total members.
- ESA is the Edmonton Student Alliance, our municipal advocacy umbrella organization with 8 total members.

Federal Advocacy

CASA E-Plenary (March 31)

Early in my transition, I sat in on the digital plenary meeting of all the CASA member institutions. It was an informative experience where I got the opportunity to see our previous VP External advocating on behalf of MacEwan students at the federal level.

CASA Foundations 2020 (May 26-28)

Last week I registered for the CASA Foundations conference, the first meeting (held digitally) of a freshly elected CASA membership. This will be when board and committee elections will take place, and when the overall direction for CASA in 2020/2021 will be set.

Provincial Advocacy

CAUS Advocacy Week (Late March-Early April)

I had the wonderful opportunity to sit in on various provincial advocacy meetings as a part of CAUS Advocacy Week, including meetings with MLA Chris Nielsen, Minister of

Indigenous Relations Rick Wilson, and Minister of Advanced Education Demetrios Nicolaides.

First meeting with the Minister (April 22)

Our previous VP External was able to arrange a meeting between myself, our then-incoming President Sean Waddingham, and the Minister of Advanced Education. This meeting was mostly for personal introductions and a discussion of SAMU's overarching priorities.

CAUS Changeover (May 8-11)

Over the past weekend, I attended CAUS changeover along with the President, where we were introduced to the core components of our past provincial advocacy. On the last day of changeover, elections were held for the positions of Chair and Vice-Chair, which went to Rowan Ley (VP External from UASU) and Marley Gillies (VP External from UCSU) respectively. The new CAUS membership (with only one returning delegate from the previous year) discussed some of our priorities, particularly with respect to the rollout of performance-based funding (PBF).

Student representatives' meeting with the Minister (May 13)

After a productive goal-setting meeting with the President and the newly-elected CAUS Chair on the previous day, I attended a CAUS meeting with the Minister of Advanced Education (also attended by the Alberta Students' Executive Council and the Alberta Graduate Provincial Advocacy Council). This meeting was focused primarily on the government's relaunch strategy regarding the COVID-19 situation and the rollout of the performance-based funding model for post-secondary education.

Municipal Advocacy

ESA Transition Meeting (April 24)

I attended the ESA's changeover meeting with the previous VP External and the current President, which was focused mainly on introductions, opportunities for municipal advocacy, and the election of the new Chair. I am pleased to announce that our President was elected as the new Chair of the ESA, after I wisely nominated him.

UPass Meeting (May 13)

Along with the President and our VP Operations and Finance, I attended an information-sharing session surrounding our UPass agreement with the City of Edmonton. This meeting focused primarily on the upcoming rollout of the SmartFare system and surrounding negotiations.

University Relations

Meeting with VP University Relations (April 9)

The previous VP External had introduced me to MacEwan's VP University Relations Myrna Khan during transition, but I had another chance to speak to Myrna and Nadia

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last month. We agreed to have one-on-one meetings on a monthly basis, and our current priority is working on a comprehensive consultation framework between MacEwan and SAMU.

Meeting with MacEwan administration (May 7)

Our executive committee met with several members of the University's executive committee, formally introducing ourselves and discussing some of the issues facing MacEwan (primarily COVID-19 and the provincial budget cuts), as well as opportunities for information-sharing and joint advocacy.

Committees

At our first EC meeting on May 1, I was appointed as chair of the Leadership and Review Committee and I was appointed to sit as a member on the Travel Advisory Committee and the Student Technology Fee Committee.

Closing Remarks

Despite our current, less-than-ideal circumstances, I am incredibly excited for all of the work that I will be able to do in the coming year on behalf of students. Both ESA and CAUS have elected very promising leadership for this year, and I am eagerly looking forward to CASA Foundations 2020. I am more than happy to discuss the non-confidential details of any of the events included in this report, so feel free to reach out to me if you have any questions, concerns, or exceptionally hot takes.

Best wishes,

Ruan Bouwer, Vice President External
Students' Association of MacEwan University
savpexternal@macewan.ca

Students' Council Report

Vice President Operations and Finance May 20, 2020

Update from former Vice President Operations & Finance: Andrea Turner

Projects & Initiatives:

SAMU Building

Our SAMU Operations Committee first meeting since before pandemic, with the incoming SAMU President and VP Operations & Finance. Updates have been that soon as the main floor completes, the patio and landscaping will be worked on, and the fun part of keeping up on bills for our utilities including Security patrolling our premises. This committee is still in it's infancy, and yet we are 5 years ahead in ensuring it's creation, that we have commenced with the Major Maintenance Expenditures account building up overtime, and that we are finding unique ways to streamline to both the committee and even to the government. This way we are accounting for the depreciation/amortizations on items that fall within the realm of major expendirutres.

Committees:

Bylaws and Policy Committee

Coming forward to the next SC meeting is motion to approve amendments to the sub-committee section of the Committees policy, and Students' Council Meetings.

U-Pass Advisory Council

After much discussion with the City of Edmonton as to the functionality of the Associations and their role in U-Pass and how each of it functions in managing agreements and referendums on the U-Pass, the City has provided a Letter of Intent for SAMU, NorQuest, NaitSA and UASU to sign off that the contract we have that expires in 2021 remans the same, save for the COVID issue. Meaning that while we are in online, off-campus, and practicing social distancing, that students are not assessed nor paying for the U-Pass until further notice.

Other Business:

Leaders International

Though I am out of office as of May 1st, for continuity on this panel I will still be on.

SC Refresher

Attended last SC Refresher for my term.

Updates from current/new Vice President of Operations and Finance (Stephanie Ouellette):

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SAMU Building

Nothing to add to Andrea's notes.

SAMU joint Steering Committee and Risk Committee

This group will soon be dissolved due to the building reaching completion. There have not been any meetings, but I have received a project status report. The big concern at the moment is the risk that the project schedule will not be met resulting in an impact to the budget, scope and activities associated with the critical path. The project team is meeting to review and evaluate the risk. Graham has weekly meetings with consultants to track the project schedule, and the day-to-day activities are being monitored in order to control this risk. The only other risk is the potential to go over budget, but the overall project budget is secure and control measures have already been set to mitigate this risk.

Committees:

U-Pass Advisory Council

I attended a meeting with Macewan, SAMU and City of Edmonton representatives to discuss the new proposal.

Other Business:

SC Refresher

I attended my second SC refresher.

EC Training and Retreat

Due to Covid-19, we were unable to go to Banff as planned, but we had three days of video conferencing fun. We went through EC training, introductory icebreakers, and I got to know my fellow EC members better. I have completed my transition training with Andrea and I am working to get myself informed on current issues and events. I have attended various information sessions such as the finance department and Human Resources as a part of training.

Introductions

I have sent out introductory emails to everyone that I will be working with, including the MacEwan directors and SAMU staff. I also attended an introductory meeting with my fellow VP Ops from other institutions.

Programs and services

I attended a meeting with the Pantry, International students, Refugee program and residence. They will all be working together to create 2-week welcome food baskets for the students who need to self-isolate once they arrive to Edmonton. It is highly encouraged that they stay at residence during that period of time and there will be a whole floor dedicated to those who need to self-isolate. These programs and services will be working together to personalize these baskets with a couple of items from the individual's home country in order to make them feel welcomed and at home. Most of SAMU's programs and services are still being run, with modified processes due to Covid-19.

A generic quarantine plan and letter will be written out for our incoming students as well, since they now need that to enter the country.

Fees

The U-Pass fees and the health and wellness fees will continue to be waived until further notice and until the buildings are back open.

Monthly Staff meeting

I attended the April Staff meeting. Introductions were made and April/March birthdays were recognized.

Student concerns

I have been responding to many students with concerns regarding their Spring/Summer Fees. It has been going well thus far with no issues.

Document Approvals

I have reviewed and approved payments for staff and student health and dental, as well as building and operational payments as per my role and responsibilities.

Closing Remarks:

Thank you to all those who supported me in the EC elections. Congratulations to all those elected to EC and BOG. I would also like to thank all those who ran for these positions. Thank you for wanting to be active students advocating for the students' voices and I hope you continue to do so in other matters.

Stay healthy!

Stephanie Ouellette (she/her)

Students' Council Report

Vice President Student Life May 20th, 2020

Good day, Councilors!

I hope you're all out enjoying the nice weather while maintaining physical distance. Please find below my report detailing events that occurred between April 7th and May 14th, 2020.

Dedicated Advocacy

Sexual Violence Prevention & Education Committee (SVPEC)

MacEwan's Sexual Violence Prevention and Education committee had its final meeting of the academic year on May 6th. Topics of discussion included OSVPER's operational plan, the dissolution of USOLVE, and the furloughing of the sexual violence response coordinator due to COVID-19. I raised concern with this final point, as I believe that MacEwan has a duty to provide campus-based sexual response services to those who need them. They are hoping to bring Meagan back to work as soon as possible.

Courage to Act Community of Practice Meeting

I met with the Courage to Act community of practice that I'm part of on May 13th, and we began to divvy up the work of creating our advocacy resource. I'm excited to see where this goes and am incredibly proud to be representing MacEwan students on the federal level.

Meeting with MacEwan Executive Committee

Myself and the other ECs met with the MacEwan Executive Committee for the first time as a team. This was a great opportunity to familiarize the incomings with their MacEwan counterparts and to discuss some of our priorities for the year. I again raised my concerns related to OSVPER changes in this meeting.

Commitment to Sustainability

Chief Returning Officer Appointment

As Chair of the Appointment Advisory Committee, a significant percentage of my time recently has been occupied with tasks related to CRO appointment. The Committee will be presenting its recommendations at this meeting, and I look forward to seeing the successful candidate appointed.

General Manager Recruitment

Myself and the President, along with the outgoing EC members, have been taking part in the search for a new General Manager. We are now nearing the final stages, and I am incredibly excited to welcome the successful candidate when we are all back in office.

Executive Committee Retreat

I took part in the first ever online EC transition retreat. While it was unfortunate that we didn't get to go ahead with the retreat that we had planned, I was pleasantly surprised with the success of our online version. I feel that there is a lot to be learned from this experience that will help to improve future retreats and transition periods.

Enhance Student Experience

Webinars

I helped to facilitate a webinar, along with Meagan and Roxanne from OSVPER at the end of April. I got the opportunity to speak a bit about my volunteer experience and we had considerable meaningful engagement with the students in attendance.

I also moderated a webinar in partnership with the Office of Human Rights, Diversity, & Equity about discrimination during COVID-19 on May 5th. Irfan is incredibly knowledgeable, and we had significant attendance from students.

New Student Orientation (NSO) Working Group

I attended several meetings of this group over the reporting period. Topics of discussion included transitioning most of orientation to an online format and contingency plans for different physical distancing requirements.

Closing Remarks

I'd like to welcome the new members of EC and the newly appointed councilors for their first official meeting! We're going to have an amazing year, no matter what, and I am so looking forward to working with all of you!

As Alberta begins the first stage of its reopening initiative, I know that we're all looking forward to some semblance of normalcy. I, for one, am very excited to eventually be back in the office. We've all still been working hard from home, but it's hard not to feel a little disconnected. I trust that you will all continue to do what it takes to prevent the spread of COVID-19 while also engaging in some summer fun.

Best wishes,



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

Students' Association of Grant MacEwan University
Statement of Financial Position
As at March 31, 2020

March 31

2020

(Unaudited)

Assets

Current

Cash	6,482,317
Accounts receivable	1,189,543
Inventory	20,612
Prepaid expenses and deposits	59,515

7,751,987

Capital assets

9,261,855

17,013,842

Liabilities

Current

Accounts payable and accruals	428,530
Deferred revenue	1,335,327
Trust liabilities	131,084

1,894,941

Net Assets

Invested in capital assets	9,261,855
Internally restricted - Building Fund	1,461,089
Internally restricted - Contingency Reserve Fund	866,633
Internally restricted - Health and Dental Fund	592,915
Internally restricted - Maintenance Fund	820,308
Internally restricted - SAMU Cares endowment Fund	396,754
SAMU/Macewan major expenditures Fund	117,187
Unrestricted	1,602,159

15,118,900

17,013,842

Students' Association of Grant MacEwan University
Statement of Operations
For the period ended March 31, 2020

	March 31 2020 <i>(Unaudited)</i>
<hr/>	
Revenue	
Operations (Schedule 1)	4,259,303
Marketing (Schedule 2)	15,270
SAM (Schedule 3)	98,256
Building Operations (Schedule 4)	6,414
Events (Schedule 5)	83,371
Services (Schedule 6)	9,544
ACC (Schedule 7)	-
Student Groups (Schedule 8)	-
Programs (Schedule 9)	53,668
Governance (Schedule 10)	-
Finance (Schedule 11)	125,484
The griff (Schedule 12)	1,097
<hr/>	
Total revenue	4,652,406
<hr/>	
Expenses	
Operations (Schedule 1)	2,163,092
Marketing (Schedule 2)	46,325
SAM (Schedule 3)	61,579
Building Operations (Schedule 4)	48,035
Events (Schedule 5)	261,767
Services (Schedule 6)	52,198
ACC (Schedule 7)	16,657
Student Groups (Schedule 8)	40,046
Programs (Schedule 9)	75,842
Governance (Schedule 10)	299,900
Finance (Schedule 11)	7,724
The griff (Schedule 12)	14,521
<hr/>	
Total expenses	3,087,686
<hr/>	
Excess of revenue over expenses before amortization	1,564,720
Amortization	-
<hr/>	
Excess of revenue over expenses	1,564,720
<hr/>	

Students' Association of Grant MacEwan University
Statement of Changes in Net Assets
For the period ended March 31, 2020
(Unaudited)

	<i>Invested in capital assets</i>	<i>Building Fund</i>	<i>Contingency reserve Fund</i>	<i>Health and dental Fund</i>	<i>Maintenance Fund</i>	<i>SAMU Cares Endowment Fund</i>	<i>SAMU / MacEwan Major Expenditures Fund</i>	<i>Unrestricted</i>	<i>March 31 2020 (Unaudited)</i>
Net assets, beginning of year	8,016,170	2,706,774	866,633	592,915	820,308	396,754	117,187	37,439	13,554,180
Excess (deficiency) of revenue over expenses	-	-	-	-	-	-	-	1,564,720	1,564,720
Purchase of capital assets	1,245,685	(1,245,685)	-	-	-	-	-	-	-
Interfund transfer	-	-	-	-	-	-	-	-	-
Net assets, end of year	9,261,855	1,461,089	866,633	592,915	820,308	396,754	117,187	1,602,159	15,118,900

Students' Council Report

Board of Governors Student Representative May 14, 2020

Dear Council,

As per section 5.0 of the Roles and Responsibilities of the Board Rep Policy, I will be providing you with reports on a monthly basis for the coming year. I'm excited to embark on the coming year, and there will be a lot to learn. Below is my report from May 1st to May 14th.

Board Orientation

Orientation began with a call from the Board Chair, where she went over expectations. Her and I also discussed my election platform and what I will advocate for in the coming year. New Board members and myself have so far participated in orientation meetings with the Governance Office, the AVP Finance and CFO, and the Provost. The orientation's content is regarding the roles, what they cover, and how they interact with the Board. In the coming week, there will be additional orientation meetings with other members of the MacEwan administration.

Committee Assignments

Until committee memberships are reassigned in September, I will be sitting on the Finance, Property, and Investment (FPI) Committee. Student representation is of the utmost importance of this committee, as the university budget originates from it. Previously, Andrea had sat on FPI as the student board member.

Closing Remarks

If you have any questions or comments, please feel free to reach out to me. As this is the first time there's been a Board Representative, I'm sure the role will substantially change in the coming years. I hope you're all staying safe and healthy, and that by fall we can resume meeting in person.

Sincerely,

Myles Dykes
Board of Governors' Student Representative
dykesm3@mymacewan.ca

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: 10:04am
2. Approval of Minutes for: March 25, 2020

**VPEX/VPSL
CARRIED**

3. Approval of Agenda

**VPEX/VPSL
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	Outstanding Action Items		
2.	VP Academic's Report	Directors meeting, EC on boarding system discussion, Natalie's partnership events guideline document, interim president meeting, advocacy training with Adam brown, meeting with MLA Heather Sweets, two transition meetings, attendance from the academic council, Misha commemoration, first organized restorative conduct, submitted PSC item	
3.	VP External's Report	Meeting with Alan for SC refresher, working on mental health policy, transition meetings, power points for transition, CAUS advocacy days, meeting with MLA's Sweet and Nelson, CASA meeting	
4.	VP Operations & Finance Report	Meeting with all other vpo's, monthly connection meeting with Rick, EC on boarding meeting, policy and procedures to be working on with BPC, meeting with interim president, transition meetings, upass discussion, BPC meeting, EC coffee meetings, Building op's meeting and director	
5.	VP Student Life's Report	EC on boarding meeting, retreat presentations, reviews GM hiring, directors meeting, appointment advisory meetings, online student life, sexual violence advocacy, Natalie's partnership events guideline document	
6.	Recognition		

4. Adjournment
Time: 11:02am

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: 10:07 am
2. Approval of Minutes for: April 1, 2020

VPSL/VPO

CARRIED

3. Approval of Agenda

VPSL/VPE

CARRIED

TOPIC	DISCUSSION	ACTION/MOTION
1. HR Session for incoming EC	GA – From Jenn: “I would like to know from the existing exec if there was any info they would have liked to have when they came in.” Vpe – appropriate pathway/process when contacting HR; identify the scope of HR;	
2. SC refresher - Agenda	Agenda for review. Vpe – refresher not as comprehensive as the initial training. Tim will facilitate most of this. Good practice for everyone to have to go through an agenda.	Action: GA to meet with Vpe re. SC refresher.
3. Spring convocation campaign	Vpe – had a number of submissions so far. Hoping to get more – want to keep it open until the end of week. Will book meeting with Myrna to bring forward ideas we’ve received from students.	
4. Outstanding Action Items		
5. VP Academic's Report	Met with minister of advanced ed & press secretary, UCP MLAs. SC special meeting. Student tech fee meeting. PSC meeting. Restorative resolution for academic integrity. E-Learning committee meeting. Student Affairs meeting. Met with hiring firm. Policy Advisory Group meeting. SC reports.	
6. VP External's Report	Advo meeting with Ben Henderson. Debrief meeting re SC special meeting. Transition training. Student tech fee meeting. Advo meeting with MLA. Directors meeting. Spring Convocation campaign Met with Myrna Khan re convo.	

		GM search meeting. Campus safety meeting – phone call. CAUS update. Colab with ASEC.	
7.	VP Operations & Finance Report	Transition with Steph. BPC update. Special meeting of SC. BFC meeting. Student tech fee meeting. PSC meeting. Met with UofA Vpo. Met with Leaders International. Building meeting. Daily check ins with EC. Registrar meeting re. MNIFs. Transition presentations prep. Budget presentation prep.	
8.	VP Student Life's Report	Community of Practice meeting. Councillor interviews. SC special meeting. Student Tech fee meeting. Directors meeting. Met with Lynn Wells. GM long list meeting. OSVP meeting. Transition work. Council reports.	
9.	Recognition	Incoming execs, directors, GA for being here today.	

4. Adjournment

VPSL
CARRIED

Time: 11:12am

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: 10:04am
2. Approval of Minutes for: April 8, 2020

**VPO/VPEX
CARRIED**

3. Approval of Agenda

**VP SL/VPEX
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	Outstanding Action Items		
2.	VP Academic's Report	Combined 8 hours of training with incoming VPA, academic integrity restorative conference, committee applications on website	
3.	VP External's Report	A policy committee meeting with U of A, transition training, call with minster of advanced education, BOG meeting, transition training, spring convocation	
4.	VP Operations & Finance Report	Transition training, meeting with other vpo's, went to building to sign off on building ops, meeting with Alan, directors meeting, BOG meeting, presentation work, PSC meeting, quick follow with Merna Con regarding fee's	
5.	VP Student Life's Report	Retreat presentations, prep for NSO meeting, webinar for OBVP, student from UBC reached out, CRO work	
6.	Recognition		

4. Adjournment

Time: 10:42am

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: 10:01 am
2. Approval of Minutes for: April 15, 2020
**VPEX/VPSL
CARRIED**
3. Approval of Agenda
**VPSL/VPEX
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	Fall EC retreat	GA – November 9-13?, it has been moved to the fall set out dates so we can re- book them.	
2.	Remote internet access for students in need.	EC can take this on or delegate the responsibility, giving out wifi sticks to help, TELUS provided sticks, SAMU do needs application review, for online schooling, base it from food support, how do we decide who gets it based on need? Email, it out to students.	
3.	Federal COVID-19 Update	Canada emergency student benefit, payments from may to august, creating jobs for students, student service grant for volunteer's, up to 9000 coming from the federal government, marketing release	
4.	Lap top transfer	How do we plan to transfer laptop to incoming EC? Fedex? Drop it off at the door, sanitize computer?	
5.	VP Academic's Report	More transition training, webinar, finished transition training, Friday went into the office, grabbed a drive to back up laptop, president laptop, convo about fire sticks with MacEwan, CAUS meeting, ITM meeting, meeting with provost, IMA's information, OMBUD's update,	
6.	VP External's Report	Meeting with VPSL with Merna Con, SC meeting, transition training, working with Alan for refresher, meeting with chair and vice chair of CAUS, LRC meeting, meeting with minister of advanced Education, morning chats with EC and incomings, CAUS training within comings, release about COVID- 19 update	
7.	VP Operations & Finance Report	tabled	
8.	VP Student Life's Report	NSO working group meeting, Convocation meeting, Student council, Webinar, directors meeting, meeting with Marlana, GASC meeting, budget call.	
9.	Recognition		

4. Adjournment

Time: 11:23am

Copies To:

Sean Waddingham, President
Alycia Stewart, VP Academic
Ruan Bouwer, VP External

Stephanie Ouellette, VP Operations & Finance
Aubrianna Snow, VP Student Life
Alan Honey, Governance Advisor

1. Call to Order: 2:00pm
2. Approval Minutes for: April 22, 2020

**VPE/VPA
CARRIED**

3. Approval of Agenda

**VPE/VPO
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. SAMU Committees – exec appointments		<p>MOTION</p> <p>TO APPOINT THE PRESIDENT TO THE GOVERNANCE REMUNERATION ADVISORY COMMITTEE</p> <p>VPSL/VPE CARRIED</p> <p>MOTION</p> <p>TO APPOINT THE VP ACADEMIC TO THE AWARDS SUB-COMMITTEE AND THE PROCEDURE SUB-COMMITTEE</p> <p>VPSL/VPE CARRIED</p> <p>MOTION</p> <p>TO APPOINT THE VP EXTERNAL TO THE LEADERSHIP & REVIEW COMMITTEE</p> <p>VPSL/VPO CARRIED</p>

			<p>MOTION</p> <p>TO APPOINT THE VP OPERATIONS & FINANCE TO THE BYLAWS AND POLICY COMMITTEE, HEALTH AND DENTAL SUB-COMMITTEE, AND THE PROCEDURE SUB-COMMITTEE</p> <p>VPE/VPSL CARRIED</p> <p>MOTION</p> <p>TO APPOINT THE VP STUDENT LIFE TO THE HEALTH AND DENTAL SUB-COMMITTEE, APPOINTMENT ADVISORY COMMITTEE, AND THE GRANT ALLOCATION SUB-COMMITTEE</p> <p>VPO/VPE CARRIED</p>
2.	MacEwan Committees	<p>Appointments</p> <p>Note: the motions are based on the distribution of committee responsibilities last year and a document Sean provided.</p> <p>Sean will review them all in a session today and any changes can be noted at that time.</p>	<p>MOTION</p> <p>TO APPOINT ALYCIA STEWART TO THE, EXPERIENTIAL LEARNING ADVISORY COMMITTEE, COMMITTEE ON ADMISSIONS & TRANSFERS, RESEARCH ETHICS BOARD, GENERAL FACULTIES COUNCIL, GFC EXECUTIVE COMMITTEE, GENERAL FACULTIES COUNCIL ON STUDENT AFFAIRS, PROGRAM & CURRICULUM COMMITTEE, INFORMATION & TECHNOLOGY MANAGEMENT COMMITTEE, UNDERGRADUATE STUDENT RESEARCH INSTITUTE, DISTINGUISHED TEACHING AWARD, SCHEDULING AND ACCOMMODATIONS, DISTINGUISHED RESEARCHER AWARD, , POLICY ADVISORY GROUP, STUDENT SYSTEMS JOINT</p>

			<p>OPERATIONS COMMITTEE, CAREER DEVELOPMENT ADVISORY, STUDENT TECHNOLOGY FEE COMMITTEE, E-LEARNING COMMITTEE, & STUDENT RESEARCH DAY</p> <p>VPSL/VPA CARRIED</p> <p>MOTION</p> <p>TO APPOINT SEAN WADDINGHAM TO THE GENERAL FACULTIES COUNCIL, STUDENT TECHNOLOGY FEE COMMITTEE, JOINT STEERING COMMITTEE, CONVOCATION PLANNING COMMITTEE, CAMPUS ENGAGEMENT COMMITTEE, & PSLA GOVERNANCE CHANGES TASK FORCE, UNITED WAY FUNDRAISING COMMITTEE</p> <p>VPE/VPA CARRIED</p> <p>MOTION</p> <p>TO APPOINT STEPHANIE OUELLETTE TO THE STUDENT SYSTEMS JOINT OPERATIONS COMMITTEE, STUDENT TECHNOLOGY FEE COMMITTEE, CAMPUS SUSTAINABILITY PLAN COMMITTEE, JOINT STEERING COMMITTEE, MACEWAN UNIVERSITY BUDGET MODEL PROJECT REVIEW STEERING COMMITTEE, FOOD ADVISORY COMMITTEE, & FACILITIES ADVISORY COMMITTEE, EDUCATION IN SUSTAINABILITY,</p> <p>VPSL/VPE CARRIED</p>
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			<p>MOTION</p> <p>TO APPOINT AUBRIANNA SNOW TO THE STUDENT SERVICES COMMITTEE, MACEWAN COMMITTEE ON INTERNATIONALIZATION, MCI-STUDENTS SUB-COMMITTEE, STUDENT SUCCESS SUB-COMMITTEE, STUDENT TECHNOLOGY FEE COMMITTEE, BOOK OF THE YEAR COMMITTEE, STUDENT COMMUNITY ENGAGEMENT GRANT COMMITTEE, HUMAN RIGHTS & ACCESSIBILITY WORKING GROUP, BLACK HISTORY MONTH COMMITTEE, SOCIAL INNOVATION INSTITUTE COMMITTEE, INDIGENOUS ADVISORY COUNCIL, SEXUAL & GENDER MINORITY WORKING GROUP, CAMPUS ENGAGEMENT COMMITTEE, FOOD ADVISORY COMMITTEE, & EDMONTON REGION POST-SECONDARY MENTAL HEALTH COMMITTEE, SVPEC</p> <p>VPE/VPSL CARRIED</p> <p>MOTION</p> <p>TO APPOINT RUAN BOUWER TO THE STUDENT TECHNOLOGY FEE COMMITTEE, TRAVEL ADVISORY COMMITTEE</p> <p>VPA/VPE CARRIED</p>
3.	Office Etiquette procedure	Vpe – send back to reword candle line? Vpa – agree – should be about open flame.	<p>Motion</p> <p>To approve the office etiquette procedure on the recommendation of the procedure sub-committee</p> <p>Vpe/vpa Defeated</p>

			Action: Send back to PSC to update and bring back to EC.
4.	Outstanding Action Items		
5.	President's Report	Transition.	
6.	VP Academic's Report	Transition.	
7.	VP External's Report	Transition.	
8.	VP Operations & Finance Report	Transition. U-Pass update.	
9.	VP Student Life's Report	Met with student re. programming changes. GM HR. Transition.	
10.	Recognition		

4. Adjournment

**VPSL
CARRIED**

Time: 2:46pm

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: May 20, 2020

Submitted By: Aubrianna Snow, VP Student Life

Submission Title (As it will appear on agenda):

Councillor(s) reinstatement

Motion to reinstate Colin Campbell as a Councillor for a term ending October 31, 2020

Motion to reinstate Kent Strayer as a Councillor for a term ending October 31, 2020

Background Information:

Per the Roles and Responsibilities of Elected Officials policy, councillors must attend 80% of a mandatory training session to be counted as present for the session; failure to be counted present results in automatic removal from office. Councillors who are automatically removed from office are eligible to apply for reinstatement.

Colin Campbell and Kent Strayer were both automatically removed from office after the training session on Saturday April 25, 2020 due to not being counted as present for that session. Both have submitted an application for reinstatement to the Appointment Advisory Committee, see attached, within the required timeline.

There will be an opportunity during the In Camera period at the May 20, 2020 Students' Council meeting for individual members of council to provide any feedback, or ask any questions, they may have.

During the Motions and Business Orders of the Day period, individual motions can be made for reinstatement. It is up to council as a whole to make this decision. Each motion requires 2/3 of the members voting in favour for it to be successful.



Implications:

Council will decide whether or not to reinstate the individuals.

APPLICATION FOR REINSTATEMENT FORM

Name: Colin Campbell

Date: April 25, 2020

Explanation of/for Absence:

Unfortunately, the 2 alarms I set for the meeting didn't go off because my iPhone charger wasn't plugged into the wall, and I missed 30% of the SC refresher.

Engagement Opportunities:

(Please tell Council how you propose to make up for any opportunity(ies) lost because of your absence)

I would be happy to receive and review the slides for the "What is Governance & What is this Board", and "Legal Responsibilities & Liabilities of Students' Council" and do anything else regarding engagement to be reinstated.

Other Information:

(Please provide any other information you believe is relevant to your application for reinstatement)

I entered the call at 9:49 a.m. and was present for 70% of the meeting.

For Office Use Only

Date Received by Governance Office: _____

Received by: _____

APPLICATION FOR REINSTATEMENT FORM

Name: Kent Strayer

Date: May 1, 2020

Explanation of/for Absence:

I did not set my alarm the night before and subsequently slept through meeting notifications.

Engagement Opportunities:

(Please tell Council how you propose to make up for any opportunity(ies) lost because of your absence)

I'm not sure what engagement looks like in the coming future, though I can assure you my continued participation with BPC and Student Council participation. So far as social distancing measures are relaxed, I plan to volunteer for New Student Orientation and Fall Fest. I hope to participate further in the Student Code of Conduct policy throughout the summer. This is also academic appeal season; I hope to participate in student academic appeals at the pleasure of the VPA and provost office.

Other Information:

(Please provide any other information you believe is relevant to your application for reinstatement)

This is an ironic opportunity to flex the muscles of the councillor removal process policy we recently reformed. It works! My absence during part of the training refresher is not reflective of the deep respect I have for SAMU, my fellow Councillors, presenters, governance adviser, and admin required to put on such event. My apologies for my tardiness.

For Office Use Only

Date Received by Governance Office: _____

Received by: _____

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: May 20, 2020

Submitted By: Aubrianna Snow, VP Student Life

Submission Title (As it will appear on agenda):

Chief Returning Officer

Motion to appoint _____ as Chief Returning Officer for a term ending April 30, 2020

Background Information:

The CRO job posting went up on April 16th and closed on April 30th. We received a total of five submissions. The Appointment Advisory Committee short-listed three candidates for interviews. After speaking to these two candidates, the Committee is bringing a recommendation to Students' Council for appointment of the CRO for the upcoming year. Details of who was interviewed and the recommendation will be provided during the In Camera portion of the May 2020 Students' Council meeting.

Implications:

Implications: SAMU will have a CRO for the upcoming year and, operationally, will be able to begin planning for the coming year's elections. Dates for the elections and nomination material will be able to be set.

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: May 20, 2020

Submitted By: Stephanie Ouellette, VP Operations and Finance

Submission Title (As it will appear on agenda):

Updated Committees policy

Motion to approve the Committees policy on the recommendation of the Bylaws & Policy Committee

Background Information:

The Bylaws and Policy Committee has reviewed, and recommended for approval, the Committees policy.

The major recommended changes are:

Additions:

- requiring sub-committee quarterly reports.
- explicit explanation on how councillor committee appointments are made at council meetings.
- a limitation on the number of directors sitting on an individual sub-committee encourages a wider range of participation from all SAMU staff members which provides an opportunity for more diverse opinions to be represented.
- addition of councillor membership on the awards sub-committees will mean that there is an opportunity for every councillor to sit on at least one committee.

Deletions:

- removed the f/t staff member that implemented or supported the health and dental plan. This position was representing other campuses who did not have a specific health

and dental office. Now that we've moved to a single campus it is not needed as we have a dedicated H&D office.

Edits

- Move all non-councillor committee appointments to the responsibility of Executive Committee.
- Wording clarifications have been made

Implications:

SAMU committees will function more effectively and reporting measures will be followed.



Committees

Rationale

SAMU committees require a uniform structure and process to ensure their efficient operations.

SAMU committees require established Terms of Reference that outline their purposes, composition, and functions.

Centralization of the Terms of Reference for all SAMU committees under one policy will increase the accessibility of those documents and will allow members of SAMU to more easily comprehend the relationships between SAMU committees.

Definitions

A **committee member** is a voting member of a particular committee.

A **community at large** member is a person not formally associated with MacEwan University.

A **public member** on a committee is any committee member who is not otherwise involved with SAMU, either as a SAMU member, an elected or appointed representative or official, or SAMU staff.

A **resource official** on a committee is a non-voting committee member with specialized knowledge that might be needed for committee discussion or decision.

A **student-at-large** on a committee is a SAMU member who is not an elected or appointed representative or official, or SAMU staff

Expectations

Students' Council Committee Types

1 There are three types of committees that operate under the authority of Students' Council:

1.1 Standing Committees, which are permanent committees charged with various ongoing responsibilities and powers set out in their Terms of Reference;

1.2 Sub-committees, which are committees created by and reporting to Standing Committees; and

1.3 Ad-hoc Committees, which are temporary committees charged with resolving a specific issue as charged by Students' Council or the Executive Committee.

2 Standing Committees may establish Sub-committees in order to carry out specific tasks.



3 Students' Council and Executive Committee may establish Ad-hoc Committees as needed.

3.1 Ad-hoc Committees may also be entrenched in policies that specify their establishment in reaction to an event or occurrence.

4 The following committees are Standing Committees of Students' Council:

4.1 Executive Committee

4.2 Bylaws and Policy Committee

4.3 Audit Committee

4.4 Budget and Finance Committee

4.5 Governance Remuneration Advisory Committee

4.6 Leadership and Review Committee

4.7 Appointment Advisory Committee

5 The following committees are Ad-hoc Committees of Students' Council:

5.1 Governance Investigations Committee

6 The following committees are Sub-committees of the Executive Committee:

6.1 Health and Dental Sub-committee

6.2 Grant Allocation Sub-committee

6.3 Awards Sub-committee

6.4 Procedure Sub-committee

Committee Responsibilities

7 All committees have a Terms of Reference (TOR). At minimum TORs include the elements and structure set out in "Appendix A" of this policy.

7.1 Committees that are jointly established with external bodies may deviate from the TOR structure but must still include the elements set out in this policy.

8 TORs for Standing Committees of Students' Council are set in "Appendix B" of this policy, [TORs of Ad-hoc Committees of Students' Council are set in "Appendix C" of this policy](#), and TORs for Executive Committee Sub-committees are set in "Appendix D" of this policy.

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9 Students' Council may charge any Standing Committee with tasks that are related to the committee's mandate.

10 All Standing Committees create annual work plans.

10.1 These work plans are submitted to Students' Council at the regular Students' Council meeting in December.

10.2 Work plan status updates are submitted to Students' Council at the regular Students' Council meeting in April.

11 All Standing Committees submit quarterly reports to Students' Council at the regular Students' Council meetings in January, April, July, and October.

12 Unless otherwise required within a TOR, all Sub-Committees submit quarterly reports to Executive Committee in January, April, July, and October.

Committee Operations

13 Committees keep minutes and ensure members of Students' Council have access to copies of the minutes, upon request.

14 A committee may request the presence of a Students' Councillor, Executive Committee member, a SAMU staff member, or members of the MacEwan University community at a meeting in order to seek information related to its mandate.

15 Quorum for all official committee meetings is a simple majority of all voting members

16 All committee members and resource officials sign a non-disclosure agreement.

17 Committee members who miss two consecutive meetings are automatically removed from the committee.

Committee Chairs

18 Committee chairs are selected by Executive Committee from among committee Executive members, unless otherwise indicated in the committee's terms of reference.

19 The Chair of a committee serves as the committee spokesperson.

20 Chairs of committees:

20.1 oversee the construction of their committee's agenda;

20.2 ensure the agenda package, including minutes of last meeting, is circulated to all committee members at least three calendar days in advance of a meeting;

20.3 ensure that adequate minutes are taken at committee meetings;

20.4 ensure that the Governance Office has all appropriate documents, reports, and minutes for referral to the body to which their committee reports;

20.5 conduct committee meetings according to *Robert's Rules of Order, Newly Revised*, unless their Terms of Reference indicate otherwise;

20.6 submit their committee's workplan(s) and report(s) to the body it reports to.

Committee Support

21 The Governance Office ensures that adequate administrative and space-related resources are allocated for each committee.

22 The Governance Office retains, files, and organizes all committee documents.

Committee Members

Appointments

23 Councillors are appointed to Standing Committees and Sub-committees by Students' Council at the regular Students' Council meeting in November.

23.1 Committee appointments are facilitated through secret ballot vote followed by an official motion.

23.2 Subsequent committee appointments may occur at Students' Council meetings throughout the year as required.

24 Executives, SAMU staff, student-at-large, and public members are appointed to committees by Executive Committee.

Terms

25 Elected representatives serve until their elected terms of office are concluded.

26 SAMU staff members serve until their terms of employment are concluded, or until their successors are chosen.

27 Students-at-large and public members serve a one-year renewable term from November 1 to October 31.

Recognition of Committee Members

Deleted: in May

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24 SAMU staff members are appointed to committees by the General Manager. ¶

¶
25 Students-at-large and public members are appointed to committees by Executive Committee. ¶



Policy

28 Recognition, in the form of gift cards, SAMU promotional items, or a gift, for student-at-large and public committee members is provided within 30 days of the end of their term.

28.1 Committee recognition is contingent on a committee member attending at least 80% of the meetings called during their term of appointment.

28.2 Committee recognition is limited to a value of \$50 per member per year.

29 Students' Council members on committees receive remuneration as set out in Remuneration of Student Representatives.

30 Committee meetings attended by Executives and SAMU staff members are considered part of their respective work hours.

30.1 Committee meetings that take place outside regular business hours where a SAMU staff member will accumulate overtime hours require that the staff member follow the established approval process.

31 Letters of recognition are provided by committee chairs to all student-at-large and public members who have served their appointed terms.



Appendix A: Terms of Reference

Policy

Terms of Reference (TOR) Structure

1 Terms of References for committees include the following sections:

- 1.1 Committee Mandate, which states the purpose of the committee;
- 1.2 Roles of the Committee, which lists the roles, expectations, and powers of the committee;
- 1.3 Composition, which describes the membership structure of the committee and any terms of office conditions specific to the committee;
- 1.4 Committee Operations, which lists who chairs the committee and any requirements specific to the committee.



Appendix B: Standing Committees

Executive Committee

Mandate

1 Executive Committee ensures that Students' Council's policies are implemented, is responsible for overseeing the General Manager, helps develop the strategic direction of SAMU, and acts faithfully on behalf of Students' Council.

Roles of Committee

- 2 Executive Committee oversees the strategic operations of SAMU;
- 3 Executive Committee ensures the implementation of Students' Council's strategies, motions, and other directives;
- 4 Executive Committee consults with the General Manager on SAMU's organizational structure;
- 5 Executive Committee reports on SAMU projects, programs, and services;
- 6 Executive Committee oversees, manages, supervises, and evaluates the General Manager;
- 7 Executive Committee ensures that Executives comply with SAMU Bylaws, Policy, and Procedure, reporting any inconsistencies to Students' Council.
- 8 Executive Committee appoints SAMU members to internal or external committees and councils.
 - 8.1 Executive Committee may not appoint members to Students' Council or to the Executive Committee.
- 9 Executive Committee provides guidance, leadership, and direction for SAMU.

Composition

- 10 The voting members of Executive Committee are the President, the Vice President Academic, Vice President External, the Vice President Operations and Finance, and the Vice President Student Life.
- 11 The resource officials of Executive Committee are the General Manager and the Governance Advisor.
 - 11.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.



Committee Operations

- 12** The President serves as Chair of Executive Committee.
- 13** Meetings of Executive Committee are held at least on a biweekly basis.
- 14** Additional meetings may be called by any Executive member of the committee.

Policy



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 Councillors, 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.



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 Councillors 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.



Budget and Finance Committee

Mandate

1 Budget and Finance Committee oversees the construction of the SAMU budget, assesses and reviews SAMU fees, and reviews SAMU financial statements.

Roles of Committee

2 Budget and Finance Committee compiles, creates, and submits the annual SAMU operating budget to Students' Council for approval.

3 Budget and Finance Committee monitors and recommends adjustments to the SAMU Membership Fee.

4 Budget and Finance Committee monitors the financial well-being of SAMU.

5 Budget and Finance Committee provides recommendations regarding new or current SAMU fees.

6 Budget and Finance Committee monitors SAMU's investment accounts.

Composition

7 The voting members of Budget and Finance Committee are the President, the Vice President Operations and Finance, the Vice President Student Life, two Councillors, and two students-at-large.

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

8 The resource officials of Budget and Finance Committee are the General Manager and a full-time staff member of the Finance department.

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

Committee Operations

9 The Vice President Operations and Finance serves as Chair of Budget and Finance Committee.

10 Meetings of Budget and Finance Committee are held at least quarterly.

11 The Committee Chair may call additional meetings as required.

Governance Remuneration Advisory Committee

Mandate

1 Governance Remuneration Advisory Committee annually reviews the remuneration and compensation provided to Councillors, Executives, and other committee members performing governance roles at SAMU.

Roles of Committee

2 Governance Remuneration Advisory Committee provides recommendations to Students' Council on remuneration and compensation adjustments of Councillors, Executives, and committee members.

3 Governance Remuneration Advisory Committee seeks relevant internal and external data related to remuneration and compensation, including:

3.1 the current and future financial capacity of SAMU to support new levels of remuneration;

3.2 remuneration and compensation offered at other comparable Alberta-based students' associations/unions;

3.3 the effectiveness of the current level of remuneration in securing representatives; and

3.4 the fairness of remuneration based on factors such as workload, time commitment, etc.

4 Governance Remuneration Advisory Committee reviews Executive wages as per *Remuneration of Elected Representatives*.

Composition

5 The voting members of Governance Remuneration Advisory Committee are one Executive, one Councillor, two student-at-large members, and one public member.

6 The resource official of Governance Remuneration Advisory Committee is a full-time staff member of the Finance department.

Committee Operations

7 Meetings of Governance Remuneration Advisory Committee are held at least once per year.

8 The Committee Chair may call additional meetings as required.



Leadership and Review Committee

Mandate

1 Leadership and Review Committee is a semi-judicial body which advises and reviews Students' Council, and strives to maximize student engagement.

Roles of Committee

2 Leadership and Review Committee reviews the performance of the Chair of Students' Council.

3 Leadership and Review Committee reviews Students' Council's decisions in relation to their adherence to SAMU Bylaws and Policies.

3.1 Leadership and Review Committee may call a re-vote on a decision where it deems the decision was a violation of Bylaws or Policies.

3.2 Members of Students' Council may request a review of a decision in relation to its adherence to Bylaws and Policies.

3.2.1 Requests must be made in writing to the Chair of Leadership and Review Committee within 10 days of the disputed decision.

3.2.2 Leadership and Review Committee will have 30 days to respond in writing to Students' Council with its decision.

4 Leadership and Review Committee creates opportunities for members of Students' Council to develop leadership skills by:

4.1 researching and implementing applicable professional development opportunities for members of council; and

4.2 developing team building opportunities for Students' Council.

5 Leadership and Review Committee develops a plan for Student Council to engage with SAMU members.

6 Leadership and Review Committee reports on the effectiveness and progress of Students' Council.

Composition

7 The voting members of Leadership and Review Committee are one Executive, two Councillors, and two students-at-large.

8 The resource official of Students' Council Review Committee is the Governance Advisor.



Policy

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

Committee Operations

9 Meetings of Leadership and Review Committee are held at least twice per quarter.

10 The Committee Chair may call additional meetings as required.



Appointment Advisory Committee

Mandate

1 The responsibility of the Appointment Advisory Committee is to interview and vet candidates for appointments made by Students' Council, and to vet and recommend student-at-large candidates for appointments by Executive Committee.

Roles of Committee

2 The committee reviews all applications for appointments made by Students' Council and Executive Committee, and ensures candidates considered for appointment meet the criteria for positions laid out in SAMU's bylaws and policies.

3 The committee develops additional criteria for appointed positions consistent with SAMU's bylaws and policies.

4 The committee interviews all appropriate candidates for positions appointed by Students' Council.

5 The committee provides candidates with further information regarding the position upon request.

6 The committee provides written recommendations on all vacancies.

7 The committee communicates to all candidates regarding the outcome of Students' Council appointments.

8 The committee works to create relationships with MacEwan faculty and the University community to fill student-at-large vacancies.

Composition

9 Voting members of the committee are one Executive, one Councillor, and the Governance Advisor.

Committee Operations

10 The committee deliberations and recommendations are confidential.

11 Meetings of Appointment Advisory Committee are held at the call of the committee chair.



Appendix C: Ad-Hoc Committees of Students' Council

Governance Investigations Committee

Mandate

The Governance Investigations Committee (GIC) investigates the actions of an elected representative alleged to have breached a bylaw, policy, or procedure, or an appeal of election decisions or results.

Roles of Committee

Formal Complaints Against Elected Representatives

- 1 A complainant initiates a meeting of the GIC by submitting a written complaint to the Governance Office.
- 2 The applicant must provide any evidence and detail they may have as to how an elected representative is alleged to have acted in contravention of a bylaw, policy, or procedure.
- 3 GIC will meet to review a complaint, and create a workplan, within fourteen days of receiving the complaint.
- 4 The Chair compiles the committee's results and recommendation(s) in a written report to Students' Council.
- 5 Reports will be made public at the discretion of Students' Council.

Election Appeals

- 6 Any SAMU member may appeal a decision of the CRO or the election results, in writing, to the governance office no later than two business days after the last day of polling.
 - 6.1 The appeal must be specific in identifying what bylaw, policy, or procedure was broken, or why a decision was made incorrectly.
- 7 GIC will review all supporting documents pertaining to the appeal.
- 8 The GIC may request the appellant, CRO, or others they deem relevant to the complaint to provide information.
- 9 GIC meets as many times as it deems necessary in order to make a decision. The chair compiles the committee's results in a written report to Students' Council no later than fourteen days after receiving the appeal.
- 10 GIC may declare a candidate disqualified if it rules that they have violated the bylaws, policies, or procedures pertaining to the election.



Policy

10.1 In event the successful candidate is disqualified the runner up will be declared the winner.

11 If GIC determines that the bylaws, policies, or procedures of SAMU have been violated, they may overturn the results of the election or mandate a complete or partial by-election. The CRO will call a by-election if it is deemed necessary. All relevant bylaws, policies, and procedures are followed in the by-election with the exception of regulations outlining time periods.

Composition

12 Voting members of the committee are a Lawyer from the community at large, a Student at large, and a MacEwan staff member.

12.1 Members are only appointed when a complaint or appeal is made.

12.2 Members are appointed by the Chair upon the recommendation of the Governance Office.

Committee Operations

13 The Chair of Students' Council serves as the Chair (non-voting) of Governance Investigations Committee.

14 A Governance Office representative serves as the recording secretary for the committee.

15 Meetings of the committee are held when a formal complaint or appeal has been submitted.

16 The deliberations and minutes are confidential and kept with the Governance Office representative.

17 Quorum for the committee is all voting members.

18 Decisions of GIC are final and binding on SAMU.



Appendix D: Executive Committee Sub-committees

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, **and** one full-time staff member of the finance department,

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.

Deleted: , and one full-time staff member who is involved in implementation or support of the Health and Dental Program



Grant Allocation Sub-committee

Mandate

1 Grant Allocation Sub-committee reviews grant applications.

Roles of Committee

2 Grant Allocation Sub-committee reviews all submitted grant applications and ensures their alignment with grant disbursement procedures and guidelines.

3 Grant Allocation Sub-committee may approve grant applications.

4 Grant Allocation Sub-committee monitors budgeted amounts for grants.

5 Grant Allocation Sub-committee recommends alterations to the *Grants* procedure to the Executive Committee.

6 Grant Allocation Sub-committee provides a monthly report to Executive Committee on grant disbursement.

Composition

7 The voting members of Grant Allocation Sub-committee are one Executive and four full-time staff members.

Deleted: three

7.1 No more than two SAMU Directors may serve on Grant Allocation Sub-Committee at a time.

Committee Operations

8 Meetings of Grant Allocation Sub-committee are held at least once a month.

Deleted: every two weeks

9 The Committee Chair may call additional meetings as required.

Awards Sub-committee

Mandate

1 Awards Sub-committee selects recipients for SAMU awards and honours and recommends the processes for creating and granting awards and honours.

Roles of Committee

2 Awards Sub-committee reviews all nomination applications for SAMU awards and honours.

3 Awards Sub-committee ensures each SAMU award has a Terms of Reference (TOR).

4 Awards Sub-committee recommends alteration to the *Awards* procedure to Executive Committee for approval.

5 Awards Sub-committee selects recipients of SAMU awards and honours based on criteria located in the TOR for each award.

6 Awards Sub-committee ensures that the selection process for award recipients is fair, unbiased, and transparent.

7 Awards Sub-committee recommends types of awards to be established or terminated at SAMU.

8 Awards Sub-committee submits reports to Executive Committee in January and April.

Composition

9 The voting members of Awards Sub-committee are one Executive, ~~two~~ Councillors, ~~one student-at-large~~, and three full-time staff members.

Deleted: one

9.1 No more than one SAMU Director may serve on Awards Sub-Committee at a time.

Committee Operations

10 Meetings of Awards Sub-committee are held at the call of the committee chair.

11 Awards Sub-committee deliberations and minutes are confidential.



Procedure Sub-committee

Mandate

1 Procedure Sub-committee reviews the procedures of SAMU and provides comments and recommendations for approval, amendment, or repeal of procedures to the Executive Committee.

Roles of the Committee

2 Procedure Sub-committee provides a comprehensive review of all procedures. Areas of consideration include:

- 2.1 appropriate and current content;
- 2.2 alignment of procedures with the SAMU bylaws, policies, and the strategic plan;
- 2.3 use of best practices and general accountability standards;
- 2.4 recommendations for repeal of procedures if applicable;
- 2.5 format and organization of procedures;
- 2.6 clarity of applicability of expectations of procedures as they relate to executives, staff, and other parties; and
- 2.7 other areas assigned by the Executive Committee.

3 Procedure Sub-committee consults with SAMU staff in the course of its deliberations where the creation and revision of procedures affects operations.

4 Procedure Sub-committee reviews procedures at the request of SAMU staff.

5 Procedure Sub-committee reviews all procedures annually.

6 Procedure Sub-committee provides Executive Committee with updates and recommendations to procedures.

Composition

7 The voting members of Procedure Sub-committee are two Executives, the General Manager, and two full-time staff members.

7.1 The resource official of the Procedure Sub-Committee is the Governance Advisor.

7.2 Any Executive or staff member is entitled to attend a committee meeting in a non-voting capacity.



Policy

7.3 No more than one SAMU Director may serve on the Procedure Sub-Committee at a time.

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Committee Operations

8 Meetings of Procedure Sub-committee are held at least once per month.

9 The committee Chair may call additional meetings as required.



Policy

Fact Sheet

Approvals:

First Approval – October 29, 2014
Last Approval – November 7, 2019

Source and Updates:

October 29, 2014: *Committees* approved by Students' Council motions 2014-10-29-4.1, 2014-10-29-4.2, 2014-10-29-4.3, and 2014-10-29-4.4 on the recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 25 – Committees*.

March 16, 2016: *Committees* approved by Students' Council motion 2016-03-16-6.2 on the recommendation of the Bylaws and Policy Committee. The Governance Investigation Committee was created by amalgamating the Investigations Committee and the Election Grievance Board.

November 7, 2019: *Committees* approved by Students' Council motion 2019-11-07-5.1 on the recommendation of the Bylaws and Policy Committee. Major changes include: composition of most committees updated to include more student-at-large positions, the Leadership and Engagement Committee and the Students' Council Review Committee have been amalgamated into the Leadership and Review Committee, and the Programs and Services Sub-Committee has been removed.

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: May 20, 2020

Submitted By: Stephanie Ouellette, VP Operations and Finance

Submission Title (As it will appear on agenda):

Students' Council Meetings policy approval

Motion to approve the Students' Council Meetings policy on the recommendation of the Bylaws & Policy Committee

Background Information:

The Bylaws and Policy Committee has reviewed, and recommended for approval, the Students' Council Meetings policy.

The major recommended changes are:

1. Additions:

-15: Students' Council meeting agendas will be published prior to the meetings.

2. Deletions:

- 6.1: Executive committee reports are a requirement under the 'roles and responsibilities of elected representative.' So this clause is being removed due to redundancy.

- 6.2: The General Manager reports to the Executive Committee, which reports to Students' Council, so the General manager should not need to submit quarterly reports to Student's council. This is due to excess or unnecessary information being passed up to Student's council. This also separates operations from Student's council matters. If any councillor has concerns, they can ask the Executive committee members, not the

General Manager. If anything is important and should be shared, it is the Executive Committee's responsibility to do so. General Manager reporting is outside the scope of Students' Council - per our Bylaws.

- 6.3: It is stated in the committee policy that they submit reports, so it is recommended to delete 6.3 due to redundancy.

3. Amendments:

- 3.2.1 : Instead of recording names of the members who voted for and against the motion, it is recommended to only record the number for and against. Member's who abstain will be noted by name since Students' Council is a governing body and all members should be participating. This change will prevent voting members from being harassed for their decisions and opinions. How individual members of council vote is not as relevant as the decisions of the Council as a whole.

- 3.3: Instead of having the responsibilities of the chair fall automatically to the longest serving member, it will be to the discretion of the Chair with consideration given to the longest acting member. This change prevents those who do not wish to chair or who do not have the skills to chair from chairing. It prevents anyone from being forced into the position.

- 6.3: Changed to allow anyone who submits a report to provide an oral supplement if they'd like instead of only designated individuals

Implications:

Passing these changes will help clean up and clarify the policy. It will also allow any SAMU member to submit reports.



Students' Council Meetings

Rationale

Established meeting procedures allow Students' Council to conduct its business in an open, inclusive, and generative manner.

Effective meetings should be concise, respectful, and orderly.

Definitions

Confidential materials are materials presented In Camera, including resumes, unapproved contracts, and materials concerning discipline and litigation.

Expectations

1 Except where otherwise indicated, the current edition of *Robert's Rules of Order Newly Revised* is followed for meetings.

2 Meetings are conducted according to the following order of business:

2.1 Treaty 6 Land Recognition

2.2 Approvals

2.2.1 Agenda

2.2.2 Minutes

2.3 Presentations

2.4 For Information

2.4.1 Reports

2.4.2 Executive Committee Minutes

2.5 Question Period

2.5.1 Written Questions

2.5.2 Oral Questions

2.6 In Camera Period

2.7 Motions and Business Orders of the Day

2.8 Consultation

2.9 Evaluation

2.10 Recognition

2.11 Adjournment

3 Meetings are conducted according to the following special rules of order:

3.1 attendance at meetings is monitored and any changes to attendance are recorded in the minutes

3.2 votes in Students' Council on motions and amendments are recorded in the minutes as either carried or defeated, with the names of persons abstaining noted;

3.2.1 votes taken during Motions and Business Orders of the Day will record the number of members voting in favour, the number of members voting in opposition, and the name of those abstaining from the vote;

Deleted: the individual names of those voting in favour, those voting in opposition,

3.3 if the Chair is absent for any reason, the Chair will assign their duties appropriately, with consideration given to the longest serving member of Students' Council physically present for the meeting, or for that portion of the meeting; and

Deleted: of the Chair fall to

3.4 when a meeting reaches a duration of two and one-half hours, and at the recommendation of the Chair, a motion may be made to table all remaining agenda items and move directly to the Evaluation section of the agenda.

4 The Approvals section is conducted according to the following rules:

4.1 Additions to, and deletions from the agenda after distribution are presented as separate motions and require at least a 75% majority to be adopted. Each proposed change requires an explanation.

Deleted: Changes

Deleted: to

4.2 The minutes from the previous Students' Council meeting are included.

5 The Presentations section is conducted according to the following rules:

5.1 the cumulative time allotted for all presentations, including questions from Students' Council, is limited to one half-hour;

5.2 persons wishing to make presentations must submit a request to Executive Committee.

5.2.1 Executive Committee records all presentation requests and approves those presentations which are appropriate to the purview of Students' Council.

6 The For Information section is conducted according to the following rules:

- 6.1 any member of SAMU may submit a written report; and
- 6.2 oral supplements may be given by anyone who submits a report.

7 The Question Period section is conducted according to the following rules:

- 7.1 any member of Students' Council may address the Chair to ask a question of any other member of Students' Council regarding any item in the agenda or on any topic affecting SAMU, SAMU members, or the university or larger community;
- 7.2 members of Students' Council to whom written questions have been directed may respond in writing in advance of the meeting for inclusion in the agenda material.
 - 7.2.1 Questions must be submitted at least two business days prior to the scheduled meeting.
- 7.3 any oral question may last no more than two minutes;
- 7.4 any answer may last no longer than 3 minutes.

8 The In Camera Period section is conducted according to the following rules:

- 8.1 all materials presented and all discussions in camera are confidential;
- 8.2 the In Camera Period is used when appropriate to discuss:
 - 8.2.1 issues related to assets or property of SAMU;
 - 8.2.2 human resources;
 - 8.2.3 legal issues or litigation.
- 8.3 if the nature of the discussion warrants, Students' Council may move to go in camera at any time during the meeting for business items not initially on the agenda as In Camera Period items;
- 8.4 during the In Camera Period, only members of Students' Council may be present except when Students' Council approves other individuals to attend;
 - 8.4.1 All such persons are bound by standing confidentiality agreements.
- 8.5 all items have specific names speaking to the actual topic being discussed.

Deleted: 6.1 the Executives submit written reports;¶

Deleted: 6.2 the General Manager submits written quarterly reports; ¶

Deleted: 6.3 the chairs of committees submit written quarterly reports;¶

Deleted: the Chair of Students' Council, the Executives, the General Manager, the chairs of committees, and the Chief Returning Officer



8.5.1 A motion may be made to change the topic name to reflect the nature of the actual discussion.

9 The Consultation section is conducted according to the following rules:

9.1 each member of Students' Council is entitled to one speaking turn during each consultation item of business;

9.2 the member of Students' Council with the floor may temporarily yield the floor to other members to have questions answered; and

9.3 the member of Students' Council who has requested consultation may declare at any time that sufficient feedback has been received. That item of business then ends.

10 The Evaluation section is conducted according to the following rules:

10.1 self-evaluation and group evaluation forms are completed by members of Students' Council during the Evaluations section of all meetings.

Deleted: Councilors and Executives

11 Items for inclusion in the agenda are submitted at least five business days in advance of the meeting, excluding reports which are submitted at least four business days in advance of the meeting.

11.1 Items for inclusion in the agenda must be complete with relevant documentation and proposed motions; and

11.2 All motions have a reference number set using the following guidelines: YEAR-MONTH-DAY-NUMBER IDENTIFYING AGENDA LOCATION, example: 2011-07-16-6.2; and

11.3 Motions and consultation items submitted for inclusion in the agenda are prefaced with a submission sheet that follows the format given in Appendix A of this policy; and

11.4 Agenda material to be included for in camera items is available in hard copy form for viewing in advance of the meeting at which it is to be discussed.

12 Regular meetings are held on the third Wednesday of each month.

13 Special meetings are conducted in the same way as regular meetings, with the following exceptions:

13.1 the Approvals section does not require the inclusion of minutes;

13.2 Special meetings do not require a For Information section or a Question Period.

14 Secret ballot voting will only be used when appointing a councillor to committee and when selecting the Councillor of the Year.

14.1 Votes will be counted by the Chair of Students' Council and verified by a Governance Office representative.

Deleted: the

14.2 Ballots will be destroyed.

~~Xx Agendas of Students' Council Meetings, minus supporting or confidential documentation, will be publicly published prior to the meeting.~~

15 Minutes of Students' Council Meetings will be publicly published within five business days of their approval.

16 Audio recordings and transcripts will be publicly published within five business days of the approval of the minutes.



Appendix A: Submission Sheet

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:

Submitted By:

Submission Title (As it will appear on agenda):

Background Information:

Implications:



Fact Sheet

Policy

Approvals:

First Approval – October 2, 2013

Last Approval – April 18, 2018

Source and Updates:

October 4, 2013: *Students' Council Meetings* approved by Students' Council motion 2013-10-02-6.1. Source material drawn from *Students' Council Policy 24 – Meeting Procedures*.

August 20, 2014: *Students' Council Meetings* approved by Students' Council motion 2014-08-20-6.8 upon the recommendation of the Bylaws and Policy Committee.

September 16, 2015: *Students' Council Meetings* approved by Students' Council motion 2015-09-16-6.1 on the recommendation of the Bylaws and Policy Committee. Policy updated to include the ability to use secret ballot voting.

October 19, 2016: *Students' Council Meetings* approved by Students' Council motion 2016-10-19-6.1. Changes include addition of Treaty 6 land recognition and publication of Students' Council minutes expectation.

January 17, 2018: *Students' Council Meetings* approved by Students' Council motion 2017-01-17-7.3 on the recommendation of the Bylaws and Policy Committee. 3.2.1 added to record the individual votes of Students' Councillors on motions that take place during the Motions and Business Orders of the Day section of the agenda.

April 18, 2018: *Students' Council Meetings* approved by Students' Council motion 2018-04-17-7.4 on the recommendation of the Bylaws and Policy Committee. Addition of requirement to publish audio recordings and transcripts of Students' Council meetings.

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: May 20, 2020

Submitted By: Stephanie Ouellette, VP Operations & Finance

Submission Title (As it will appear on agenda):

Bylaws & Policy Committee

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

Background Information:

With a councillor recently being removed from office, a vacancy opened on the Bylaws and Policy Committee. To ensure that the committee can continue to remain unbiased and effective, the committee needs a new voting member.

Implications:

The committee can continue 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.