

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
June 17, 2020 at 6:00pm via video conference**

Voting Members:

Ruan Bouwer, Vice President External
Colin Campbell, Councillor
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
Kent Strayer, Councillor
Alem Tesfay, Councillor
Elaine Tran, Councillor
Raymarck Unera, Councillor
Sean Waddingham, President
Matthew Yanish, 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 Amiskwaciy Waskahikan or Beaver Hill House in Nehiyawewin (Cree). This is the traditional home of the Nehiyaw (Cree) and Michif (Métis), and meeting place for many Indigenous peoples including the Nakawe (Saulteaux), Siksika (Blackfoot), Nakota Sioux (Stoney) and other nations.

2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR JUNE 17, 2020

2.2 MOTION

TO APPROVE THE MINUTES OF MAY 20, 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. Board of Governors Representative

4.2. Executive Committee Minutes

Minutes of May 13, 20, and June 3, 2020 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

6. In Camera Period

7. Motions & Business Orders of the Day

7.1. 2019-2020 Budget Surplus

***MOTION TO DIRECT THE 2019-2020 SAMU BUDGET SURPLUS TO TO THE 2020-2021
OPERATING FUNDS***

VPO/

Favour:

Oppose:

7.2. IT Services Agreement

MOTION TO APPROVE THE IT SERVICES AGREEMENT

VPO/

Favour:

Oppose:

7.3. Security Services Agreement

MOTION TO APPROVE THE SECURITY SERVICES AGREEMENT

VPO/

Favour:

Oppose:

7.4. Budget and Finance Committee

**MOTION TO APPOINT COUNCILLOR _____ TO THE BUDGET AND FINANCE COMMITTEE
FOR A TERM ENDING OCTOBER 31, 2020**

VPO/

Favour:

Oppose:

7.5.

8. Consultation

8.1

9. Evaluation

9.1. <https://forms.gle/thjPRQutH8veobnu5>

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: July 15, 2020

Meeting adjourned at:

**Minutes 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
Rachel 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
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Sean Waddingham, President
Matthew Yanish, Councillor
Kent Strayer, Councillor
Colin Campbell, Councillor

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

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2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR MAY 20, 2020

HASSAN/VPE

MOTION TO AMEND THE AGENDA TO ADD 7.7 FALL FEST BUDGET CHANGE

VPSL/VPOF

CARRIED

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF APRIL 15, 2020

VPO/VPA

CARRIED

3. Presentations

4. For Information

4.1. Reports

4.1.1. President

Students and tuition concerns.

4.1.2. Vice President Academic

E-learning committee, appeals, policy advisory group meeting update,

4.1.3. Vice President External

CASA update, U-Pass, consultation framework,

4.1.4. Vice President Operations & Finance

Across Canada chat group.

4.1.5. Vice President Student Life

As presented.

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

6. In Camera Period

MOTION TO GO IN CAMERA

VPSL/VPE

CARRIED

6.1 Chief Returning Officer

6.2 Councillor Reinstatement Submissions

MOTION TO GO OUT OF CAMERA

DYKES/NEWTON

CARRIED

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/VPA

Favour: Vpe, Drummond, Fallis, Forbes, Hassan, Johnston, Mirza, Newton, Vpof, Vpsl, Vpa, Tesfay, Tran, Unera, Pres, Yanish

Oppose: Dykes

CARRIED

7.2. Councillor Reinstatement

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

VPSL/VPE

Favour: Vpe, Drummond, Fallis, Forbes, Hassan, Johnston, Newton, Vpof, Vpsl, Vpa, Tesfay, Tran, Unera, Pres, Yanish, Campbell

Oppose: Dykes, Mirza

CARRIED

7.3. Chief Returning Officer appointment

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

VPSL/UNERA

Favour: Vpe, Drummond, Fallis, Forbes, Hassan, Johnston, Mirza, Newton, Vpof, Vpsl, Vpa, Tesfay, Tran, Unera, Pres, Yanish, Dykes, Campbell, Strayer

CARRIED

7.4. Committees policy

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

VPO/VPE

Favour: Vpe, Drummond, Fallis, Forbes, Hassan, Johnston, Mirza, Newton, Vpof, Vpsl, Vpa, Tesfay, Tran, Unera, Pres, Yanish, Dykes, Campbell, Strayer

CARRIED

7.5. Students' Council Meetings policy

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

VPO/VPE

MOTION TO STRIKE THE PROPOSED CHANGES TO 3.2.1

VPE/DYKES

Favour: Vpe, Drummond, Fallis, Forbes, Hassan, Mirza, Newton, Vpsl, Vpa, Tesfay, Tran, Pres, Yanish, Dykes, Campbell, Strayer

Oppose: Vpo, Johnston, Unera,

CARRIED

Favour: Vpe, Fallis, Mirza, Newton, Vpsl, Tesfay, Tran, Dykes, Johnston

Oppose: Strayer, Yanish, Vpa, Campbell, Pres, Hassan, Vpo, Unera, Forbes, Drummond

DEFEATED

MOTION TO RECESS FOR 5 MINUTES

VPO/DYKES

CARRIED

7.6. Bylaws and Policy Committee

Nominations: Elaine Tran, Kent Strayer

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

VPO/NEWTON

Favour: Vpe, Drummond, Fallis, Forbes, Hassan, Johnston, Mirza, Newton, Vpof, Vpsl, Vpa, Tesfay, Tran, Unera, Pres, Yanish, Dykes, Campbell, Strayer

CARRIED

7.7. Fall Fest Budget Change

**MOTION TO MOVE \$90K OF THE \$110K APPROVED IN THE BUDGET (531100) INTO A
HOLDING ACCOUNT TO BE ADDED TO THE 2021-2022 FALL FEST BUDGET
LINE**

VPSL/VPA

Favour: Vpe, Drummond, Fallis, Forbes, Hassan, Johnston, Mirza, Newton, Vpof, Vpsl, Vpa, Tesfay, Tran, Unera, Pres, Yanish, Dykes, Strayer

Oppose: Campbell

CARRIED

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

VPE

CARRIED

Next Meeting Date: June 17, 2020

Meeting adjourned at 7:41pm

Students' Council Report

President
June 17, 2020

Greetings councilors,

Below is my report on my work as President between May 20th and June 11th, 2020.

Dedicated Advocacy

UPass Meetings

Our VP External, VP Operations, and I met with MacEwan admin, the City of Edmonton, and other Student Associations/Unions in Edmonton several times to discuss UPass negotiations. Unfortunately, UPass has become quite a complicated issue due to the impacts of COVID-19, especially since classes are going to be mostly online for another semester now. Not only are we beginning negotiations with the City of Edmonton for the 2021 contract, but we are also trying to find solutions to the summer months and fall semester. In both summer and fall, some students will want the UPass, but we won't have the usual numbers of students commuting, so we are looking for alternatives to our typical arrangement.

Edmonton Student Alliance – First Meeting Preparation

Since being elected Chair of ESA, I have been working with the Vice Chair, Jerilyn Kotelniski (VP External at NAITSA), to set up our first meeting and prepare for it. The first meeting of ESA will be for setting advocacy priorities, so a survey has been sent out for our members to indicate their priorities as well as to provide their availability to help us set a date for the inaugural meeting.

Council of Alberta University Students – Priorities

Our VP External and I participated in the CAUS priorities setting meeting, contributing meaningfully to CAUS' top priorities for the year ahead. We are very pleased with the final list of our priorities, and are working out the details of their wording with CAUS currently. I fully endorse the CAUS priority list as it stands now, and am very impressed that CAUS members have converged around issues that are truly of utmost importance to students across Alberta. I am proud of our priorities and I think our members will be too when they are revealed.

Canadian Alliance of Students' Associations – Foundations Conference

Our VP External and I participated in three days of learning, ending off with an election of the board of directors, with CASA. We are now acquainted with CASA's membership and directors, and have a fuller understanding of CASA's role in federal advocacy for student issues.

Meeting with Interim President, John McGrath

I had my monthly meeting with John McGrath, during which we discussed MacEwan's budget, as usual, along with fall term planning and student concerns about the coming semester.

Meeting with Provost, Dr. Craig Monk

Our VP Academic and I met with Dr. Craig Monk this month. As my last monthly meeting with the provost, I introduced him to our new VP Academic, and we all discussed topics including fall term plans, SAMU survey results, budget considerations, learning management system update, etc.

Meeting with MacEwan Executive Council

Our entire Executive Committee (EC) at SAMU met with MacEwan's executive to discuss budget, fall term planning, our consultation strategy with one another, and joint advocacy opportunities. SAMU also gave an update of the things we are currently working on and dealing with.

Advocacy Strategizing with SAMU Marketing & Communication Department

All of EC joined Marketing for a meeting about how that department can support us with our advocacy goals, which produced some very good ideas and strategies.

Relations with our Community

Call with Athabasca University Students' Union

Our VP External and I had an introductory call with the President and Vice President External of the AUSU. Since AUSU is outside of both CAUS and ASEC, this meeting was quite worthwhile.

Call with University of Alberta Graduate Students Association

Our VP External and I had a call with the president of the U of A GSA to discuss our strategies around gov't advocacy, among other topics. Like AUSU, since U of A GSA is not in any advocacy group with us other than ESA, it is nice to conduct these meetings early on in our terms.

Call with Alberta Students' Executive Council

Our VP External and I took part in a call wherein CAUS and ASEC met to discuss our concerns and priorities for the year ahead. All CAUS and ASEC members who could attend were there, making for quite a big meeting. I was pleased that ASEC reached out to conduct this meeting so early on in our terms so that we can cooperate as much as possible throughout the year, by being on the same page with one another. Together, we represent over 200,000 students.

Stewardship of Resources

GM Hiring

We've spent much time on interviews and meetings with our headhunting firm, and are now finishing up the process of hiring a new GM for SAMU. I am very relieved that this process will soon be done, and I am excited to finally make an announcement on this matter when possible.

COVID Budget Assessment

SAMU EC has re-assessed our department 12 budget due to some concerns about enrolment in fall. Due to a range of enrolment scenarios being possible, we made expenditure scenarios for three different revenue ranges based on three different levels of reduced enrolment.

Integration of the SAMU Building

SAMU Building Update

I attended a SAMU Building Update with Mona Patel, Senior Project Manager, to learn a bit about the history of the decision to make a building and the process of it being built, bringing me up to speed to where we are at the present day.

SAMU Building Operations Committee Meeting

Our VP Operations and I attended a SAMU Building Operations Committee meeting, in which budget matters, regulatory requirements, maintenance, and other matters were discussed.

PRES Report to Students' Council

Submitted June 11, 2020

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Connect to Students

Student Advocacy Office Feedback: Exit Survey

I have worked with the VP Academic and our Marketing department on an idea to create an exit survey for students who use our Student Advocacy Office service. This is the service that is provided either by the VP Academic or the Advocacy Coordinator to help students understand their options when they wish to challenge a decision of a professor or administrator, such as in the case of a grade appeal. Our VP Academic has been spearheading this project and has created a first draft of the exit survey, which I looked over and discussed with her. It looks really good in its first steps and I think this is a great direction taken by the VP Academic!

Research Ethics Board/Animal Research Ethics Board Student Membership

The chair of REB and the Research Ethics Officer met with me to discuss the student membership application process for REB and AREB. It has been proposed that faculty, including the chairs of the boards, could recommend students for each committee to apply to SAMU, and that SAMU could work with the chairs to determine who best fits each committee. I think this is a good direction and discussed it with the SAMU VP Academic – I've hoped for a while that faculty would get involved with helping us find students for committee appointments so I like the idea.

Restorative Resolutions for Academic Misconduct

I participated in quite a few restorative resolutions for students who have been involved in academic misconduct during the winter semester.

President's Medal Nomination Review

I was the student representative on the President's Medal nomination review meeting, during which the student recipients of the President's Medal were selected.

Fall Term Moving Online – SAMU EC Livestream

Due to MacEwan's announcement that fall term will be online, SAMU EC and Marketing worked together to create a livestream in which our EC team explained what we know about the fall term to students listening in. We covered topics like tuition & fees, MacEwan's student supports, what to expect with classes, when buildings will open on campus, and what SAMU programs & services will be available. We managed to get nearly 2,000 views on this video over the following days, which is excellent! I am very proud of our EC's ability to respond so quickly to this announcement.

Alumni Advisory Council

At their last meeting of the year, I joined MacEwan's Alumni Advisory Council to introduce myself and start learning about the work they do. I will be joining them at regular meetings come September, when the council will begin meeting again.

Biweekly Newsletter Contribution

In addition to other things we have been doing to serve students during this time, such as our webinar series, I am happy to see that our Marketing department has been working on an idea for regular newsletters to send out to our membership. I am in the process of writing a column for next newsletter, since EC will be featured in a minor way on newsletters to better acquaint students with our roles and initiatives.

Closing Remarks

My excitement for this term has not been diminished so far, despite some disappointing announcements like MacEwan's classes being delivered online for the fall semester. Although this will make the year ahead quite different, I am still confident that SAMU can continue to serve students in a meaningful way and that we will still be in touch with student needs. Spring/summer semester so far has shown that this is possible. Although I am hopeful in this regard, I also am still hoping that at least the buildings can open up somewhat soon, including the SAMU building. It would be nice to be available in person, and to work in the office again with our lovely staff.

On the government advocacy front, I am glad and relieved to see recent news about performance based funding (PBF) being delayed for a year, along with the even more recent announcement that expenditure targets will be suspended. Both of these measures would have meant, ultimately, that the university would have less resources to spend – in an environment where tuition is going up, that would have the potential to mean students are paying more to get less. Now, it seems the risk of this has gone down. However, we still need to remain vigilant on this topic as the risk is not totally eliminated. We still have seen a large cut to the Campus Alberta Grant over the last two provincial budgets, and we must be wary about a cut (PBF or not) in 2021, and the enforcement of expenditure controls next year. This issue may be postponed, but could re-emerge.

I hope to hear from councilors with any questions about this report during the meeting, or even at other times if you wish to email or call! My virtual "door" is always open.

Regards,

Sean Waddingham, SAMU President 2020/21

Students' Council Report

Vice President Academic
June 17th, 2020

Hi everyone,

I hope everyone is enjoying their summer but also still finding time to read these reports. As a result, I have referred to a tv personality somewhere in my report, please email it to me at savpacademic@macewan.ca when you find it with the subject VPA Report.

Please find my report below detailing events that occurred between May 20th and June 11th.

Dedicated Advocacy

MacEwan Committee Recruitment

We have the application 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. Interestingly, I have already received a significant number of applications to sit on the Research Ethics Board but there are still many other committees.

Monthly Meeting with the Provost

Sean Waddingham and I met with the Provost Dr. Craig Monk where we discussed our Covid-19 and fall concerns, convocation, academic program review due to the budget, some of my ideas about appeals and academic misconduct awareness and other projects/advocacy points.

Marketing Advocacy meeting

We all got to go over our potential project ideas with marketing to discuss our ideas and needs moving forward.

Student Systems Joint Operations Committee (SSJOC) Meeting

Stephanie our VP Operations and I attended the SSJOC meeting which had many interesting updates on how enrollment went, various finance initiatives and plan with course moving forward and scheduling.

Commitment to sustainability

EC Briefings

We had some sessions led by our President to provide us with updates or info that would be useful in our roles and that was not covered in transition.

Relations with our Community

Marketing Media training

Marketing provided comprehensive and helpful media training for all of EC and provided information on social media use and making SAMU statements.

Office of the Registrar(OUR) Admissions Meeting

I got to have a conversation with Tony Norrad from the OUR to discuss the details around students who have been Required to Withdraw and their process of readmission/application to aid in the support I provide students.

MacEwan Executive and SAMU Meeting

VPA Report to Students' Council

Submitted June 11, 2020

Page 1 of 3

We all got to meet with the MacEwan Executive where we discussed the fall term, and their consultation approach draft.

General Faculties Council Executive Committee (GFC EC) Meeting with Incoming President Dr. Annette Trimbee

Dr, Annette Trimbee met with the GFC EC to be introduced to the group and get a feel for how we see our role in GFC and the GFC EC, how it is perceived by the rest of the university and how we've been adjusting to the bicameral system. We also talked about what the culture at MacEwan is like and overall the discussion left me feeling optimistic about her being our incoming president.

Stewardship of Resources

Procedure Sub-Committee

We finished reviewing the University Governance Representation procedure and created a new procedure to address the processes EC takes to make committee appointments in the Appointments by Executive Committee 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 their audit and got to hear an interesting supplemental presentation by Dr. Nick Nation on dog zoonoses.

Weekly Directors Meetings

We have maintained our attendance at the directors meeting which have been very helpful especially recently as we had discussions around our budget forecasting and the fall update due to covid.

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 did get to stop in to help sign some checks and pick up my credit card. We have recently created a schedule for EC's to be able to work in the building throughout the week while adhering to the strict building guidelines though so I may work from there occasionally.

Connect to Students

Appeals

I feel I have been getting increasingly more comfortable responding to student concerns which is good, I've experienced a decrease in emails but have still been there to support students and provide them with resources.

Fall Update Webinar

All of EC participated in a webinar where we responded to students concerns and questions about the Fall update and shared our thoughts and what we knew about the situation which has almost made us viral and we should be on Ellen any day now but jokes aside it has almost 2000 views.

Students' Council Communication platform

We moved forward with testing out a new communication platform for Council and Students at large so if you have not activated your account please remember to do so or contact me if you have any questions or feedback.

Enhance Student Experience

University of Alberta MacMoodle Demo

I got to participate on this demo of the Moodle the UofA uses and we got to learn more about the functionality and capabilities of this learning management system for our consideration in choosing an LMS.

Learning Management System (LMS) Working Group Meetings

We reflected on our experience with the UofA demo and provided our feedback to MacEwan on our thoughts moving forward and what work and info we would still need to consider before we would be comfortable making any decisions on an LMS.

Program and Curriculum Committee Meeting

We reviewed the Bachelor of Commerce scheduled review and their ideas for their plan moving forward based on their findings which was very interesting.

Library Resources Webinar

I had the opportunity to host the library webinar with Joan Morrison the English Subject Specialist and Student Engagement Librarian and went through the Covid-19 updates the library has on their resources and how to access them, how to get to contact with them and some tips on doing a library search. Joan was a lovely presenter and it was nice to develop a connection with her and the library while also hopefully providing some informative content to students and it had a good amount of views.

Restorative Conferences

I have participated in about eight restorative resolutions which have all provided unique experiences and provided me with more knowledge around academic misconduct and more aware of the issue of contract cheating and its harms.

Closing Remarks

It has been busy but I have found that I have been getting used to things fairly quickly. 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 be physical distance while staying socially connected!

Thank you,

Alycia Stewart
Vice President Academic
Students' Association of MacEwan University

Students' Council Report

Vice President Operations & Finance June 17, 2020

Updates from the Vice President of Operations and Finance - Stephanie Ouellette:

Projects & Initiatives:

SAMU Building

Nothing to add this month.

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.

Committees:

U-Pass Advisory

I attended a meeting with Macewan, SAMU and City of Edmonton representatives to discuss the new proposal. I have also been working with the UPass teams from other universities.

Current UPass Update:

ETS has agreed to honor the winter 2020 U-pass as valid payment from June 15 to June 30, 2020. Other options starting July 1, 2020 until August 25, 2020:

- For students 24 and under, ETS offers discounted Youth monthly passes and discounted tickets, and some municipal transit partners also offer discounts to students.
- For low-income students, ETS offers the Ride Transit program and some municipal transit partners offer low-income programs as well.
- For students who are seniors, ETS and most municipal transit partners offer free or discounted Seniors monthly passes.

Procedure sub-committee

We passed 2 updated procedures. The appointments by executive committee procedure and the university governance procedure.

Other Business:

Training

Attended media training with other EC members.

Webinars

I have attended a Healthy Campus Alberta webinar as well as one of Gallivan's live streams.

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. I have also been responding to UPass inquiries.

VPO Report to Students' Council

Submitted June 11, 2020

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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. The smart fare implementation document of MacEwan is complete.

Meetings

I have been attending the weekly directors' meetings. I have also been attending the building update meetings. I also met with continuing education about the move into Allard Hall. I also attended an SSJOC meeting. Lastly, I attended the facilities meetings.

Budget

Worked on and completed a forecasting budget if/when student attendance goes down for a 10%, 20% and 40% reduction rate.

Marketing

EC has been working closely with our marketing team on student responses, webinars and planning the new student orientation.

Closing Remarks:

Union negotiations has been taking up most of my time. I have also been going through health problems, so I did have to take a sick day, but I have made it up in overtime work.

Thank you everyone for all your hard work during this tough time. Stay healthy and take care of yourselves!

Stephanie Ouellette (she/her)

Students' Council Report

Vice President Student Life June 17, 2020

Hello, Councilors!

I hope you're busily enjoying your summer, however that looks for you! Now is an important time for self-care, especially with everything that's going on in the world. It's been another busy month at SAMU; see below for my report detailing events that occurred between May 14th and June 11th, 2020.

Dedicated Advocacy

Sexual Violence Prevention Governance Meeting

I met with Roxanne Runyon from the Office of Sexual Violence Prevention, Education, & Response at the end of May to discuss what influence students will have in OSVPER governance in the face of budget cuts and COVID-related reductions. More to come on this.

Courage to Act Community of Practice Meeting

I once again had the opportunity to represent MacEwan on the federal level of post-secondary gender-based violence advocacy during the most recent Courage to Act Student Community of Practice meeting.

Courage to Act Webinar

I attended a webinar run by Courage to Act that featured several student leaders in a discussion of how best to engage students in advocacy efforts around gender-based violence. I look forward to applying this knowledge in my ongoing advocacy work at MacEwan around this topic.

Commitment to Sustainability

General Manager Hiring

Myself, our President, and members of the previous EC recently wrapped up the search process for our new GM. This was an incredible learning experience for all of us and we had several outstanding applicants for the position. I feel very confident in our choice of candidate, and I look forward to introducing them to the rest of the team and Students' Council.

Directors' Meetings

Myself and the other members of EC have continued to attend the weekly Directors' meetings in the place of the GM. While this has been a great experience in a lot of ways, I'm looking forward to the onboarding of the new GM and their movement into this role so that EC can focus more holistically on their portfolios.

Final Pieces of Transition

Along with the rest of EC, I took part in several meetings to iron out the final aspects of our transition and to plan for the coming year. This was a great opportunity to refresh my knowledge on some key SAMU topics.

Appointment Advisory Committee

The Appointment Advisory Committee met once over the reporting period, resulting in the recommendation of a student at large appointment to the Bylaws and Policy Committee.

Relations with our Community

Edmonton Regional Post-Secondary Mental Health Committee

I met with the Edmonton Regional Post-Secondary Mental Health Committee once during the reporting period. Topics of discussion included the impact of COVID-19 on mental health and plans for events.

Connect to Students

Student Meetings

Over the course of the reporting period, I had multiple meetings with students. These were mostly surrounding concerns related to COVID-19.

Fall Term Response Webinar

Myself and the other members of EC hosted a webinar in response to MacEwan's announcement about their plans for the Fall semester. This was a great opportunity to flesh out the complexities of what this announcement means for students and to give them a platform to air their concerns.

Enhance the Student Experience

Sexual Violence Awareness Week Planning

I've been involved in several meetings of the Sexual Violence Awareness Week organizing committee over the past few weeks. I'm excited to be on this committee again this year, and am looking forward to seeing how we can maintain the same quality of events and engagement with the move to an online format and a significant budget reduction.

New Student Orientation Working Group

I've also attended several meeting of the New Student Orientation (NSO) Working Group over the reporting period. NSO will be mostly online, with in-person tours taking place in small groups. While this will be a challenge, it will also be a great opportunity to develop some resources that can survive online long-term.

Closing Remarks

I can't believe how quickly time is going by and how busy we continue to be, even working from home. These past few months have been a challenge unlike anything that I could've imagined for myself in student leadership, but I feel that there's an incredible amount of very important learning and change going on right now – on the individual and collective levels.

I am full of ideas and inspiration for how best to serve the population this year, and I'm excited to see the creative and thoughtful ways that students adjust and seek to help others in our unique circumstances. As always, please don't hesitate to reach out for any reason.

Warm regards,



Aubrianna Snow

Vice President Student Life

Students' Association of MacEwan University

Students' Council Report

Board of Governors Student Representative June 11, 2020

Dear Council,

Below is my report from May 15th to June 11th.

Board Orientation

New Board members attended meetings with the VP University Relations, the Acting President, and the VP General Counsel. Orientation covers what their roles are, what they cover, and their relationship to the Board. In addition, the Acting President highlighted budgetary concerns and the VP General Counsel went over Board member responsibilities and liabilities.

Finance, Property, and Investment Committee

I attended my first meeting of the Finance, Property, and Investment Committee on May 20th. Originally, the agenda had been substantially longer as the committee had to approve or reject the financial components of the Investment Management Agreement (IMA). With the IMA deadline being extended another month, the committee scrapped the majority of the meeting and pushed it to a new June meeting.

Board of Governors

The May Board meeting was postponed until June.

Closing Remarks

The situation regarding the Investment Management Agreement is ever-changing, as the COVID-19 pandemic and the economic recession accompanying it have made aspects of the IMA more difficult to achieve. With the extended deadline, the IMA may have changes to it but it is expected to be voted on by the Board of Governors on June 18th.

I hope you're all doing well, and that we can resume in-person meetings soon. If you have any questions, please don't hesitate to reach out.

Sincerely,

Myles Dykes

Board of Governors' Student Representative

dykesm3@mymacewan.ca

Voting Members:

Sean Waddingham, President
Alycia Stewart, VP Academic
Ruan Bouwer, VP External
Stephanie Ouellette, VP Operations & Finance
Aubrianna Snow, VP Student Life

Resource Official(s):

Alan Honey, Governance Advisor

Guests:

Jaime Beagan, Director of Programs & Services
Carl Knowler, Director of Marketing & Communications
Darryl Kostash, Director of Building Operations

1. Call to Order: 11:11am

2. Approval Minutes for: May 1, 2020

VPSL/VPE

CARRIED

3. Approval of Agenda

VPO/VPSL

CARRIED

TOPIC		DISCUSSION	ACTION/MOTION
1.	Introductions	Roundtable – EC/Directors intros.	
2.	EC Agendas	GA – process of submitting to EC agendas	
3.	<i>Office Etiquette</i> procedure		MOTION TO APPROVE THE OFFICE ETIQUETTE PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE VPA/VPO CARRIED
4.	Committee appointments	Vpa – makes sense for Sean to continue his term on the committees, and then appoint new students in the Fall. I will still sit in on the meetings informally.	MOTION TO APPOINT SEAN WADDINGHAM TO THE ANIMAL RESEARCH ETHICS BOARD AND THE RESEARCH ETHICS BOARD FOR A TERM ENDING SEPTEMBER 1, 2020 PRES/VPA CARRIED

5.	President's Report	CAUS Changeover. Distinguished teaching awards meeting. GM hiring committee. Support VPA & VPE with questions. BOG prep & training. Met with Marlena. Met with Jaime.	
6.	VP Academic's Report	Transition. Committees updates – contacting them to introduce myself. USRI application review. PSC meeting. GFC Exec council meeting. FAS rep update. AREB meeting. Appeals & emails from students. Restorative conferences meeting.	
7.	VP External's Report	Transition. Met with university administration. Watched Question Period. CAUS update. Meeting with Minister of Advanced Ed today – update provided.	
8.	VP Operations & Finance Report	Building update. BPC update – policies coming to SC next week. PSC update. U-Pass Advisory Committee meeting this afternoon. VP Finance & Admin hiring committee for MacEwan.	
9.	VP Student Life's Report	AAC meeting. Lynn Wells update. SVPEC meeting. NSO working group meeting. GM hiring. Community of practice meeting.	
10.	Recognition		

4. Adjournment

VPSL
CARRIED

Time: 12:17pm

Voting Members:

Sean Waddingham, President
Alycia Stewart, VP Academic
Ruan Bouwer, VP External
Stephanie Ouellette, VP Operations & Finance
Aubrianna Snow, VP Student Life

Resource Officials:

Alan Honey, Governance Advisor

Guests:

Carl Knowler
Jaime Beagan
Darryl Kostash
Joanne Ng
Marlena
Brnesh
Tom

1. Call to Order: 10:03am

2. Approval Minutes for: May 13, 2020

**VPSL/VPE
CARRIED**

3. Approval of Agenda

**VPSL/VPE
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	SAMU branding presentation	Knowler – update on SAMU branding provided by M&C team.	
2.	Compensation for students on committees	Pres – looking for feedback on compensation for students. Beagan – something specific vs visa/mastercard is better for auditing purposes. We are working with an all in gift card where people can choose what store they want a gift card to. Will send out info about it to EC.	Action: Pres to provide student info to Jaime by next EC meeting.
3.	Outstanding Action Items		
4.	President's Report	U-Pass meeting update. Research ethics board. BOG training. CDEL webinar. Alumni Advisory Board onboarding. ESA transition meeting. Appeal review with Vpa. Gallivan intro meeting. OER in alberta meeting. BOG update.	
5.	VP Academic's Report	Bio for M&C completed. SC prep. E-learning committee meeting. Appeal request from students. Sat in on OER panel.	

6.	VP External's Report	U-Pass meetings. CASA update. CAUS update. Consultation framework update.	
7.	VP Operations & Finance Report	SC reports. U-Pass update. Directors meeting. Meeting with student groups.	
8.	VP Student Life's Report	SVPEC update – met with Roxanne Runyon. Met with student rep on committee. Directors meeting. GM hiring committee. EDI committee.	
9.			
10.	Recognition		

4. Adjournment

VPE

CARRIED

Time: 11:13am

Voting Members:

Sean Waddingham, President
Alycia Stewart, VP Academic
Ruan Bouwer, VP External
Stephanie Ouellette, VP Operations & Finance
Aubrianna Snow, VP Student Life

Resource Official:

Alan Honey, Governance Advisor

Guests:

Carl Knowler
Jaime Beagan
Darryl Kostash

1. Call to Order: 11:03am

2. Approval Minutes for: May 20, 2020

**VPSL/VPO
CARRIED**

3. Approval of Agenda

**VPSL/VPE
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	ITS Agreement	Kostash – received recurring agreement from MacEwan. Since it's recurring it needs SC approval. It's a good deal for us.	Action: EC to review agreement, provide feedback by Friday, and Vpo to submit motion for next SC meeting.
2.	Committee Appointment	Vpsl – AAC received application and is recommending appointment. Pres – she's been involved with SAMU for a couple years now. Vpe – application demonstrates a degree of passion and wants to commit to SAMU.	MOTION TO APPOINT IPSHA SARKER TO THE BYLAWS AND POLICY COMMITTEE ON THE RECOMMENDATION OF THE APPOINTMENT ADVISORY COMMITTEE VPSL/VPA CARRIED
3.	Student Legal Services of Edmonton at the University of Alberta Offer	Pres – received email from Student Legal Services of UofA. They have a partnership with UASU. Is this something we should consider? Vpa – good idea to explore. Would have to go through process of taking to SC so would need to gather as much data around it as possible. Identify if a need is there at MacEwan. Vpe – let students decide via referendum if it's important to them. Vpa – would then need to evaluate performance in the future. Pres – bring to council to see if it's a good idea to look into further?	
4.	Students Council training	GA – propose October 31-November 1, 2020 for training & April 24, 2021 for refresher.	

	& Refresher	Consensus – Friday evening & Saturday.	
5.	Councillor communication platform	Vpa – wondering about having a slack channel for SC? Have channels for all the different committees. What are peoples thoughts? Could be an opportunity to provide workspace for students on MacEwan committees as well. Pres – like the idea. Vpe – agree. Vpo – agree. Vpsl – also in favour.	Action: Darryl to get info about Teams access for MacEwan students and bring back to EC. Test with student account.
6.	Shared calendar for council and committee updates	Vpa – possibility of having a shared calendar for all members of SC? Pres – if outlook is available to students that could solve the problem. Kostash – potential on our website?	Action: GA to work with Carl/Darryl/Sam to share calendar.
7.	BOG position rep email	Vpa – curious if having this is possible. Kostash – suggested proper channel would be able to talk to BOG about this. Ultimately an EC member should lead the charge on this.	
8.	Security Agreement	Kostash – shared agreement that we received. Has a recurring term so would need to go to SC.	Action: EC to provide feedback by Friday and Vpo to bring to SC.
9.	Budget 20/21	Kostash – working behind the scenes on this. We used to do a good job of saving for a rainy day. Suggest we take the surplus from this fiscal year and add it to next year's budget. Would need to make a change to policy for that.	Action: Directors to get info to EC to craft motion for next SC. GA to try to book BFC meeting on Monday/Tuesday next week.
10.	President's Report	E-learning committee met with MacEwan student life manager. BOG update. SC debrief. Advo feedback meeting. Research ethics board meeting. Media training. AUSU call. CAUS Priorities setting. Restorative conference. Ukrainian development office meeting. SAMU building meetings. GM hiring meeting. M&C meeting. CASA foundations. CAUS meeting. U-Pass meeting with Myrna Khan. U-Pass negotiations strat meeting. Directors meeting. LMS working group. Pres medal award meeting. MacEwan pres meeting. Gov't/Advo meeting. Budgeting meeting.	
11.	VP Academic's Report	PAG meeting. Elearning committee meeting. Advo and student life meeting. Library meeting.	

		Media training. Dir meeting. OUR meeting. Restorative conferences Marketing update meeting LMS working group meeting. GFC EC meeting with incoming Pres. Program and Curricular committee meeting. SSJOC meeting.	
12.	VP External's Report	CASA update. CAUS update. U-Pass.	
13.	VP Operations & Finance Report	Healthy Campus Alberta webinar update. SSJOC. U-Pass meetings. SAMU building update. Finance & Admin hiring committee meeting.	
14.	VP Student Life's Report	Sexual violence awareness week meeting. Mental health meeting. Media training NSO work group. GM hiring. EC briefing meeting. Webinars AAC meeting. Dir meeting. NSO meeting with our staff. Budget meeting/ Community of practice meeting. Work on Roundhouse & sexual violence awareness stuff.	
15.	Recognition		

4. Adjournment

VPE

CARRIED

Time: 1:08pm

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: June 17, 2020

Submitted By: Stephanie Ouellette, VP Operations & Finance

Submission Title (As it will appear on agenda):

2019-2020 Budget Surplus

Motion to direct the 2019-2020 SAMU budget surplus to the 2020-2021 operating funds

Background Information:

With the COVID-19 situation MacEwan University is predicting a potential drop in registration for the 2020-2021 school year. In response to this the SAMU directors have been reviewing what this a drop in registration means to the SAMU budget and our revenues. To mitigate any potential problems to SAMU's operations they've recommended that Students' Council consider directing any operational surplus from the current (2019-2020) fiscal year into the operational funds for 2020-2021 instead of into the Maintenance/SAMU Cares Endowment/SAMU-MacEwan Major Expenditures Funds as would normally happen based on policy.

This is a one-time decision. Any surplus funds at the end of 2020-2021 would then be directed as the policy dictates.

Lastly, the members of the Budget & Finance Committee were provided an opportunity to provide feedback on this recommendation. We got feedback from the Councilor on that committee, but not from the student-at-large members. The Councilor was in support of this change.

See the finance policy for more details on the budget allocations:
<https://1cf21d2abhgc963ee30gaef2-wpengine.netdna-ssl.com/wp-content/uploads/2014/10/Finance-1.pdf>

Implications:

Having these additional funds available for the 2020-2021 budget year will ensure that the budget, as passed by Students' Council, can be enacted. It does not allow for additional funds to be spent over what has been approved by Student's Council.

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: June 17, 2020

Submitted By: Stephanie Ouellette, VP Operations & Finance

Submission Title (As it will appear on agenda):

IT Services Agreement

Motion to approve the IT Services Agreement

Background Information:

As this is an agreement that automatically renews each year it requires approval from Students' Council per Bylaw 39: "Executive Committee has the authority to negotiate, terminate, and sign contracts and documents on behalf of SAMU. Unbudgeted contracts over \$10,000.00 and contracts which exceed a one-year commitment must be approved by Students' Council. Employment contracts are exempt."

SAMU did not pay for the first year of service due to technical issues, but we will have to pay for 2019/2020. This cost has already been budgeted for and we get a good deal with MacEwan. No extra money will be spent. If we went to external resources, we would be charged around two to three times more for the services offered. This agreement is to ensure that MacEwan will get paid and it will also facilitate easy renewal. Since we still need to pay for 2019/2020, this agreement is 'backdated' in a sense and effective from July 1, 2019. This means that the renewal will have to be approved later on.

This agreement is to be approved, to limit risks and to also define roles, responsibilities and expectations of the parties involved.

Signing this agreement does not stop us from making amendments or even cancelling the service.



Implications:

This agreement will ensure that SAMU has IT support from MacEwan University. The services being offered include, but are not limited to: a MacEwan Username and email, program access such as webEx, Adobe Acrobat, Creative cloud, Google suite, Microsoft office, cloud storage, personal storage, IDM, peoplesoft and vendor access and prices (See schedule A for more information”).

SERVICES AGREEMENT

This Services Agreement ("Agreement") made effective the 1st day of July, 2019 (the "Effective Date").

BETWEEN:

STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY
(hereafter referred to as the "Client")

and

**THE BOARD OF GOVERNORS OF
GRANT MACEWAN UNIVERSITY**
(hereafter referred to as the "University")

It is hereby agreed between the parties that:

1. The Client and University hereby agree that this Agreement in all respect replaces the Proposal Agreement effective July 1, 2018 and that agreement is of no further force or effect as of the Effective Date.
2. The term of this agreement shall commence on the Effective Date and expire on June 30, 2020 (the "Term"). The Term will be automatically renewed on an annual basis on the same terms and conditions provided however that the University may increase the Consideration as it deems appropriate to cover any increases which have occurred in the University's cost to provide the Services. Notice of increases will be given to the Client one hundred and eighty (180) days prior to the expiry of the Term. Either the Client or the University may terminate the agreement for any reason on the expiry of the Term by giving the other party one hundred and fifty (150) days' written notice to allow for an orderly transition.
3. The University shall provide the services as described in Schedule "A" (the "Services") during the Term. The Services are all provided without any warranty and to the same level of uptime or availability and quality as University clients. Any concerns with the services, may be escalated to the Director of Client Services for resolution.
4. The Client shall be solely responsible for backing up and encrypting all of its data that resides on the Client's equipment.
5. All use of the Services by the Client must comply with the policies, procedures and standards of the University that pertain to the secure, ethical and respectful use of Information Technology Resources including the Use of Information Technology Resources Standard as amended from time to time.
6. The Client shall provide University the consideration as described in Schedule "B" (the "Consideration").

7. Payment for the Consideration will be due and payable as and when described in Schedule "B". Invoices which remain unpaid for more than 30 days after the due date shown on that invoice shall accrue interest of 15 percent annum calculated and compounded monthly.
8. The Client acknowledges and agrees that it shall not acquire any rights to any name, goodwill, trade-mark, copyright or other form of intellectual property right owned by the University or any third parties by virtue of receiving the Services.
9. All equipment purchased and/or provided by the University to perform the Services shall remain the property of the University. However, the Client may elect to purchase and/or provide its own equipment, which shall be and remain the property of the Client.
10. This Agreement shall be binding upon the Client and the Client shall not be permitted to make changes to this Agreement without the prior written consent of the University.
11. Any notices under this Agreement given to the parties hereunder shall be conclusively deemed to be sufficiently given if personally delivered, sent by prepaid registered mail addressed as follows, or transmitted by facsimile to the number of the party to whom it is intended as follows:

to the University:

Shelagh Hohm
AVP Info Services & Chief Information Officer
7-307A 10700 – 104 Ave NW
Edmonton, AB, T5J 4S2

to the Client:

Darryl Kostash
SA – 324
10850 104 Ave NW
Edmonton, AB, T5J 4S2

Notice served by prepaid registered mail upon either party to such addresses shall be deemed received five business days after posting. Notice served by any other means shall be effective upon actual receipt. Either party may change its address for service upon notice to the other.

12. In the event that either the University or the Client (the "Defaulting Party") breaches or otherwise defaults in performing or observing any of its obligations under this Agreement, including without limitation the non-payment by the Client of any portion of the fees payable by the date(s) specified herein, the other party (the "Terminating Party") may terminate this Agreement, provided however that in the case of a default by the University in providing the Services the University shall be given a minimum of thirty (30) days or such other time period as is reasonable in the circumstances to rectify that default.

13. The Client agrees that, to the extent that it receives any confidential information of the University, or the personal information of any student, employee or agent of the University, it will keep such information confidential, and shall take all necessary steps to ensure that such information is collected, used, stored and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* (Alberta).
14. The Client agrees to indemnify, hold harmless, and, at the option of the University, defend the University from all claims, demands, direct or indirect damages, actions, fines, costs, expenses (including, without limitation, legal expenses on a full indemnity basis and the costs associated with collection of any Consideration or other amounts owing under this Agreement) that arise out of or are related, directly or indirectly, in any way to the Client or the Client's contractors, employees, volunteers, agents, or others for whom the Client is responsible at law, access to or use of the Services.
15. It is the intent of the parties that, except where otherwise noted, the terms of this agreement shall survive the expiry of the Term or earlier termination of this Agreement.
16. This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the laws of Canada applicable therein.
17. No amendment, alteration or variation of this Agreement or any of its terms or provisions shall be binding upon the parties unless made in writing and signed by the duly authorized representatives of each of the parties.
18. If any provision of this Agreement is unenforceable or invalid for any reason whatever, such unenforceability or invalidity shall not affect the enforceability or validity of the remaining provisions of this Agreement and such provisions shall be severable from the remainder of this Agreement.
19. The provisions herein and Schedules hereto constitute the entire agreement between the parties hereto and supersede all previous expectations, understanding, communications, representations and agreements, whether verbal or written, between the parties with respect to the subject matter hereof. In the event of conflict or inconsistency between any schedule and the main body of this Agreement, the main body shall govern.
20. This Agreement may be executed in counterpart, both of which together will constitute one and the same instrument and either party may deliver an executed counterpart by facsimile transmission.

**STUDENTS' ASSOCIATION OF
MACEWAN UNIVERSITY**

**THE BOARD OF GOVERNORS OF
GRANT MACEWAN UNIVERSITY**

Per: _____ Per: _____

First, last name
Title

CONFIDENTIAL

SCHEDULE "A"

Services Description

MacEwan will provide the following:

1. A MacEwan Username for each employee of the Client, which will grant:
 - a. MacEwan account with access to log into the MacEwan wired and wireless networks.
 - b. MacEwan account with access to log into Eduroam to allow access to the networks of affiliated Universities.
 - c. Assigned a MacEwan email account @macewan.ca which allows MacEwan calendaring and email.
 - d. Microsoft OneDrive storage for personal work files.
 - e. Microsoft SharePoint storage for departmental work files.
 - f. Access to Microsoft Teams.
 - g. Access to Microsoft O365, including:
 - i. Outlook;
 - ii. OneDrive;
 - iii. OneNote;
 - iv. SharePoint Sites; and
 - v. Microsoft Office applications both cloud and local.
 - h. Access to Google Suite, including:
 - i. Google Drive;
 - ii. Google Sheets;
 - iii. Google Docs;
 - iv. Google Slides;
 - v. Google Calendar; and
 - vi. Google Groups.
 - i. myPortal access through the employee community.
 - j. MacEwan library card access if requested.
 - k. Access to MacEwan Life as required.
 - l. Access to the Scheduling application if requested.
 - m. Access to Cisco WebEx including WebEx meetings and teams.
 - n. Adobe Acrobat Pro DC
 - o. Adobe Creative Cloud for eight named users.
 - p. Sophos antivirus/spyware (MacEwan contract under review, may be replaced with Windows Defender on Windows machines).
 - q. Duo Security (2-Factor Authentication).
 - r. JAMF (MacIntosh – device management)
 - s. SCCM (Windows – device management)
 - t. Other software, that is not included in existing master agreements, including but not limited to: Microsoft visio, Microsoft project and additional copies of Adobe Creative Cloud may be licensed to the Association based on fee payments to the University.
2. Departmental cloud storage as follows:
 - a. The MacEwan usernames will be provisioned access to departmental cloud storage on SharePoint.

- b. It is the responsibility of the association to ensure that confidential files are stored in folders with limited access.
 - c. Group access will be provisioned based on the SAMU POI membership.
 - d. Cloud backup and restore functions are supported by MacEwan ITS.
 - e. The Association usernames have exclusive access to cloud provisioned files and folders. Access by IT Technicians is by request only and is logged.
- 3. Personal cloud storage as follows:
 - a. The MacEwan usernames will provision access to a personal cloud storage on OneDrive.
 - b. Cloud backup and restore functions are supported by MacEwan ITS.
 - c. The Association has exclusive access to cloud provisioned files and folders. Access by IT Technicians is by request only and is logged.
- 4. An IDM – (Identity Management) account will be created for each member of the Client's executives, which will grant:
 - a. MacEwan username and account with access to log into the MacEwan wired and wireless networks.
 - b. Assigned a MacEwan email account @macewan.ca which allows MacEwan calendaring and email.
 - c. Microsoft OneDrive storage for personal work files.
 - d. Microsoft SharePoint storage for departmental work files.
 - e. Access to Microsoft Teams.
- 5. Access to PeopleSoft to view student data to specific accounts on completing an access request form and at the discretion of the University.
- 6. Leveraging MacEwan purchasing contracts and pricing with our preferred vendor to allow purchasing of MacEwan standard IT assets. The IT assets that can be purchased are standard desktops, laptops, tablets and printers.
 - a. An asset tag will be applied by the preferred vendor for tracking of IT assets.
 - b. The tag naming convention is OS#####
 - c. The Client will have access to a generic login to the Vendor Purchasing Portal. The portal contains the MacEwan standard hardware and accessories.
 - d. The Client will have to set up purchasing options with the vendor.
 - e. Purchasing will have to follow the MacEwan deployment calendar to allow for scheduled deployments.
 - f. The cost of standard IT asset includes a deployment fee.
 - g. Vendor deployment of IT assets including data transfer.
 - h. Environmentally friendly disposal of replaced assets if available if required, otherwise the Client will be responsible for disposing of the surplus IT assets themselves.
 - i. The Vendor will securely wipe surplus equipment for a fee prior to disposal. Otherwise Associations will be responsible for wiping the data themselves.
 - j. Encrypted hard drives are included as part of the standard systems.
 - k. Automated patching and vulnerability management is managed by IT.
- 7. Access to technical support for the above on an as requested basis.

SCHEDULE "B"

CONSIDERATION

The Client shall pay to the University the amount of five hundred (\$500.00) dollars for each primary IT asset of type desktop or laptop that was acquired through the MacEwan purchasing agreement and has an Asset Tag assigned. Any IT asset of type desktop or laptop that is used as a shared IT asset in a common use space, or is shared by two or more association members who are already assigned a primary IT asset, are considered secondary IT assets and are charged an annual fee of two hundred and fifty (\$250.00) dollars. The determination of which IT assets are primary and secondary, will be made annually by the University after joint review with the Association.

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: June 17, 2020

Submitted By: Stephanie Ouellette, VP Operations & Finance

Submission Title (As it will appear on agenda):

Security Services Agreement

Motion to approve the Security Services Agreement

Background Information:

As this is an agreement the automatically renews each year it requires approval from Students' Council per Bylaw 39: "Executive Committee has the authority to negotiate, terminate, and sign contracts and documents on behalf of SAMU. Unbudgeted contracts over \$10,000.00 and contracts which exceed a one-year commitment must be approved by Students' Council. Employment contracts are exempt."

Per Samu's lease and operating agreement with MacEwan University, MacEwan is to provide Security services to SAMU. Approving this document and automatic renewal will create a formal document for legal/liability concerns. It also states the responsibilities of the parties involved.

The automatic renewal of this contract will implement an easier renewal and will also limit any parties from making changes to the agreement and payment without the approval of the other party. This does not stop SAMU from adding, amending or removing items in the document with the approval of MacEwan university.

The cost of this service has already been approved in the budget and should not cost more than what is agreed upon in Schedule B of the agreement.

Implications:

This agreement will ensure that SAMU has continual Security Services support from MacEwan University. This agreement will ensure that Patrol will be available prior to the building opening and within an hour of building closing to ensure that the environment is free from hazards. MacEwan will also provide two internal patrols during building open hours. They will also offer an emergency response person and more (See Schedule A). This is to ensure the safety of the members and workers of SAMU.

SERVICES AGREEMENT

This Services Agreement ("Agreement") made effective the 1st day of July, 2020 (the "Effective Date").

BETWEEN:

STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY
(hereafter referred to as the "Client")

and

**THE BOARD OF GOVERNORS OF
GRANT MACEWAN UNIVERSITY**
(hereafter referred to as the "University")

It is hereby agreed between the parties that:

1. The Client and University hereby agree that this Agreement sets out the level of service provided by the University's Security Services ("Security Services") to the Client.
2. The term of this agreement shall commence on the Effective Date and expire on June 30, 2021 (the "Term"). The Term will be automatically renewed on an annual basis on the same terms and conditions provided however that the University may increase the Consideration on the renewal date as it deems appropriate to cover any increases which have occurred in the University's cost to provide the Services. Either the Client or the University may terminate the agreement for any reason on the expiry of the Term by giving the other party ninety (90) days' written notice.
3. The University reserves the first right of refusal for any security related services required for any Client activity or any Client space leased from the University. In the event the Client requires such security related services, the Client will provide notice to the University of the requirement no less than seven (7) days in advance.
4. The University shall provide the services as described in Schedule "A" (the "Services") during the Term. Unless otherwise stated in Schedule "A", the Services are all provided on an as-is basis without any warranty as to: 1) availability of the Services; or 2) quality of the Services.
5. The Client shall provide University the consideration as described in Schedule "B" (the "Consideration").
6. Payment for the Consideration will be due and payable as and when described in Schedule "B". Invoices which remain unpaid for more than 30 days after the due date shown on that invoice shall accrue interest of 18 percent annum calculated and compounded monthly.

7. The Client acknowledges and agrees that it shall not acquire any rights to any name, goodwill, trade-mark, copyright or other form of intellectual property right owned by the University or any third parties by virtue of receiving the Services.
8. All equipment purchased and/or provided by the University to perform the Services shall remain the property of the University.
9. This Agreement shall be binding upon the Client and Client shall not be permitted to assign this Agreement without the prior written consent of the University.
10. Any notices under this Agreement given to the parties hereunder shall be conclusively deemed to be sufficiently given if personally delivered, sent by prepaid registered mail addressed as follows, or transmitted by facsimile to the number of the party to whom it is intended as follows:

to the University:

Raymond A. Boudreau
Executive Director, Security Services
10-600, 10700 – 104 Ave NW
Edmonton, AB, T5J 4S2

to the Client:

Darryl Kostash
Director of Building Operations
SA – 301
10850 104 Ave NW
Edmonton, AB, T5H 0S5

Notice served by prepaid registered mail upon either party to such addresses shall be deemed received five business days after posting. Notice served by any other means shall be effective upon actual receipt. Either party may change its address for service upon notice to the other.

11. In the event that either the University or the Client (the "Defaulting Party") breaches or otherwise defaults in performing or observing any of its obligations under this Agreement, including without limitation the non-payment by the Client of any portion of the fees payable by the date(s) specified herein, the other party (the "Terminating Party") may terminate this Agreement, provided however that in the case of a default by the University in providing the Services the University shall be given a minimum of thirty (30) days or such other time period as is reasonable in the circumstances to rectify that default.
12. The Client agrees that, to the extent that it receives any confidential information of the University, or the personal information of any student, employee or agent of the University, it will keep such information confidential, and shall take all necessary steps to ensure that such information is collected, used, stored and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* (Alberta).

13. The Client agrees to indemnify, hold harmless, and, at the option of the University, defend the University from all claims, demands, direct or indirect damages, actions, fines, costs, expenses (including, without limitation, legal expenses on a full indemnity basis and the costs associated with collection of any Consideration or other amounts owing under this Agreement) that arise out of or are related, directly or indirectly, in any way to the Client or the Client's contractors, employees, volunteers, agents, or others for whom the Client is responsible at law, access to or use of the Services.
14. It is the intent of the parties that, except where otherwise noted, the terms of this agreement shall survive the expiry of the Term or earlier termination of this Agreement.
15. This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the laws of Canada applicable therein.
16. No amendment, alteration or variation of this Agreement or any of its terms or provisions shall be binding upon the parties unless made in writing and signed by the duly authorized representatives of each of the parties.
17. If any provision of this Agreement is unenforceable or invalid for any reason whatever, such unenforceability or invalidity shall not affect the enforceability or validity of the remaining provisions of this Agreement and such provisions shall be severable from the remainder of this Agreement.
18. The provisions herein and Schedules hereto constitute the entire agreement between the parties hereto and supersede all previous expectations, understanding, communications, representations and agreements, whether verbal or written, between the parties with respect to the subject matter hereof. In the event of conflict or inconsistency between any schedule and the main body of this Agreement, the main body shall govern.
19. This Agreement may be executed in counterpart, both of which together will constitute one and the same instrument and either party may deliver an executed counterpart by facsimile transmission.

**STUDENTS' ASSOCIATION OF
MACEWAN UNIVERSITY**

**THE BOARD OF GOVERNORS OF
GRANT MACEWAN UNIVERSITY**

Per: _____ Per: _____

First, last name

Title

SCHEDULE "A"

Services Description

Security Services will provide the following in relation to the space leased by the Client from the University:

1. Access to a security services work group comprised of MacEwan Dispatch Services, Security Agents, Peace Officers, and guard duties (collectively "Security Staff").
2. Patrol as required for the deterrence of crime or acts of violence, for the control of imminent or actual hazards, for the rendering of assistance to members of the University community and for the preservation of a peaceful campus/building environment, including:
 - a. Prior to opening hours of the building and within an hour of the building closing, Security Services will conduct an interior patrol to ensure the building environment is free of hazards; and
 - b. Provide two interior patrols during building open hours to engage with occupants to facilitate prevention through customer service keeping the environment threat free.
3. Emergency response for first aid of injured persons and emergency response for all facets of security and safety.
4. Documentation of all activities where Security Staff are performing their duties.
5. Documentation of any investigation of incidents that occur.
6. Monitor all alarm devices and cameras that are installed by the University.
7. Conduct security assessments using Crime Prevention Through Environmental Design techniques and behavior needs assessment.
8. Provide a yearly activity report to Client of Security Services response related to the space leased by the Client from the University.
9. Attend any meetings requested by the Client to discuss security or safety concerns.

SCHEDULE "B"

CONSIDERATION

The Client shall pay to the University the amount of fifty-seven thousand nine hundred and twenty-one dollars and ninety-six cents (\$ 57,921.96) through the term to be paid in monthly installments of four thousand eight hundred and twenty-six dollars and eighty-three cents (\$4,826.83) commencing July 28th, 2020, and on the 28th of every month after.

Any additional Security Service coverage will be paid to the University on a cost recovery basis. This includes all additional security needs for any Client activity or within any Client space leased from the University.

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: June 17, 2020

Submitted By: Stephanie Ouellette, VP Operations & Finance

Submission Title (As it will appear on agenda):

Budget and Finance Committee

Motion to appoint Councillor _____ to the Budget and Finance Committee for a term ending October 31, 2020

Background Information:

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

This committee does not meet often, but in the chance that we need a meeting, we want to ensure that there is a full membership.

Implications:

The committee can continue its work with a full membership.

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.