



## STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Agenda for the Students' Council Meeting of the  
Students' Association of MacEwan University  
October 21, 2020 at 6:00pm via Zoom**

---

### **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  
Samantha Callaghan, Administrative Assistant

---

Meeting called to order at.

<Intros>

### **1. Treaty 6 Land Recognition**

We would like to acknowledge that this meeting of the Students' Association of MacEwan University is taking place on the traditional territories of the people of the Treaty 6 region in Central Alberta.

The Students' Association of MacEwan University is situated in the centre of what we call the city of Edmonton, which is called Amiskwaciy Waskahikan or Beaver Hill House in Nehiyawewin (Cree). This is the traditional home of the Nehiyaw (Cree) and Michif (Métis), and meeting place for many Indigenous peoples including the Nakawe (Saulteaux), Siksika (Blackfoot), Nakota Sioux (Stoney) and other nations.

### **2. Approvals**

#### **2.1 MOTION**

***TO APPROVE THE AGENDA FOR OCTOBER 21, 2020***

#### **2.2 MOTION**

***TO APPROVE THE MINUTES OF SEPTEMBER 16, 2020***

**3. Presentations**

**3.1. Alberta 2030**

\* Presented by Sean Waddingham, President

**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 Student Representative**

**4.1.7. Bylaws & Policy Committee**

**4.1.8. Budget & Finance Committee**

**4.1.9. Audit Committee**

**4.1.10. Executive Committee**

**4.1.11. Leadership and Review Committee**

**4.1.12. Appointment Advisory Committee**

**4.1.13. Governance Remuneration Advisory Committee**

**4.2. Executive Committee Minutes**

Minutes of September 9, 18, 23, and 30, 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. Committees Policy**

***MOTION TO APPROVE THE COMMITTEES POLICY ON THE RECOMMENDATION OF THE  
BYLAWS AND POLICY COMMITTEE***

***VPO/***

**Favour:**

**Oppose:**

**7.2. Councillor of the Year Presentation**

**Pres -**

**7.3.**

**8. Consultation**

**8.1**

**9. Evaluation**

**9.1.**

**10. Recognition**

•

**11. Adjournment**

***MOTION TO ADJOURN***

Next Meeting Date: November 20, 2020

Meeting adjourned at:



## STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Minutes for the Students' Council Meeting of the  
Students' Association of MacEwan University  
September 16, 2020 at 6:00pm via Zoom**

---

### **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  
Raymarck Unera, Councillor  
Sean Waddingham, President  
Matthew Yanish, Councillor

*SAMU Officials and Council Support:*  
Timothy Jobs, Chair  
Alan Honey, Governance Advisor  
Samantha Callaghan, Administrative Assistant

**Absent:**  
Elaine Tran, Councillor

---

Meeting called to order at 6:00pm.

<Intros>

### **1. Treaty 6 Land Recognition**

We would like to acknowledge that this meeting of the Students' Association of MacEwan University is taking place on the traditional territories of the people of the Treaty 6 region in Central Alberta.

The Students' Association of MacEwan University is situated in the centre of what we call the city of Edmonton, which is called Amiskwaciy Waskahikan or Beaver Hill House in Nehiyawewin (Cree). This is the traditional home of the Nehiyaw (Cree) and Michif (Métis), and meeting place for many Indigenous peoples including the Nakawe (Saulteaux), Siksika (Blackfoot), Nakota Sioux (Stoney) and other nations.

### **2. Approvals**

#### **2.1 MOTION**

**TO APPROVE THE AGENDA FOR SEPTEMBER 16, 2020**

**VPA/VPE**

**CARRIED**

#### **2.2 MOTION**

**TO APPROVE THE MINUTES OF AUGUST 19, 2020**

**DYKES/UNERA**

**CARRIED**

### **3. Presentations**

#### **3.1. SAMU 2019-2020 Audit (MNP)**

\*Presentation from Patrick Moore.

### **4. For Information**

#### **4.1. Reports**

##### **4.1.1. President**

As presented.

##### **4.1.2. Vice President Academic**

As presented.

##### **4.1.3. Vice President External**

U-Pass negotiations continue.

##### **4.1.4. Vice President Operations & Finance**

As presented.

##### **4.1.5. Vice President Student Life**

As presented.

##### **4.1.6. Board of Governors Student Representative**

As presented.

##### **4.1.7. Audited Financials**

#### **4.2. Executive Committee Minutes**

Minutes of August 12, 19, 26, and September 2, 2020 provided.

### **5. Question Period**

#### **5.1. Written Questions**

Campbell - To the Vice President of Operations and Finance: Several students have brought to my attention that several Physio and Chiropractor offices listed on the Mywellness SAMU page have either closed down, don't have working phone numbers, or aren't accepting SAMU coverage at this time. How can we aim to fix these issues and secondly, how can we help students if they do come across problems?

Vpo - So basically, any clinic can take great west life, but will only cover 80%, for those on the list that cover 100%, I can contact Gallivan to see if they can update their list. Students have to be specific that it is GWL and not something else as unfortunately many clinics do not know it as Canada life or 'studentplan.'

Also, currently, the H+D plan accounts do not get activated until Oct 1 once the opt-out deadline has passed and fees are paid, so students are encouraged to keep their claims and manually bill them online or through the app in October.

As this is an operational item I would encourage students to reach out to me, or our Gallivan rep, directly, or submit an item through <https://samu.ca/contact-us/> . That way we can quickly get the information to the appropriate staff member for updates or corrections.

## **5.2. Oral Questions**

Topics include: internet sticks for student use; ombuds alternatives; MacEwan U event: Countering Anti-black Racism;

### **6. In Camera Period**

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

### **8. Consultation**

### **9. Evaluation**

### **10. Recognition**

### **11. Adjournment**

**MOTION TO ADJOURN**

**VPE**

**CARRIED**

Next Meeting Date: October 21, 2020

Meeting adjourned at 6:44pm



## Students' Council Report

### President

October 21, 2020

Greetings councilors,

Below is my report on my work as President between September 16<sup>th</sup> and October 15<sup>th</sup>, 2020.

#### **Dedicated Advocacy**

##### *Alberta 2030 Submission*

SAMU's Alberta 2030 document has been submitted to the Ministry of Advanced Education and shared with the other members of the Council of Alberta University Students (CAUS). After quite some time being dedicated to this project, we now have a 20+ page document that covers two aspects of the Alberta 2030 review: Student Accessibility and Job-Ready Graduates. In this document, we have made well-researched and carefully considered policy recommendations that we hope will be taken into consideration in the Alberta 2030 post-secondary review process. Our findings were quite interesting and will be informing our advocacy strategies. We are also aiming to have our submission published on the SAMU website soon so that it can be seen widely, including by students – I encourage council members to read it there when it is uploaded.

##### *Edmonton Student Alliance Projects*

As chair of Edmonton Student Alliance (ESA), I undertook three major projects recently. The first was finishing the priorities document, by fleshing it out with background information and adding bulleted advocacy priorities. Next was compiling member input for the ESA City Council Forum occurring in late October; I surveyed ESA members on what topics they would like to talk to City Councilors about, and sent those along to the Councilors who will be participating. Lastly, vice-chair Jerilyn (VP External of NAITSA) and I started work on a 3-year mini strategic plan for the organization which should help with the momentum and sustainability of ESA.

##### *Canadian Alliance of Student Associations (CASA) Meetings*

CASA met for an e-plenary session, and our CASA liaison had a check in call with SAMU VP External Ruan Bouwer and I. CASA's plenary session was largely composed of by-elections to fill vacant seats in the organization, and the liaison call focused mainly on the upcoming federal advocacy days in November.

##### *SAMU Executive Committee and MacEwan Executive Council Meeting*

Our SAMU Executive Committee (EC) met with MacEwan's Executive Council for our quarterly meeting. We discussed online course delivery problems and solutions, budget details, the consultation process for tuition and Mandatory Non-Instructional Fee (MNIF) increases, SAMU's external advocacy strategies, Alberta 2030: Building Skills for Jobs review, and joint advocacy opportunities.



#### *General Faculties Council*

I attended the first (virtual) GFC meeting of the year with our VP Academic and two student-at-large members. Please see VP Academic report for further details.

### **Commitment to Sustainability**

#### *President & General Manager One-On-One*

SAMU GM Collin Steffes and I met twice since my last report, since we meet on a tri-weekly basis. We've discussed a lot about Collin's first impressions of SAMU and our preliminary ideas of the direction SAMU should take moving forward. Much of these conversations have tied into the strategic planning process which will take up quite a bit of the remainder of my term.

#### *Transition Retreat Planning*

SAMU Governance Advisor Alan Honey and I are already looking ahead to the transition retreat in Spring 2021. We are planning for an in-person retreat if possible, with online options as a backup. SAMU GM Collin has also been involved in these discussions as we consider the best way to ensure high-quality training and succession.

#### *Interim Director of Finance Selection & Hiring*

I worked with Collin to interview many candidates and ultimately hire an interim Director of Finance, who will be brought on for a 1-year period to cover our current Director's maternity leave.

### **Relations with our Community**

#### *Board of Governors Strategy and Stakeholders Relations Committee (BoG SSR)*

As a member of this committee, I met with the BoG SSR Committee to review our terms of reference, mandate, and workplan. In addition to this, we discussed other items that fell under the closed agenda.

#### *Board of Governors Meeting*

I attended the October BoG meeting, in which the open session was made up of reports from the board chair, standing committee chairs, and the President, Dr. Trimbee, followed by a motion to approve MacEwan's consolidated financial statements. The other student board representative Myles Dykes and I were able to give a lot of input and take part in many of the discussions at BoG, especially in the closed session.

#### *Board of Governors Alberta 2030 System Review Consultation Session*

On a Saturday morning, I attended a special meeting called by BoG to provide some input into the Alberta 2030 system review process. It was very fortunate that I had done so much reading on this topic ahead of time for our SAMU submission, and because of this, I was able to participate actively. It seems to me, judging by this session, that there are a lot of points of agreement between student associations and MacEwan's board members, which was excellent to hear.





#### *School of Continuing Education Grand Opening*

Along with our other student board representative Myles Dykes, I joined other BoG members and MacEwan staff and faculty at the grand opening of the School of Continuing Education (SCE) in their new location. We got to have a tour of the new space for SCE, located on the fifth floor of Allard Hall, and we got to see what they've done with the space, which is quite impressive.

#### *United Way Local Committee Meeting*

At the September United Way committee meeting, we discussed the United Way fundraising campaign for 2020/21. Upon request, I connected members of the committee with a SAMU staff member to help host one of their events, which I think should go very well.

### **Integration of the SAMU Building**

#### *Day of Visibility Event*

A student from the Theatre Production program at MacEwan worked with our Director of Building Operations Darryl Kostash and I to set up an event in the SAMU Building event space, The Lookout. The event was a Day of Visibility for theatre production and music production workers and students, to recognize and draw attention to the fact that their industry is at a complete standstill due to the effects of the COVID-19 pandemic. The event involved shining red lights in The Lookout so that they were visible outside, which was paired with a social media campaign and fit into a larger Day of Visibility campaign across Canada.

### **Connect to Students**

#### *Campaigning 101 Sessions*

I helped our VP Operations, along with the rest of our EC, to host two online Campaigning 101 sessions for Students' Council elections.

#### *SC All Candidates Meeting*

I attended and briefly spoke at the SC All Candidates meeting.

#### *SC Training Preparation*

Governance Advisor Alan Honey and I have been working on preparing for our SC Training which will occur on Halloween and the day before. We have invited some external speakers, prepared presentations, and are considering allowing prospective appointees to SC to join on the training day, since we only have four elected student councilors.

### **Closing Remarks**

Well here we are in mid-October, somehow! Many things are on the go for me currently, but we've also seen the completion of some key projects. I am quite excited to have the Alberta 2030 submission finished and sent off to the Ministry of Advanced Education, and I consider that to be a huge highlight of the last several weeks. The result of our work is a document that is both very information-dense and readable at the same time, which is perfect for our purposes. My next area



of focus is on municipal and federal advocacy efforts, since ESA has important projects coming up and CASA's federal advocacy days are just next month.

In Edmonton, and Alberta at large, it is worth noting that COVID-19 active cases are way up from where they were a month ago. This is adding a lot of uncertainty for me as to when we will return to a near-normal state, whether for workplaces or for post-secondary institutions. For the sake of everyone's health and for the sake of restarting important things like in-person classes, I hope our students' councilors (and students at large) heed public health advice & warnings and are being extra careful to help curb the spread.

As always, I encourage students to discuss any of these items with me in whatever medium suits you best. In the meantime, stay safe!

Regards,

Sean Waddingham, SAMU President 2020/21

## Students' Council Report

### Vice President External October 21, 2020

Hello Councillors,

In this report I will detail my activities between September 11<sup>th</sup> and October 15<sup>th</sup>.

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 Liaison Check-In (Sept. 11 + Oct. 8)*

Sean and I had two meetings as part of our monthly check-ins with our interim CASA liaison, Grace Dupasquier, both of which were very productive! We were asked for our input on CASA's priorities survey, the structure of CASA member updates, and upcoming federal advocacy meetings, among a number of other federal issues.

##### *Federal Policy Committee – Student Financial Aid Working Group (Sept. 14)*

I met with the rest of the FPC membership who were assigned to working on the issue of student financial aid, and started working on CASA's policies regarding the inclusion of spousal and parental income in the Canada Student Loans Program's income assessment.

##### *CASA e-Plenary (Sept. 16)*

I attended a CASA e-plenary, the focus of which mostly consisted of committee appointments and the appointment of Spirit River Striped Wolf from SAMRU as CASA's new Director of Equity, Diversity, and Inclusion.

##### *Federal Policy Committee (Sept. 30)*

Our Federal Policy Committee met again to present the work done by our various working groups and make edits to the first drafts of revised CASA policies.

##### *Federal Policy Committee – Minority Language Education (Oct. 8)*



I met with Rowan Ley from the University of Alberta Students' Union and Natalie Herkendaal from the Association des Universitaires de la Campus Saint-Jean in my capacity as vice chair of FPC to discuss the development of a Minority Language Education policy.

## **Provincial Advocacy**

### *SAMU Alberta 2030 Submission (several meetings)*

The SAMU submission to the ongoing Alberta 2030 Postsecondary Review has been completed, submitted to the Ministry of Advanced Education, and will be made publicly available very soon! This comes after a number of meetings throughout September and October, and I would like to thank our president Sean Waddingham, our advocacy coordinator Evan MacDonald, and our lovely SAMU marketing team for all of their hard work on getting this done to such a high standard.

### *Weekly CAUS meetings*

Sean and I continued attending weekly CAUS meetings, many of which were focused on Alberta 2030 and our upcoming Fall advocacy campaign.

### *CAUS Policy Committee (Sept. 23)*

I chaired a meeting of the CAUS Policy Committee that focused on assigning different policies to committee members for review and conversion to the PCR (Principles, Concerns, Resolution) policy model. We hope to have early drafts of updated policies ready for approval by CAUS in the coming month.

### *Student Leaders' Introduction to Government (Oct. 14)*

The Alberta Ministry of Advanced Education held an Introduction to Government session, which began with a productive Q&A session with the Minister of Advanced Education, then shifted towards a number of breakout discussions surrounding COVID-19, the upcoming provincial budget, and the Alberta 2030 review.

## **Municipal Advocacy**

### *Overarching UPass Contract Negotiations (Sept. 15)*

I joined the rest of the UPass SA negotiating team in another meeting with ETS's negotiating team. As usual, the details are confidential, but I will say that the meeting was successful enough for us to decide that the other two meetings that week were unnecessary!

### *UPass Winter Term Discussion (Sept. 29 + Oct. 6)*

The UPass SA negotiating team met with ETS to discuss whether the suspension of the UPass would continue into the winter semester, reaching the conclusion that the force majeure would remain in effect while all of our schools are still conducting the majority of classes in an online format. We had a follow-up meeting to discuss alternatives to the Ride Transit/Youth Pass expansion and ways of including surrounding municipalities in our temporary agreement.



## **University Relations**

### *MacEwan-SAMU Presidents/Vice Presidents Meeting (Sept. 17)*

MacEwan and SAMU executives met to discuss fall semester delivery of courses, avenues for student feedback, MacEwan's budget, and general information sharing between the administration and the students' association.

### *Monthly meeting with VP University Relations Myrna Khan (Sept. 24)*

I met with Myrna Khan to discuss a number of issues, mostly pertaining to the Alberta 2030 review and the SAMU-MacEwan consultation framework, which is currently in development.

### *Monthly meeting with Director of Government Affairs Theresa Vladicka (Oct. 13)*

I had a productive meeting with Theresa Vladicka where we mostly talked about the Alberta 2030 review (shocking, I know), some of the proposals being circulated by the government, and future joint advocacy opportunities after Alberta 2030.

## **Other**

### *LRC Meeting (Sept. 11 + 28)*

I chaired two meetings of Leadership and Review Committee, where the committee looked into ways of improving accessibility for Councillors doing digital meetings, particularly with respect to wifi and webcams, and continued our review of the SC meeting evaluation form.

### *BPC meeting (Sept 22.)*

I attended Bylaw and Policy Committee as a non-voting observer to discuss the issue of banking autonomy for student groups, which I had raised in my first term as a Councillor sitting on BPC.

### *Campaigning 101 Sept. 23/24*

I joined my fellow EC for both days of Campaigning 101, which went smoothly and successfully! Thank you to the candidates who attended!

## **Closing Remarks**

Despite the chaos, your EC have all been working hard for the interests of students and have managed to secure quite a few wins! Stay safe and healthy everyone, and please reach out to myself or any other members of EC if we can provide any clarity or additional advocacy regarding a particular issue. My quarterly report for Leadership and Review Committee is still incoming, so panic not if it isn't in the agenda package!

Best wishes,

Ruan Bouwer, Vice President External  
Students' Association of MacEwan University  
[savpexternal@macewan.ca](mailto:savpexternal@macewan.ca)



## Students' Council Report

### Vice President Operations & Finance October 21, 2020

#### **Projects & Initiatives**

##### *SAMU Building*

##### Accomplishments during this Reporting Period

1. Arrow is conducting test and analysis on the ventilation noise.
2. Final commissioning of blue phones and pull stations in progress.
3. Day to day operations fully handed over to SAMU and MacEwan Facilities Operations & Maintenance.
4. Minor deficiency work in progress.

Deficiency work still in progress.

Tenant Improvements- TBD. (Dependent on the status of students returning to campus)

##### *Campaigning 101*

We had a couple people show up to campaigning 101 and a couple of SC candidates. I think it is understandable with Covid, but it was a little disappointing. I know to do better next time.

#### **Committees**

##### *Bylaw and Policy committee*

- GIC report posting – policy update recommendation going to SC for approval;
- Looking at club banking autonomy

##### *Budget and finance committee*

- No meetings

#### **Other Business**

##### *Monthly connection meetings with Rick Ellis*

- Working on updating the service level agreement.
- Working on better fees collection process.

##### *SAMU Speaker Series: Jameela Jamil*

I was fortunate to attend this chat and it went really well.

##### *Fees*

Working with MacEwan on SAMU fees and other fees on student accounts.

##### *AVP Hiring committee*

I continue to represent the students on this hiring committee ensuring we get the best candidate that understands SAMU values and mission and is student-first oriented.

##### *Farewell*



Unfortunately, we had to say goodbye to our director of programs and services (Jaime) and Maura as they move forward in their endeavours. I wish you best, stay safe and healthy! We will miss you!

*Stars and Wishes*

We have had another stars and wishes session. It was very beneficial to help EC understand eachother and keep eachother on track.

**Closing Remarks**

Good luck in your studies!

Take care!

Stephanie Ouellette



## Students' Council Report

### Vice President Student Life October 21, 2020

Greetings, Councilors!

I hope that this message finds you well and that you're having the easiest time possible with your Fall semester so far. While things are still very far from the normal for October at SAMU, there is still a ton of stuff going on! See below for my report detailing events that occurred between September 15<sup>th</sup> and October 15<sup>th</sup>, 2020

#### **Dedicated Advocacy**

##### ***Countering Anti-Black Racism Event***

On September 15<sup>th</sup>, I attended the Countering Anti-Black Racism event hosted by the Office of Human Rights, Diversity, & Equity. I'm so grateful to have been able to virtually attend this event and hear some of the lived experiences of Black students on our campus in addition to the great content shared by Dr. Costen and the other presenters. I look forward to continuing to engage with students around issues of racism and discrimination and seeing how SAMU can help be an advocate for justice.

##### ***Sexual Violence Prevention and Education Committee (SVPEC)***

SVPEC met on September 25<sup>th</sup>. Agenda items included updates from subcommittees, biases in reporting of campus sexual violence, and the governance structure of the Office of Sexual Violence Prevention, Education, & Response (OSVPER).

##### ***SVPEC – OSVPER Governance Structure Review Subcommittee***

I attended the first meeting of the SVPEC Governance Structure Subcommittee on September 25<sup>th</sup>. Topics of discussion included governance structures of programs comparable to the Office of Sexual Violence Prevention, Education, & Response at institutions across Canada. We addressed the importance of a student advisory body for OSVPER and I shared my work so far on some potential terms of reference for a student advisory group and a sexual violence advocacy policy for SAMU.

##### ***VP General Counsel One-on-One***

I had a phone meeting with Michelle Plouffe, VP General Counsel at MacEwan, in which she introduced me to Sean Seville, the new Executive Director of Safety and at MacEwan. Sean is great and seems very interested in engaging with the student population! I'm excited to work with him more in future.

Michelle and I also discussed the ongoing work around student advisory in MacEwan's sexual violence prevention and education efforts.

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

The Sexual and Gender Minority Working Group met for the first time on September 29<sup>th</sup> since COVID began. The Group discussed plans for Pride 2021 and how best to move forward with scheduling meetings for the remainder of the academic year.





### ***SVPEC – Restorative Justice Subcommittee***

I attended the first meeting of the SVPEC Restorative Justice Committee on October 1st. I have a lot of reading to do before the next meeting of this group, and I'm excited to see what emerges from this work.

### ***Director of Security Services Candidate Meeting***

I met via phone with Sean Seville and the final candidate for the position of Director of Security Services. The candidate seems incredibly qualified and socially aware. I think that these qualities are especially important for someone coming into this position right now.

### ***Faculty of Fine Arts and Communications Dean Appointment Advisory Committee***

Over the course of the reporting period, I was appointed to and attended one meeting of the Faculty of Fine Arts and Communications Dean Appointment Advisory Committee. I am excited to be a part of this Committee as a former member of FFAC Council and Bachelor of Communications student. I look forward to helping further with the process.

### **Commitment to Sustainability**

#### ***Peer Support Debrief Meeting***

Following the final weekend of peer support training in mid-September, myself and the VP Academic met to discuss our experience of the training. We both found it incredibly valuable. While it was unfortunate that it wasn't able to be held in person, we still got all of the important takeaways. It was also great to meet some of this year's dedicated volunteers!

### ***Programs and Services Director Farewell***

There was a small surprise farewell party for our Programs and Services Director, Jaime, on October 7th; and though I only got to attend for a little while, I had a great time!

Jaime has been such an amazing ally, advocate, and resource for students during her time at SAMU. While I am very sad to see her go, I know that more success awaits her in Ontario! Thank you, Jaime!

### ***Stars and Wishes Part Two***

I facilitated the second ever Stars and Wishes meeting of the 2020-2021 Executive Committee on October 13th. It went extremely well, and I especially love this method as a platform for constructive feedback and team building.

### **Connect to Students**

#### ***Fall Webinar Planning Meetings***

Over the course of the reporting period, I held multiple meetings with folks from across MacEwan that've been involved with our SAMU webinars. Most of these meetings were of a tech and content planning nature, but there were a few debrief meetings as well. This month was particularly successful for webinars and online engagement and I'd like to extend my sincere thanks to everyone involved!

### ***Wellness and Psychological Services Webinar***

Our webinar with Sydney and Annelise from Wellness and Psychological Services focused on self-care and wellbeing during the COVID-19 pandemic. We had some solid engagement from students with this webinar - thanks so much to Sydney, Annelise, and everyone who attended!



### ***Orange Shirt Day Webinar***

On September 28th, SAMU hosted a webinar for Orange Shirt Day in partnership with kihew waciston. Elder Roxanne Tootoosis and Elder Francis Whiskeyjack shared some teachings and knowledge around residential schools, resilience, and the impact that the Orange Shirt Day movement has had on residential school survivors and their descendants. This webinar was particularly meaningful to me. Wela'lioq (thank you both), Elder Whiskeyjack and Elder Tootoosis!

### ***Athletics Webinar***

Jennifer Dunn, Head Athletic Therapist with MacEwan Athletics joined us for a webinar on October 7th. It was great to hear her talk about some of the ways that students can continue to look after their wellness from home!

### **Enhance the Student Experience**

#### ***Student Concern Meeting***

I had one meeting with a student over the reporting period.

#### ***Bylaws and Policy Committee Meeting***

On September 22nd, I was invited to attend a meeting of the Bylaws and Policy Committee as a guest. The main topic of discussion for the portion of the meeting that I attended was the desire had by some student groups to bank outside of SAMU. This was ultimately determined not to be feasible, due to risk to the organization.

#### ***Sexual Violence Awareness Week Organizing Meetings***

Over the course of the reporting period, I attended several meetings of the Sexual Violence Awareness Week planning committee and observed the implementation of the first ever virtual Sexual Violence Awareness Week. Our keynote event, Sexual Violence in the Context of COVID-19, had great turnout and it was great to see folks engaging with the material despite the challenge of most of the content being virtual this year.

#### ***Sexual Violence Awareness Week Chalking***

Myself and the VP Academic spent an afternoon at the beginning of Sexual Violence Awareness Week going around campus and writing chalk messages for survivors. This was a super fun break from being in the office and it was great to get outdoors while working to make Sexual Violence Awareness Week more engaging for folks on campus.

#### ***Sexual Violence Awareness Week Keynote Tech Stuff***

On Tuesday, October 6th, I acted as tech support for the keynote event of Sexual Violence Awareness Week. We had some challenges initially, but it went off very well overall and turnout was great.

#### ***Safe Alcohol Consumption Initiative***

I joined Sydney and Sarah from Wellness and Psychological Services to help film a video about safe alcohol consumption last week. I know that a few part timers will be doing these as well, so keep an eye out in the near future!

### **Closing Remarks**

The Fall semester is well underway and everyone is as busy as ever, despite most things still being online. This year so far has been almost nothing like my first year in this role, but I



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

am feeling as engaged and motivated as ever in serving students.

These are hard times; and students are using our programs and services as much as ever. I want to take this space to thank all of you for your work on Students' Council this year and for being such dedicated stewards for the students. Your impact will continue to be felt long after the end of your time at SAMU. I hope that you're all making time to take care of yourself as we move into the Winter of this crazy year.

As always, please reach out for any reason – and for those of you moving on from Students' Council, please keep in touch.

All my best,

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



## Students' Council Report

### Board of Governors Student Representative October 21, 2020

Dear Council,

I hope that you're all in good health and continue to be, given the increasing number of COVID-19 cases in the Edmonton area. My report will contain information only regarding open sessions of the Board of Governors and its committees; while arguably the most interesting items are discussed in closed session, I cannot report on it due to the confidential nature of the material. Below is my report from September 10th to October 15th.

#### *Finance, Property, and Investment (FPI) Committee Meeting*

The FPI committee met for the first time in the new school year on September 23rd, where a large part of the meeting covered the annual consolidated statements. Updates were given regarding our university's financial investments and the campus master plan. Individual items presented to the committee were the Q4 Financial Reports of the 2019/2021 fiscal year, the consolidated financial statements for the 2019/2020 fiscal year, updating banking signatures to include President Trimbee, and an updated terms of reference for the committee. All the aforementioned items were approved and recommended to the Board of Governors.

#### *Special Session: Board of Governors System Review*

The Board of Governors held a special session to consult on MacEwan's submission for the ongoing post-secondary review being conducted by McKinsey & Co. While the discussion and outcomes are confidential, I advocated that if/when performance-based funding is initiated, market-based outcomes such as employment rate of graduates and median income be excluded.

#### *Board of Governors Meeting*

A regularly schedule Board of Governors meeting occurred on October 8th. In addition to the items brought recommended by the FPI committee, on the Board's consent agenda was SAMU's audited financial statements, the university's communicable diseases policy, an update to the university's mandate, and an updated Board education plan. All items were approved by the Board, as there were no truly contentious items this meeting.

#### *Other*

On October 14th, I was appointed along with Sean to serve as the Chancellor Joint Committee's student representatives. I'm extremely excited to take this role on, as the committee will select MacEwan's first Chancellor. The Chancellor acts as the university's ceremonial head and represents the interests of MacEwan, and they also serve as a member of the Board of Governors. On the same day, I also got to attend my first in-person Board event. Sean and I attended the School of Continuing Education grand opening on the fifth floor of Allard. Dr. Trimbee, Dr. Monk, and the Dean of Continuing Education all spoke at the event and then tours of the new space were conducted. I'm excited to see what the School will do in their new space, as they've always been innovative in their endeavours.



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

### **Closing Remarks**

I can't believe that this will be the last Students' Council meeting for many of us around the table. For the past year and a half, I'd like to think I've gotten to know some of you quite well. While I'm sad we'll no longer be collaborating together, I know that you're all embarking on new journeys whether that be going into the workforce or continuing with your education. As always, if you have any questions, concerns or comments, please reach out.

Sincerely,

Myles Dykes  
Board of Governors' Student Representative  
[saboardrep@macewan.ca](mailto:saboardrep@macewan.ca)



## Quarterly Committee Report

### Vice President Operations & Finance

#### **Committees**

##### *Bylaw and Policy Committee*

- Students' Council meeting policy reviewed and adjusted
- GIC report posting – policy update recommendation going to SC for approval. GIC reports will be available upon request.
- Working on student group banking autonomy. We have consulted with one student group and trying to consult with another.
- Budget access for students – Should the budget be publically posted or available upon request and should we just show a consolidated budget or the whole budget.

##### *Budget and Finance Committee*

- No meetings this quarter.



## Quarterly Committee Report

### Executive Committee

Submitted by: Sean Waddingham, SAMU President  
For Quarter ending: September 30<sup>th</sup>, 2020

#### Procedure Approvals

- In July, EC approved the Elections procedure.
- In August, EC approved the Procedures procedure and the Employee Remuneration procedure.

#### Expense Approvals

- In July, EC approved an unbudgeted expenditure of \$375 for GL line 507600 for company cell phones for the President and VP External. Also in July, EC approved up to \$200.00 from GL line 525400 for the VP Student Life to attend a Psychological First Aid course.
- In August, EC approved up to \$150.00 from GL line 524500 for financial recognition of student on Faculty of Nursing Dean hiring committee, at a rate of \$15 per meeting.

#### Student Group Approvals

- In September, EC approved the Girl Up, HURDE @ MacEwan, and FentaNIL Project of MacEwan University student groups.

#### Appointments

- In July, EC made appointments to the following SAMU committees: **Alexandra Dyky** to the Audit Committee, **Dylan Termeer** to the Leadership and Review Committee, and **Tosheena Thompson** to the Grant Allocation Sub-Committee.
- In July, EC made appointments to the following MacEwan committee: **Elaine Train** to the Sexual Violence Prevention and Education Committee.
- In August, EC appointed **Anastasia Makovey** to the Faculty of Nursing Dean hiring committee, **Myles Dykes** and **Thomas Chase** to the General Faculties Council, **Stephanie Ouellette** to the VP Finance & CFO hiring committee, **Alycia Stewart** to the AVP Students and Teaching Hiring Committee, and **Alycia Stewart** to the MacEwan Academic Advising Steering Committee.
- In September, EC appointed **Alycia Stewart** and **Haylee Hatton** to the Animal Research Ethics Board, **Stephanie Belland** and **Jess Tingley** as voting members of the Research Ethics Board, **Jill Rogers** as a non-voting member of the Research Ethics Board, **Alycia Stewart**, **Rim Barbar**, **Raymarck Unera** and **Cassey Fallis** to the Faculty of Arts and Science Council, **Larissa Williams**, **Regina Tran**, **Ma Samantha Lopez de Leon**, and **Alem Tesfay** to the School of Business Council, **Curtis Ward**, **Cynthia Ma**, **Bethlehem Gebeyehy**, and **Colin Campbell** to the Faculty of Fine Arts and Communications Council, **Namo Rousseau** and **Rocio Zamora** to the Faculty of Nursing Council, **Amanda Labonte** to the Faculty of Health and Community Studies Council, and **Wamiq Hussain** to the Information Technology Management Committee.

#### SC Presentations

- In July, EC approved a presentation on "SAMU Reopening & COVID-19 Protocols" for the August SC meeting, and approved a presentation on "Student Mental Health" for a future SC meeting.



- In August, EC approved an Alberta 2030 System Review presentation for the September SC meeting.
- In September, EC moved the Alberta 2030 System Review presentation to the October SC meeting, and approved a 2019-2020 SAMU Audit Presentation by MNP for the September SC meeting.

### **EC Committee Highlights**

- EC has finished our workplan for the 2020/21 year
- EC declared an Extraordinary Event, due to COVID-19, for the Fall 2020 Students' Council Election – this has specific implications according to the Elections procedure
- EC deliberated on, then decided on, a retirement gift for former interim president John McGrath, which we intend to present at SAMU Awards Night – as President, I also got to speak at John's retirement event and present him with the SAMU honorary membership
- EC deliberated on, then purchased, a series of gifts that were compiled into a gift basket for our longtime Director of Programs and Services Jaime Beagan who will be ending her time with SAMU soon
- EC helped our Advocacy Coordinator to create the *Alberta 2030: Building Skills for Jobs* SAMU submission which has been submitted to the Government of Alberta in an attempt at active consultation
- EC has begun the consultation process with MacEwan about next year's tuition and mandatory non-instructional fee increases
- EC is helping to oversee a robust plan to facilitate a massive amount of students' council appointments to fill vacant SC seats after an election with very few candidates
- EC has started offering virtual office hours to connect with SC members and students at large
- EC has been marginally involved in the creation of an Advocacy Plan which is being generated by our Advocacy Coordinator in cooperation with our GM. This is the first part of a strategic planning process, a process which will span the rest of our term.
- EC has helped to create a web page in order to compile student feedback about class delivery in the current online format we are experiencing this fall term – this feedback will be brought to MacEwan central administration and faculties to help inform future decisions and strategies





STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY

## Students' Council Report

### Appointment Advisory Committee October 21, 2020

During the second quarter of the 2020 year, the Appointment Advisory Committee met once to defer committee appointments until after SC elections.

#### **Closing Remarks**

The Appointment Advisory Committee has had an uneventful few months. Things will certainly be picking up soon, though, with the start of the new Council year.

Regards,

Aubrianna Snow



## Quarterly Committee Report

### Governance Remuneration Advisory Committee

#### **Governance Remuneration Advisory Committee Quarterly Report**

Submitted by: Sean Waddingham, SAMU President

For Quarter ending: September 30<sup>th</sup>, 2020

#### **Update**

GRAC has not met yet this quarter, or at all since I have become chair. Typically, GRAC will begin meeting once the new Students' Council is sworn in and after committee appointments have been made at the November SC meeting. After this, I look forward to meeting with the committee to discuss the details of remuneration for future SAMU executives and councillors.

**Voting Members:**

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

Collin Steffes, General Manager  
Alan Honey, Governance Advisor

**Guests:**

Carl Knowler, Director of Marketing & Communications  
Marlena Lesmister, Communications Manager

**Resource Officials:**

1. Call to Order: 2:06pm.

2. Approval of Agenda:

**VPE/VPA  
CARRIED**

3. Approval of Minutes for: September 2, 2020

**VPSL/VPO  
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Student inquiries metrics	Gm – asked M&C to join us today – based on want of common system to track and report interactions with members. Knowler – suggesting solution for requests. *flowchart presented*; objective is to make contact & inquiry system work well. Goal is to steer as many inquiries as possible to our contact website page. From there we'll be able to direct inquiries appropriately. Once inquiry resolved a follow-up survey will be sent out. Online form will populate all the data for us. Lesmister – we'll use software to allow students to book meetings with execs for virtual office hours. Gm – in the long-term we may need to look at a ticketing process to capture metrics. Also look at a CRM (customer relationship manager) for every interaction with students. Lesmister – a lot of this can be included as discussion when we revamp our website. Potential to also use an excel doc to track interactions outside of the website process outlined.	
2. MacEwan Fall programming feedback	Vpa – how can we be responsive to student feedback & work with MacEwan to ensure they're aware of student concerns. Especially earlier in the term than normal (ie. not until feedback forms are submitted at end of term) Pres – read Alex Usher article on his topic right before GM shared it with us. How do we want to put this together so that students can easily provide that feedback? What is accessible for students? Vpa – hard topic – want to encourage students to share concerns with us, but also with their instructor, etc as well at the same time.	Action: Pres to reach out to OCM re survey data.  Vpa to work with Gm and report back to EC on feedback process at next EC meeting.

		<p>Knowler – might be good to survey students halfway through the semester.</p> <p>Gm – how receptive would MacEwan be? Have to share key messages with students and give them the opportunity for feedback. Keep static opportunities for feedback as well.</p> <p>How do we start the process? Move ahead and let MacEwan know or partner from the start.</p> <p>Knowler – need to ensure students know that the info we collect is actionable – that we'll take it to MacEwan.</p> <p>Pres – do we want a static time during the semester for this to go out?</p> <p>Vpe – think we could have both. Include with what we're already implementing with item 1 (above).</p> <p>Gm – have to be cognizant that we need this info in a timely manner. Not sure we can wait.</p>	
3.	Strategic Planning Framework update	<p>*update provided on framework &amp; potential help(have someone come in) for strategic planning framework.</p> <p>Gm – would like to arrange workshop for advocacy plan.</p>	
4.	Auditor presentation to SC		<p><b>MOTION</b></p> <p><b>TO MIGRATE THE PREVIOUSLY APPROVED ALBERTA 2030 REVIEW PRESENTATION FROM THE SEPTEMBER 2020 STUDENTS' COUNCIL MEETING TO THE OCTOBER 2020 STUDENTS' COUNCIL MEETING</b></p> <p><b>VPE/VPO CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPROVE A 2019-2020 SAMU AUDIT PRESENTATION BY MNP AT THE SEPTEMBER 2020 STUDENTS' COUNCIL MEETING</b></p> <p><b>VPO/VPA CARRIED</b></p>
5.	SC training agenda consultation	<p>Pres – looking for any feedback you may have for the draft training agenda.</p> <p>Vpa – are there any suggestions from LRC?</p> <p>Vpe – I'll review LRC minutes and provide feedback.</p>	
6.	Appointments	Vpa -	<p><b>MOTION</b></p> <p><b>TO APPOINT ALCIA STEWART AND HAYLEE HATTON TO THE ANIMAL RESEARCH ETHICS BOARD</b></p>

			<p><b>FOR A TERM ENDING AUGUST 31<sup>ST</sup> 2021.</b></p> <p><b>VPA/VPO CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPOINT STEPHANIE BELLAND AND JESS TINGLEY AS VOTING MEMBERS TO THE RESEARCH ETHICS BOARD FOR A TERM ENDING AUGUST 31<sup>ST</sup> 2021.</b></p> <p><b>VPA/VPE CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPOINT JILL ROGERS AS A NONVOTING MEMBER TO THE RESEARCH ETHICS BOARD FOR A TERM ENDING AUGUST 31<sup>ST</sup> 2021.</b></p> <p><b>VPA/VPSL CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPOINT ALYCIA STEWART, RIM BARBAR, RAYMARCK UNERA AND CASSEY FALLIS TO THE FACULTY OF ARTS AND SCIENCE COUNCIL FOR A TERM ENDING AUGUST 2021.</b></p> <p><b>VPA/VPO CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPOINT LARISSA WILLIAMS, REGINA TRAN, AND ALEXANDRA DYKY TO THE SCHOOL OF BUSINESS COUNCIL FOR A TERM ENDING AUGUST 2021.</b></p> <p><b>VPA/VPE CARRIED</b></p>
--	--	--	--

			<b>MOTION</b>  <b>TO APPOINT WAMIQ HUSSAIN TO THE INFORMATION TECHNOLOGY MANAGEMENT COMMITTEE FOR A TERM ENDING AUGUST 31 2021.</b>  <b>VPA/VPO CARRIED</b>
7.	Outstanding Action Items		
8.	President's Report	John McGrath retirement event attendance/speech. Virtual office hours demo with Marlena. Dean of Nursing hiring update. Alberta 2030 work. SC training work. Facebook AMA. CFO orientation for GFC.	
9.	VP Academic's Report	Met with Thomas Chase re GFC. Dean consultation for nursing. Held office hours. Volunteer at free store. AREB/REB appointment meeting. CFO orientation for GFC.	
10.	VP External's Report	John McGrath retirement event. Alberta 2030 meeting. CAUS meeting. Facebook AMA. U-Pass negotiations team meeting.	
11.	VP Operations & Finance Report	Retirement event. Facebook AMA Dean consultation. Tested office hours program. H&D concerns from students. Campaigning 101. U-Pass & fees emails.	
12.	VP Student Life's Report	Return to campus work with Vpe. AAC update. Office hours. SV draft policy & TOR work.	
13.	GM Report	HR update. Follow-up email with Stuart. Building monitoring update. Finance meetings re. reporting. Block Party update.	
14.	Recognition		

4. Adjournment  
**VPE**

**CARRIED**

Time: 4:25pm



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
September 18, 2020 @ 9:10am**

---

**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:**

Collin Steffes, General Manager  
Alan Honey, Governance Advisor (Recording Secretary)

1. Call to Order: 9:10am

TOPIC		DISCUSSION	ACTION/MOTION
1.	Committee appointments		<b>MOTION</b>  <b>TO APPOINT CURTIS WARD, CYNTHIA MA, BETHLEHEM GEBEYEHY, AND COLIN CAMPBELL TO THE FACULTY OF FINE ARTS &amp; COMMUNICATIONS COUNCIL AND ALEM TESFAY TO THE SCHOOL OF BUSINESS COUNCIL FOR TERMS ENDING AUGUST 2021</b>  <b>VPA/VPO CARRIED</b>

2. Adjournment  
Time: 10:40am





**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
September 23, 2020 @ 2:00pm**

**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:**

Collin Steffes, General Manager  
Alan Honey, Governance Advisor

1. Call to Order: 2:11pm

2. Approval of Agenda:

**VPO/VPSL  
CARRIED**

3. Approval of Minutes for: September 9 & 18, 2020

**VPO/VPE  
CARRIED**

	TOPIC	DISCUSSION	ACTION/MOTION
1.	Outgoing staff	<p>parting/thank you gift/card for Maura? parting/thank you gift/card for Jaime?</p> <p>Vpo – know we have a card going out for each of them. Do we want to do something else too? What kind of budget? Vpsl – believe we should do something for each of them. Gm – focus more on one degree of separation when deciding. Maura is being recognized by her coworkers today. Ga – budget line under Operations for appreciation.</p>	<p>Vpo to research gifts.</p>
2.	Student Groups	<p>Vpsl – both groups are good to go as far as process is concerned. Closing group – request from club itself.</p>	<p><b>MOTION</b></p> <p><b>TO APPROVE THE HURDE @ MACEWAN STUDENT GROUP</b></p> <p><b>VPSL/VPO CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPROVE THE FENTANIL PROJECT OF MACEWAN UNIVERSITY STUDENT GROUP</b></p> <p><b>VPSL/VPE CARRIED</b></p> <p><b>MOTION</b></p>

			<p><b>TO CLOSE THE ELECTRONIC DANCE MUSIC HARM REDUCTION GROUP</b></p> <p><b>VPSL/VPE CARRIED</b></p>
			<p><b>MOTION</b></p> <p><b>TO APPOINT MA. SAMANTHA LOPEZ DE LEON IN PLACE OF ALEXANDRA DYKY ON THE SCHOOL OF BUSINESS COUNCIL FOR A TERM ENDING AUGUST 2021</b></p> <p><b>VPA/VPO CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPOINT NAMO ROUSSEAU AND ROCIO ZAMORA TO THE FACULTY OF NURSING COUNCIL FOR A TERM ENDING AUGUST 2021</b></p> <p><b>VPA/VPE CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPOINT AMANDA LABONTE TO THE FACULTY OF HEALTH AND COMMUNITY STUDIES COUNCIL FOR A TERM ENDING AUGUST 2021</b></p> <p><b>VPA/VPO CARRIED</b></p>
3.	Committee Appointments	Vpa – looking to appoint students to committees/councils today.	
4.	Outstanding Action Items		
5.	President's Report	<p>Alumni Advisory Council.  Helped Metta with SRP.  Alberta 2030 document completion &amp; meetings.  CASA check in.  CRO of UASU meeting.  Centre for Sexual &amp; Gender diversity meeting.  Midyear retreat planning.  CASA E-plenary.  EC workplan completed.  MacEwan Exec Council meeting  Gm one on one.  Facilities Advisory Committee meeting.  Met with Daryl &amp; a theatre arts student re. an event.</p>	

		United Way meeting. CAUS meeting. IT meeting. Campaign 101.	
6.	VP Academic's Report	Integrity meeting re. contract cheating. Webinar – academic integrity marketing submission Met with student. Peer support training. Committee work. Anti-black racism event. Fall feedback conversations. AREB training & meeting. Be Booksmart campaign – marketing request submitted. ITM meeting. Enrollment update. L&S update. A&S Council meeting. Webinar planning session.	
7.	VP External's Report	Alberta 2030 review meetings. CASA check in. Alberta 2030 submission work. CASA update. U-Pass negotiations session. CASA e-plenary. PVP meeting. Student financial aid work with CASA. CAUS policy committee meeting. BPC meeting attendance. Campaigning 101.	
8.	VP Operations & Finance Report	PSC meeting. BPC meeting. Sexual & gender div discussion. U-pass meeting. MacEwan hiring committee meetings. Met with potential SC candidate. PVP meeting. Facilities meeting. Campaigning 101.	
9.	VP Student Life's Report	WPS meeting. Peers support training. Centre for sexual & gender diversity. Countering anti black racism event. Sexual violence policy work. KW meeting. EC work plan. WPS webinar. PVP meeting. BPC meeting. Campaigning 101. Sexual violence awareness week work.	
10.	GM Report	HR update. Financial audit & BOG. Social media monitoring. Gallivan meeting. Fall programs feedback. Strategic planning framework.	

		Throne speech update. Building status update. Elections.	
11.	Recognition		

4. Adjournment

**VPA**

**CARRIED**

Time: 3:58pm



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
September 30, 2020 @ 2:00pm**

**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:**

Collin Steffes, General Manager  
Alan Honey, Governance Advisor

1. Call to Order: 2:10pm

2. Approval of Agenda:

**VPE/VPA  
CARRIED**

3. Approval of Minutes for: September 23, 2020

**VPO/VPSL  
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Advocacy Plan	Gm - presenting Advocacy Plan update - looking for feedback/endorsement on/of how it looks. Shared template with everyone via email. Plan should align everyone within the organization. Pres – to add: 'advocating for high quality education.' Gm – if there are any problems with the 6 priorities currently listed please let me know today. Vpa – add: 'improve student experience'? Vpa – framework looks good from what we've seen here today.	
2. EC Workplan	Pres – distributed updated workplan – would like to finalize that here today. Please provide your final feedback now.	
3. Fall feedback form update	Vpa - received feedback on our feedback form. Wanted to ensure we're collecting constructive feedback from students. Offered that institutional planning and analysis could provide help with the survey. Think there is an opportunity to improve our form. Pres – understand the concerns but believe what we're doing will provide us the information we need. We could make a few small changes based on feedback. Vpa – potential to partner with MacEwan in the winter – we have more time to plan and work on it together.	
4. BOG consultation meeting	Pres – I'll forward question we received – please fill in your answers and send them back to me.	
5. Outstanding Action Items		
6. President's Report	BOG update. Councillor of the Year process update. Transition planning.	

		Interviews for mat. leave. CAUS meeting. GFC prep. GFC meeting. ESA update.	
7.	VP Academic's Report	Student survey discussions. GFC Student meeting. Office hours. PSC meeting. Academic advising steering committee meeting. Responding to student concerns.	
8.	VP External's Report	Met with Myrna Khan. Campaigning 101 LRC meeting. CAUS meeting. All candidates meeting U-Pass update. Federal policy committee meeting.	
9.	VP Operations & Finance Report	Campaigning 101 update. U-Pass negotiations session. Met with Rick Ellis – parking, fees, etc. Student questions. PSC meeting. Met with student groups to gather info about what they want.	
10.	VP Student Life's Report	Campaigning 101 Wellness & psych service meeting. SVPEC gov structure review meeting. SVPEC meeting. Webinar practice. Orange shirt day webinar. Michelle Plouffe meeting. SVAW update. Sexual & gender minority working group meeting. Sexual wellness pres work.	
11.	GM Report	HR update. PSC meeting. Senior leadership team meeting. Met with GA.	
12.	Recognition		

#### 4. Adjournment

Time: 4:30pm

## **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:** October 21, 2020

**Submitted By:** Stephanie Ouellette, VP Operations and Finance

---

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

Committees Policy

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

### **Background Information:**

Bylaws and Policy Committee voting members: Stephanie Ouellette, VP Operations & Finance(Chair); Ipsha Sarker, Student-at-Large; Kent Strayer, Councillor; Raymarck Unera, Councillor; Larissa Williams, Student-at-Large.

The Bylaws and Policy Committee(BPC) reviewed the reporting requirement in the Governance Investigations Committee(GIC) Terms of Reference in hopes of clarifying what "Reports will be made public at the discretion of Students' Council" means.

The first recommendation that is provided is to update the line to read "Reports will be made public, via official motion, at the discretion of Students' Council" to clarify the process.

The second recommendation is to add that "Reports made public will be provided to SAMU members or staff upon written request to the Governance Office". BPC debated two main options for making reports public: 1. automatic posting of the GIC reports to our website OR 2. providing GIC reports on request. The committee unanimously believed that providing the reports on request was the best method and have brought that recommendation here today.

**Implications:**

The GIC TOR will be clarified.



## 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.

**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**

**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**

### **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.



## **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.

**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, via official motion, at the discretion of Students' Council.

5.1 Reports made public will be provided to SAMU members or staff upon written request to the Governance Office.

#### 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.

**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.

## **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.

**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.
- 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.

**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.

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

### **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.

## Fact Sheet

### Approvals:

First Approval – October 29, 2014

Last Approval – May 20, 2021

### 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.

May 20, 2020: *Committees* approved by Students' Council motion 2020-05-20-7.4 on the recommendation of the Bylaws and Policy Committee. Major changes include: updates to sub-committee composition, identifying that councillors are appointed to committees/sub-committees by official motion, and delegating the responsibility for all non-Students' Council member appointments to Executive Committee.



**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:** October 21, 2020

**Submitted By:** Sean Waddingham, President

---

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

Councillor of the Year Award presentation

**Background Information:**

The Councillor of the Year Award is presented at the October meeting of Students' Council per the terms of reference.

This year the following councillors were nominated:

Myles Dykes  
Kent Strayer  
Raymarck Unera  
Matthew Yanish

**Implications:**

The Councillor of the Year will be recognized by their peers.