



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Agenda for the Students' Council Meeting of the Students' Association of MacEwan University November 18, 2020 at 6:00pm via Zoom

Voting Members:

Ruan Bouwer, Vice President External
Cassey Fallis, Councillor
Christine Landberg, Councillor
Stephanie Ouellette, Vice President Operations
and Finance
Kendell Semotiuk, Councillor
Trisha Singh, Councillor
Aubrianna Snow, Vice President Student Life
Alycia Stewart, Vice President Academic
Alem Tesfay, Councillor
Elaine Tran, Councillor
Sean Waddingham, President
Larissa Williams, Councillor
Matthew Yanish, Councillor
vacant, Councillor

vacant, Councillor
vacant, Councillor
vacant, Councillor
vacant, Councillor
vacant, Councillor

Resource Official:

Myles Dyes, Board of Governors Student Representative

SAMU Officials and Council Support:

Timothy Jobs, Chair
Alan Honey, Governance Advisor

Meeting called to order at.

<Intros>

1. Treaty 6 Land Recognition

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

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

2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR NOVEMBER 18, 2020

2.2 MOTION

TO APPROVE THE MINUTES OF OCTOBER 21, 2020

3. Presentations

3.1.

4. For Information

4.1. Reports

4.1.1. President

4.1.2. Vice President Academic

4.1.3. Vice President External

4.1.4. Vice President Operations & Finance

4.1.5. Vice President Student Life

4.1.6. BOG Student Representative

4.1.7. Chief Returning Officer

4.2. Executive Committee Minutes

Minutes of October 7, 14, 21, 28, 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. Bylaws and Policy Committee

***MOTION TO APPOINT COUNCILLOR _____ AND COUNCILLOR _____ TO THE
BYLAWS AND POLICY COMMITTEE***

VPO/

Nominees: Larissa Williams, Elaine Tran

Favour:

Oppose:

7.2. Audit Committee

***MOTION TO APPOINT COUNCILLOR _____, COUNCILLOR _____, AND COUNCILLOR
_____ TO THE AUDIT COMMITTEE***

VPO/

Nominees:

Favour:

Oppose:

7.3. Budget and Finance Committee

**MOTION TO APPOINT COUNCILLOR _____ AND COUNCILLOR _____ TO THE BUDGET
AND FINANCE COMMITTEE**

VPO/

Nominees:

Favour:

Oppose:

7.4. Governance Remuneration Advisory Committee

**MOTION TO APPOINT COUNCILLOR _____ TO THE GOVERNANCE REMUNERATION
ADVISORY COMMITTEE**

VPO/

Nominees:

Favour:

Oppose:

7.5. Leadership and Review Committee

**MOTION TO APPOINT COUNCILLOR _____ AND COUNCILLOR _____ TO THE
LEADERSHIP AND REVIEW COMMITTEE**

VPO/

Nominees: Larissa Williams, Elaine Tran,

Favour:

Oppose:

7.6. Appointment Advisory Committee

**MOTION TO APPOINT COUNCILLOR _____ TO THE APPOINTMENT ADVISORY
COMMITTEE**

VPO/

Nominees:

Favour:

Oppose:

7.7. Health and Dental Sub-Committee

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

VPO/

Nominees:

Favour:

Oppose:

7.8. Awards Sub-Committee

MOTION TO APPOINT COUNCILLOR _____ AND COUNCILLOR _____ TO THE AWARDS SUB-COMMITTEE

VPO/

Nominees:

Favour:

Oppose:

7.9.

8. Consultation

8.1

9. Evaluation

9.1. <https://forms.gle/ya5H12PL2gfUK29U7>

9.2.

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: December 16, 2020

Meeting adjourned at



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Minutes 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 6:02pm.

<Intros>

1. Treaty 6 Land Recognition

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2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR OCTOBER 21, 2020

STRAYER/DYKES

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF SEPTEMBER 16, 2020

DRUMMOND/VPE

CARRIED

3. Presentations

3.1. Alberta 2030

* Presented by Sean Waddingham, President

4. For Information

4.1. Reports

4.1.1. President

Tuition increase consultation update.

4.1.2. Vice President Academic

ITMC meeting update. AREB meeting. Contract cheating livestream.

4.1.3. Vice President External

U-Pass update.

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

Chancellor selection committee.

4.1.7. Bylaws & Policy Committee

As presented.

4.1.8. Budget & Finance Committee

As presented.

4.1.9. Audit Committee

As presented.

4.1.10. Executive Committee

As presented.

4.1.11. Leadership and Review Committee

As presented.

4.1.12. Appointment Advisory Committee

SAL recommendation yesterday.

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/VPSL

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

CARRIED

7.2. Councillor of the Year Presentation

Pres – Myles Dykes is our Councillor of the Year for 2019-2020. Congratulations.

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

VPO

CARRIED

Next Meeting Date: November 18, 2020.

Meeting adjourned at: 7:02pm.



Students' Council Report

President

November 2020

Greetings councilors,

Below is my report on my work as President between October 21st and November 16th, 2020.

Dedicated Advocacy

Alberta 2030 System Review: Student Roundtable

Along with representatives from all other post-secondary student associations in Alberta, I participated in a roundtable hosted by facilitators from McKinsey & Co who discussed aspects of the AB2030 review with us. There were several student roundtables that week, making for roughly 15 representatives per meeting. Although the sessions were a bit short at one hour, I was able to speak to some aspects of the review. Subjects of note include tuition deregulation, changes to governance, and the role of industry in informing curriculum.

Tuition and MNIFs Increase Negotiations

SAMU Executive Committee (EC) met with some of MacEwan's central administration for consultation sessions on tuition and fee increases. We met more times than the required minimum amount, and had robust discussions on the subject. The exact tuition and MNIF change for 2021/22 will be known publicly soon, when it is approved at the Board of Governors.

Canadian Alliance of Student Associations (CASA) Advocacy Training and Scheduling

Vice President External Ruan Bouwer and I attended CASA's training and have been scheduled for advocacy meetings with Members of Parliament for CASA's digital advocacy month.

Council of Alberta University Students (CAUS) Counterparts Conference

CAUS' Virtual Counterparts Conference and Advocacy Week are underway, and I have attended 1/3 days of sessions. I am booked to meet with two Ministers and one MLA this week, and have also found the programming of Counterparts to be very valuable so far.

Edmonton Student Alliance (ESA) Meeting

ESA met at the end of October to cover a number of items including ratification of our priorities document, approval on proceeding with ESA's strategic plan, consultation on municipal advocacy plans especially as they pertain to the 2021 election, and final discussion ahead of the ESA City Councilor Forum.

Retreat: COVID Advocacy Points for MacEwan

EC has compiled a list of COVID-specific topics that impact students at MacEwan as a reference for the official position of SAMU on these persistent issues. In doing so, we also have identified some areas in which further advocacy is needed, to draw attention to important unresolved items.

PRES Report to Students' Council

[Submitted November 16th, 2020]

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Commitment to Sustainability

Annual Mid-Year Retreat: Planning for Winter Term & Succession

EC has established plans and timelines for the remainder of our terms and succession. Around this time of year, it is helpful to take a step back and evaluate how much time is left in one's term, what remains to be accomplished, and reconcile the two by slotting objectives into timeframes. Further, transition begins at the start of April, so we are already considering how we can have a successful transition for the next iteration of EC.

Virtual Students' Council Training

EC attended and led portions of SAMU Students' Council (SC) Training where we had both elected councilors and prospective appointee councilors undergo training on Roberts' Rules, SAMU as an organization, the role of a councilor, and much more.

Relations with our Community

ESA City Councilor Virtual Forum

ESA hosted the second annual City Councilor Forum, but this time over Zoom instead of at MacEwan. The forum went exceedingly well, and we were able to discuss a wide range of items with the four councilors in attendance. Topics included youth participation in municipal politics, the brain drain issue, municipal election 2021, and the Edmonton City Plan, among others. Much of what was garnered at this event will inform ESA's strategy going forward.

Alberta 2030 System Review: General Faculties Council (GFC) Session

MacEwan's GFC held a consultation discussion about AB2030, in which we discussed the merits of bicamerality and whether it should be upheld at post-secondary institutions in Alberta, as it relates to the AB2030 process.

Alberta Union of Provincial Employees (AUPE) & Alberta Federation of Labour (AFL) – Statement of Support

SAMU released a statement on Twitter in support of the AUPE and AFL's recent attempts to draw attention to the extreme nature of the Government of Alberta's budget reductions, the most applicable in our case being the grant reductions in post-secondary education.

Installation of President Trimbee

I took part in the installation ceremony for MacEwan's sixth President and Vice Chancellor, Dr. Annette Trimbee. A video message of me on behalf of SAMU EC was delivered at the event, and I watched remotely since the in-person portion of the event was cancelled.

Greg Christenson – Tour of SAMU Building

I met Greg Christenson of Christenson Communities, the namesake of MacEwan's Sports & Wellness building, and accompanied him on a brief tour of the SAMU building.

Stewardship of Resources

Retreat: Revenue Diversification: Long-Term Planning

SAMU EC and General Manager (GM) held preliminary discussions for future revenue diversification and what forms it may take.



Integration of the SAMU Building

Retreat: Building Analysis & Comparisons

SAMU EC and GM analyzed the SAMU building to begin formulating ideas about future opportunities enabled by the new building. Our discussion included comparison to existing students' association buildings in Alberta, and the kinds of amenities they offered.

Connect to Students

MacEwan Virtual Open House – SAMU “Booth”

I helped present on SAMU for virtual equivalent of a “booth” at the MacEwan Open House and, along with the rest of EC, spoke to some prospective future MacEwan students.

Winter Semester Strategic Marketing – Planning Session

SAMU EC met with our Department of Marketing and Communications to create a timeline of events which will include marketing components for the winter semester, and to give enough notice and up-front information to allow these plans to be executed successfully.

Closing Remarks

On this side of reading week, fall semester seems quite a bit closer to being done; several projects are wrapping up while we look ahead & plan for winter semester. EC's mid-year planning over the reading break was a much-needed chance to think in a long-term fashion about our goals for the coming months, and it's been helpful in orienting our direction as a team.

It's exciting to have a new group of Students' Councilors, and I hope that you will get a lot out of this experience! It is what you make it, and it can be very rewarding & certainly is interesting. If one of the new councilors ever would like information from an executive or wants to discuss SC matters with us, our doors are always open, at least virtually in the meantime. Alternatively, you can discuss these topics with other councilors as well.

Lastly, I think the current numbers warrant attention being drawn to the active case count for COVID-19 in Alberta, since we've now surpassed 10,000 active cases, almost half of which are in Edmonton. I hope that students will treat this crisis with a level of seriousness so that everyone does their part in curbing the spread of the pandemic.

As always, I encourage you to discuss anything I mentioned in my report by whatever medium you prefer. In the meantime, please do stay safe!

Regards,

Sean Waddingham, SAMU President 2020/21



Students' Council Report

Vice President Academic
October 21st, 2020

Hi everyone,

Please find my report below detailing events that occurred between October 19th and November 13th.

Dedicated Advocacy

Alberta 2030 Bicameral system GFC Consultation

President Dr. Trimbee called a meeting to discuss bicameralism at MacEwan to inform their letter addressing part of the Alberta 2030 Post-secondary review. I and our President as well as Myles Dykes participated actively in the meeting and helped with the discussion making our student presence known.

GFC Standing Committee Meetings

The Academic planning and quality assurance committee, the academic standards curriculum and calendar committee, the committee on teaching and learning and committee on scholarly activity council of student affairs all met and I attended or was briefed on whom was elected to be the faculty co-chair from the GFC representatives and scholarly activity

MacEwan Academic Advising Steering Committee(MAASC) Meeting

I attended a MAASC meeting where they discussed the new website updates to be ready for open house and faculty advising updates and concerns extensively.

Provost Monthly Meeting

In my meeting with Dr. Monk we discussed MacEwan's covid protocols and reporting, tuition/budget thoughts and concerns as well as the AB 2030 review.

Tuition and Mandatory Non-Instructional Fees (MNIFS) Consultation Meetings

We got to meet with MacEwan about the MNIF's and our views on their projections and ideas for them as well as for tuition increases that were impacted by the governments cuts to grants and fee increase allowance.

General Faculties Council Executive Committee Meeting (GFC EC)

GFC EC had their meeting to discuss the agenda for the next GFC meeting and discussions the rescission of the outdated Student Discipline policy, consultation for the Honorary Doctorates policy and the potential for GFC to see the annual report.

AVP Students Hiring Committee Meetings

I attended the SAMU consultation meeting, the town hall event and another planning meeting where we got to discuss the attributes we are looking for in a new AVP Students. We also went over the marketing materials for the advertisements about the position.

Relations with our Community

International Day of Action Against Contract Cheating (IDoAACC)

Dr. Paul Sopcak with the Academic integrity office had invited me to join him to take part in Canada's part of the twenty-hour live stream. We had a few minutes to share our experiences with using the restorative resolution approach to address academic integrity violations at MacEwan.

VPA Report to Students' Council

[Submitted November 15, 2020]

Page 1 of 3



Open Educational Resources (OER) Staff Survey Meeting

I got to meet with the OER librarians to discuss the staff survey with questions on Zero cost course material usage and understanding with faculty.

Stewardship of Resources

Animal Research Ethics Board (AREB) Meeting

At our AREB Meeting we had a short info presentation on zebrafish tank stimuli discussed and reviewed a research protocol on the zebrafish research.

Information Technology Management Committee (ITMC) Meeting

At the ITMC meeting we discussed most notably the winter scheduling plans and some of the changes that were being made/reorganized to adjust to a mostly online semester again but aiming for 25% in person and/or hybrid options. We also discussed the LMS, e-proctoring system and that Respondus was no longer being explored but Proctorio would be considered and talked about the adobe licenses for students/on campus.

Proctorio Demonstration

I got to attend a live Proctorio demonstration and ask some questions about the functionality of the service. It seems like it has a wide range of features some of which could be promising for facilitating online exams. We were careful to ask about its accessibility, that it is not a biased system/have discriminatory flagging and that students' privacy remains protected and secure but we will have to continue to think about these things if it is further explored or tested.

Commitment to sustainability

Students Council Training

We had our fall council training over zoom which featured a mental health and unconscious bias training workshop and other governance training sessions that I think went well. It was nice to hear from you all about how it went and how it could improve and to meet some of the people interested in joining council too. Despite our small council right now I remain optimistic about the people we will or hope to appoint and encourage you to continue reaching out to students who might be interested.

Stars and Wishes

We had our third stars and wishes meeting where we reviewed some of our values and our performance since our last meeting with one another which provided another great opportunity to connect.

Executive Committee Midyear Retreat

Getting to go on this retreat was such a blessing since we got to do some team building and have some much-needed conversations around SAMU's long term vision, opinions, and transition planning. I am so thankful for my fellow executive team!

Integration of the SAMU Building

I have nothing new to report here besides working from the office continues to go smoothly and lots of safety precautions in action. Remember to wear your mask and stick to physical distances to keep you and others safe with the rising numbers.

Connect to Students

Open House



I took part in some of the bizzabo platform training sessions as they were using that site for open house. On the day of I was available during one of the presentation/live question periods.

Restorative resolution papers

I am still working with some students by going final drafts of their reflection pieces and providing feedback.

Student concerns

I have been working with more students and meeting them on a variety of issues. Our fall feedback form is also still open to direct students to for them to share their experience this year.

Enhance Student Experience

Marketing Meeting

Us executives attended a meeting with marketing about our winter projects and plans.

Student Advisory Committees (SAC)

Although a little alter than normal I have initiated the process and/or reminded faculty about SACs and started to enroll students into the blackboard orientation.

Closing Remarks

This past month has gone by so quickly! I hope you all are doing well and classes are treating you okay and please remember to take care of yourself during these strange times. As always please don't hesitate to contact me if you ever have any questions, concerns or just need to talk!

Thank you,

Alycia Stewart
Vice President Academic
Students' Association of MacEwan University

Students' Council Report

Vice President External

November 13th, 2020

Hello Councillors,

In this report I will detail my activities between October 16th and November 13th.

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 6 total members.
- ESA is the Edmonton Student Alliance, our municipal advocacy umbrella organization with 8 total members.

Federal Advocacy

CASA Virtual Mock Advocacy Meeting (Oct. 30)

Sean and I attended CASA's mock advocacy meeting in preparation for federal advocacy month, which ran into some technical difficulties. These difficulties only solidified my confidence in SAMU's external team to improvise under less-than-ideal circumstances, and I look forward to talking about advocacy month in my next report.

Federal Policy Committee Meeting (Nov. 6)

I attended a meeting of CASA's Federal Policy Committee as vice chair, which ran smoothly and mostly consisted of all its members presenting their policy work (my area of focus was the exemption of parental and spousal income from the Canada Student Loans income assessment).

Provincial Advocacy

CAUS Policy Committee Meetings (Oct. 16)

I had two meetings on October 16 with individual members of the CAUS policy committee (which I chair) in order to get everybody in the committee up to speed on our workplan. I hope to have all the members' policies in the final review stage by the end of the month.

Ongoing Small Council Meetings (every Thursday)

I have continued attending meetings in my capacity as a CAUS representative with the Alberta Students' Executive Council (ASEC) and the Alberta Graduate Provincial

Advocacy Council (ab-GPAC), which have evolved into a very promising forum for cooperation between our three provincial student advocacy organizations. Our focus has been the ongoing Alberta 2030: Skills for Jobs postsecondary review and its implications for students in Alberta.

Municipal Advocacy

Overarching UPass Contract Negotiations (Oct. 20)

The UPass negotiating team met with ETS to discuss some of the final details of our agreement-in-principle, which will be coming to Students' Council for approval as soon as it is completed. I can't wait to share all the details of what we have won on behalf of students, so keep your eyes peeled for either our December or January SC meeting!

ESA Meeting (Oct. 23)

The Edmonton Student Alliance met to discuss a number of issues, including the then-upcoming city councillor forum, the ESA's strategic plan, and its priorities document. We also had a very productive brainstorming session regarding how to raise the ESA's profile in municipal affairs, and how to circumvent the problem of not having a permanent staff due to an absence of membership fees.

UPass Negotiating Team Meeting (Oct. 27 + Nov. 4)

The UPass negotiating team (consisting of SAMU, NAITSA, SANQC, UASU, and UAGSA) met twice to discuss elements of the agreement-in-principle which required clarification. As soon as these details are no longer confidential, brace yourselves!

ESA City Councillor Forum (Oct. 29)

The Edmonton Student Alliance had a very successful city councillor forum on October 29, which saw participation by four Edmonton city councillors and a number of student representatives from Edmonton. The conversation was pleasantly collaborative and productive, and covered topics ranging from changes in the law governing municipal elections to the long-term role of the ESA in shaping municipal strategies and policies.

University Relations

Tuition and Mandatory Non-Instructional Fees Discussions and Prep. Meetings (Oct. 16, Oct. 22, Oct. 27, Oct. 30, Nov. 3, Nov. 5)

I joined the rest of SAMU's Executive Committee for several preparatory meetings and discussions with members of MacEwan's administration regarding tuition and mandatory non-instructional fees.

Monthly meeting with VP University Relations Myrna Khan (Oct. 27)

I met with Myrna Khan to discuss a number of issues, including the relevant-at-the-time AUPE strike and ongoing labour union action, cooperation on the issue of SmartFare (which will be introduced when the UPass contract returns), and the ongoing Alberta 2030 postsecondary review.

Leadership and Review Committee Meeting (Oct. 30)

I chaired the final meeting of this iteration of the Leadership and Review Committee at the end of last month! I would like to take this opportunity to sincerely thank Councillors Hale Johnston and Ahsan Hassan, as well as our student-at-large Dylan Termeer, for all their fantastic work on LRC. Their insight and creativity made the committee a pleasure to chair, and I'm proud of how our (mostly) revamped SC evaluation form turned out, as well as the many other initiatives that will be carried on by the next Councillors and students who sit on the committee.

Students' Council Training (Oct. 30 + 31)

Need I say more? I joined the rest of Students' Council and a few prospective Councillors (who have now been formally appointed, congratulations!) for our SC training days, which went off quite successfully, in my humble opinion.

Mid-Year Executive Committee Retreat (Nov. 9 – 12)

Last week I joined my fellow EC (except for our VP Operations and Finance, who joined us digitally) on a mid-year retreat to Banff! Before you start picturing luxurious spa days and skiing trips, we spent 80% of our time in a conference room having wonderfully productive conversations about big picture topics like revenue diversification, the SAMU building, and governance structures. That might sound sarcastic, but I did genuinely enjoy it, and I am very proud of the work that we were able to do in such admittedly beautiful scenery.

Closing Remarks

It's official, November has been the busiest month of my whole term so far! My sincere apologies for how late this report is, but I swear it isn't the product of laziness. After returning from our EC retreat, I spent a full day catching up on emails and work that was difficult to do from the conference room, and then kicked off this week with the simultaneous occurrence of CASA's advocacy month and CAUS's digital Counterparts conference. I purposefully ended this reporting session on Friday, because writing about what has already happened this week would delay my report even more, creating a vicious cycle that I'm sure none of us want. As we enter finals season in the coming month, I want to let you all know that your executive team have been working extremely hard on your behalf, both on short term goals and on the longer term vision of a Students' Association that understands the importance of continuity, greater student engagement, and an unbeatable student experience at MacEwan. Best of luck with your finals, and never hesitate to reach out to me with any complaint, question, or hot take!

Best wishes,

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



Students' Council Report

Vice President Operations & Finance November 18, 2020

Hello councilors, I hope that you are all staying safe and healthy!

Projects & Initiatives:

See below

Committees:

I have had no Bylaw and Policy Committee, Procedure Sub-Committee, Health and Dental Sub-Committee or Budget and Finance Committee meetings in these last couple of weeks as other items have taken precedent and also due to testing positive for Covid-19.

Other Business:

Covid-19 impact on the SAMU building and operations:

First Floor Quiet Study Space - The quiet study space beside the elevator on the first floor will be closed temporarily in an effort to control issues where students are spending extended periods of time in close proximity without masks. Our staff has witnessed numerous instances of students not wearing masks in that space, and given the close proximity of the room, and the difficulty in monitoring this space, we have decided that it is prudent to close the space temporarily. We will monitor progress with Covid-19 rates, and further regulations and messages from AHS and MacEwan to consider when we will determine it is appropriate to reopen this space to students. We have lots of space still in the building, but this area we have had the most trouble with compliance and for everyone's safety the senior leadership team feels that a temporary closure is best at this time.

Due to Covid-19, our tenants will not be restarting their build outs and it has been postponed until the Fall 2021 term until further notice. Covid-19 is the only factor for this business decision. Our tenants have done minor mechanical work to their units but the majority of the work is on hold. When the majority of students are back on Campus we will have our tenants open then. Trying to open would be one way ticket to bankruptcy and we couldn't force them to open.

Even with all of the Covid-19 costs, we are still well within our operating budget.

Graham is wrapping up their last test that they are have to do in accordance to the building requirements. The building passed the water barrier testing but didn't pass the smoke testing so they had to do more work to the pedway to correct this. This test should be done with in the next couple of weeks. Then the deficiency work should all be done and only warranty work will be left.

IMPORTANT: Our Gallivan representative is working remotely now and won't be back until the winter term. They will be here for the start of the Winter term until the Opt-out date then they will return to working remotely again. This is both due to Covid-19 and for her own safety, but also



due to the lack of traffic after the drop-deadline. She will still be available by email or phone for any questions

Tuition and MNIF consultation with MacEwan

Your executive team and I were fortunate enough to be able to attend and consult with MacEwan on the 2021/2022 tuition and mandatory non-instructional fees(MNIF) planning. Due to the confidentiality of the nature of this information, we cannot discuss what has been brought up, but if you have any opinions or suggestions, you can bring that forward to your EC team. The Board of Governors will review the information and the recommendations from MacEwan and we should have an outcome in the next month or so.

Director of Finance

I would like to wish Joanne our director of finance a healthy and safe maternity leave and I would like to welcome her temporary replacement, Justin. Justin has covered Joanne's last maternity leave and we are fortunate to have him back again. I am confident in Justin's understanding of the work at SAMU and I look forward to working with him.

EC Retreat

Your EC team had a great retreat and it was very beneficial to have. Unfortunately, due to Covid-19, I was unable to attend physically, but I was able to attend virtually. Even with the complications of technology, we were still able to do some teambuilding and come up with great ideas that I am excited to bring to life.

Virtual Open house

Unfortunately, we did not get a big turnout for Sean's and I's session, but I think it went really well and was informative. I do not know how the other sessions went. I am following up with Marketing and Communications.

SAMU Staff social 'committee'

Our Halloween social 'events' have gone well. We had a little contest for the staff to submit their favorite Halloween movie, we also had little goody bags for all the ghosts and ghouls at SAMU. We are planning our 4 weeks of Christmas/Holidays and I am thoroughly excited for our events and the launch of the new SAMU intranet.

U-pass

If you have not already read your VPE's last report, he had mentioned that there will be no U-pass for the winter term. We will be using the Force Majeure clause in the U-pass agreement. For more information, please ask your VPE. I just wanted to say that I have officially submitted that to MacEwan and it should be removed from the student fees. If for any reason it has not been removed from your account, please let me know and I will get that fixed.

Monthly connection meeting with Rick Ellis, AVP Finance and CFO at MacEwan

Unfortunately, a lot that was discussed was confidential in nature as it related to the planning of the tuition and fees of future years. What I can disclose is that I am working with Rick on our service level agreement between MacEwan and SAMU which also determines our payment

VPO Report to Students' Council

Submitted November 13, 2020

Page 2 of 4



schedule and we have come up with a new payment plan, just waiting for approval from our finance department and EC. If you want more information on MacEwan's spending and their capital plan for the next 25 years, I strongly suggest you take a look at MacEwan's financial plan at:

https://www.macewan.ca/contribute/groups/public/documents/document/mjay/mf8y/~edisp/financial_plan_2020_2023.pdf

and MacEwan's comprehensive institutional plan:

https://www.macewan.ca/contribute/groups/public/documents/document/mjax/os0y/~edisp/cip_2019-2022.pdf

Update from MacEwan:

Airmark operates Tim Horton's and Starbucks, but MacEwan does get a commission. They did the analysis and it costs them too much to prep and open for the amount of students on campus. It is like the Summertime volume.

Revenue is down in residence, parking, roundhouse, social innovation, etc.

Residency: Due to Covid-19, they are not allowing roommates, so individuals get their living area all to themselves. Unfortunately, to try and recover costs, they have had to remove the long-term stay discount rate from my understanding. There is still a designated floor for international students. All social and study lounges are closed. Please contact residency for more information.

MacEwan is over budget on the Covid-19 costs. It is believed that due to these extra costs, MacEwan will have no surplus this year.

Marketing:

I am working with our marketing team on a 'how-to' Health and dental video for the winter term and getting ready for other initiatives like town hall and Campaigning 101 for EC elections.

Items to happen that will be filled in during oral supplements:

- CAUS counterparts
- MacEwan's policy Advisory Group (PAG)

Closing Remarks

IMPORTANT: I cannot stress this enough. PLEASE WEAR A MASK AT ALL TIMES IN THE SAMU BUILDING OR AT MACEWAN UNLESS YOU ARE EATING. MacEwan and SAMU are still considered public places and it is required BY LAW to wear a mask. I know that is not comfortable, but even if you are sitting alone, you are required to wear masks. Unfortunately, students not wearing masks is causing MacEwan and SAMU to close spaces such as quiet study spaces and more, since students are being non-compliant, all students are losing. So please, wear masks and encourage others to wear a mask as well. If you want to hang out without masks, please go outside to socialize. If you need masks, the dollar store has affordable 3-layer masks, I know many people have been selling homemade masks that are also affordable. OR



MacEwan security does offer masks. So please call them before entering the building and they will let you know if someone can bring one to you or if you may enter to grab one.

Take care, stay safe and best of luck in your studies!

Stephanie Ouellette (she/her)

Vice President Operations and Finance



Students' Council Report

Vice President Student Life November 18, 2020

Hello, Councilors!

The semester is zooming by! See below for my report detailing events that occurred between October 15th and November 13th, 2020:

Dedicated Advocacy

Tuition and Mandatory Non-Instructional Fees (MNIFs) Meetings

Over the course of the reporting period, myself and the other members of EC attended several meetings about tuition and mandatory non-instructional fees with MacEwan's central administration. These meetings were productive overall, and I'm grateful to see that MacEwan is increasingly involving students in the decision-making process. From a student life perspective, this has been a difficult year for a host of reasons; and while fee increases of any kind are not ideal, centering student consultation is a good first step in ensuring that the student experience at MacEwan is maintained and improved in spite of the challenges.

AVP Students Consultation and Town Hall

Myself and the other EC members attended a consultation and a town hall focused on issues that should be prioritized in seeking a new AVP Students. I got to provide some meaningful feedback in these sessions, and I'm looking forward to seeing how everyone's suggestions are incorporated.

SVPEC – OSVPER Governance Structure Review Subcommittee

I attended one meeting of this subcommittee over the reporting period. Discussion was focused mainly on methods of sexual violence prevention and education program governance from across the country. I'm very excited to continue my work with this group, as I feel it is extremely relevant to some of my more internal work and to the challenges that students and administrators will be facing in the years to come.

SVPEC – Restorative Justice Subcommittee

I'm very excited about the direction that this committee's work is taking so far! I lead a discussion in our most recent meeting on an article about the pitfalls of a criminality approach to responding to sexual violence on post-secondary campuses. It was great to hear the perspectives of committee members on how this applies at MacEwan. I'm looking forward to getting more familiar with the literature on restorative justice for sexual violence so that I can continue to advocate for these options on campus.

Commitment to Sustainability

Appointment Advisory Committee (AAC)

The Appointment Advisory Committee has been busy conducting interviews over the last couple of weeks in preparation for the special meeting of Students' Council. I'd like to extend my thanks to all of those who applied to fill the vacancies!



Students' Council Training

I attended the Students' Council training on Halloween weekend (Halloweekend, if you will) along with all the other Students' Council members and those who applied for appointment. I think it went very well despite being virtual, and it was great to see folks engaging with the material.

SAMU Intranet Implementation

I was asked to be part of the SAMU Intranet implementation committee and have attended one meeting. The organization-wide introduction to the program is happening soon - I can't wait to see what folks think of it! I think it will do a lot for our internal communication, especially with so many folks working remotely right now.

Student Refugee Program

With the winter semester fast approaching, our SRP Committee has been busily preparing for the arrival of the sponsored student. While no dates have yet been confirmed, we are hoping that all will go forward as planned for their arrival.

Connect to Students

Fall Webinars and Related Meetings

I held several meetings about webinars this month and hosted one webinar with the Office of Sexual Violence Prevention, Education, & Response. The webinar focused on the results of the Campus Climate Survey. This was a super interesting discussion that I'm proud to have been part of - I encourage you to check it out if you haven't! More webinars are being planned for the winter semester.

First-Year Collaboration Meeting

I met with Denise King, the First-Year Experience Assistant at Student Affairs at the beginning of November to discuss opportunities for collaboration. More to come on this!

Open House

I participated in MacEwan's online Open House event on November 7th. Despite some tech difficulties and low turnout, I had fun helping other EC members provide some insight for a high school student considering attending MacEwan.

Enhance the Student Experience

Pride Planning

I attended one planning meeting for Pride Week 2021 during the reporting period. While this is still in the initial stages, I'm excited to see how we can transition Pride Week into a COVID-safe format.

Sexual Violence Awareness Week Debrief

This year's Sexual Violence Awareness Week planning committee met over the reporting period to debrief the events of SVAW. Making chalk art on campus and the panel discussion around COVID-19 and sexual violence were both a great success! One recommendation was to have the chalk art be more interactive in a post-COVID context.



MacEwan Book of The Year Committee

MacEwan's Book of the Year Committee kept me quite busy this month. While no decisions have been made, I think we are closing in on a pick for a future Book of the Year. Working with this group has been a great opportunity to do some casual reading and engage in meaningful conversation about students, their relationship to literature, and the connections between daily life, good pedagogy, and Canadian literary works.

Relations with our Community

United Way Sexual Wellness Presentation

On October 26th, myself and Nina Sangra from Wellness and Psychological Services presented a workshop on COVID-19 and sexual wellness for the United Way. Getting to work on this with Nina was incredibly fun and rewarding, and I'm excited to see this workshop be presented with the Peer Health Education Team in future.

City Councilor Forum

I attended the Edmonton Student Alliance's City Councilor Forum on October 29th. ESA Chair and SAMU President, Sean Waddingham, did a great job in organizing the event! I found the information shared by Councilors to be interesting and relevant to my portfolio.

Closing Remarks

This month has gone by especially fast for me, and I'm feeling refreshed and empowered in my commitments to students this year. During the pandemic, I've been thinking a lot about how organizations can use this time to reflect on needed systemic adjustments. SAMU is putting this time to use in the best way possible and I can't wait to see how the energy of this moment impacts the Association into the future.

I hope that you're all taking care as we move into the winter months and into greater pandemic-related restrictions. The challenges of this year aren't over, but it's important to count your wins where you can get them; and this has been a very productive month at SAMU. As always, please reach out for any reason – my virtual door is always open.

Best wishes,

Aubrianna Snow

Vice President Student Life

Students' Association of MacEwan University



Students' Council Report

Board of Governors Student Representative November 18, 2020

Dear Council,

Below is my report from October 10 to November 12, 2020

Chancellor Joint Committee

The Chancellor Joint Committee met on Oct. 21st and discussed some of the logistics to the search. As this will be MacEwan's first chancellor, much of the early work of the committee will be on how to proceed. On the committee are representatives for staff, faculty, students, alumni and the Board.

Special Board Meeting

On Wednesday, October 18th, the Board of Governors held a special meeting to confirm the new Vice President, Finance & Administration. I'm confident in the candidate that was ultimately approved by the Board, and they should be announced sometime quite soon.

Installation of the President

I tuned in online to the official installation of Dr. Annette Trimbee as President and Vice-chancellor of MacEwan University. It was an amazing ceremony that appeared to be quite well viewed. If you're looking to Dr. Trimbee's installation address or to watch the installation, I will paste the link below.

<https://www.macewan.ca/wcm/Discover/OurLeadership/OfficeofthePresident/PresidentialInstallation/index.htm>

I'm very excited to see what Dr. Trimbee will do in her new role as President; it's quite clear to me that she's a transformational leader that can guide our university through these complicated times. Though she's only been in Edmonton a short while, she has become quickly involved in the community; recently she was named chair of the Community Safety & Wellness Taskforce, which has the mandate to "initiate an inclusive relationship-based process to create actionable recommendations for Council regarding the future of community safety and well-being in the city that are anti-racist."

Closing

With the rising COVID-19 cases, I hope that you all remain in good health. As of Nov. 12 (the day I'm writing this), we're currently at 8090 active cases and later today, the province is expected to announce extra sets of restrictions. While also following these restrictions and other health guidelines, I urge you all to be careful and to evaluate what steps you're taking to mitigate the possibility of contracting COVID-19. I know we're all careful people but now it's time to take those extra steps.

As well, congratulations to all the new elected and appointed Councillors! I look forward to the year ahead of working with you all to advocate for students in the capacities we can. As always, please feel free to reach out to me with any questions.

Sincerely,



Myles Dykes
Board of Governors' Student Representative
saboardrep@macewan.ca

Chief Returning Officer Report to Students' Council

2020 SAMU Students' Council Election

October 13-15, 2020

Submitted by Jed Johns, Chief Returning Officer, 2020-2021

Introduction

The Fall 2020 Students' Council elections for the Students' Association of MacEwan University (SAMU) was one that had its own set successes and challenges, with one of the largest challenges being on how to conduct this SAMU election cycle during a worldwide pandemic. Planning ahead was crucial to conducting a successful election and the Chief Returning Officer's Office is grateful to the continual communication, collaboration, and preparedness of the SAMU Governance Office, as led by Mr. Alan Honey. Without that support we would not have been able to conduct and complete this important virtual process.

The 2020 Students' Council election took place over three days, October 13-15, 2020. The election was free of major controversy and saw four (4) Councillor positions filled out of a possible fourteen (14). Over almost two weeks of campaigning, five (5) candidates vied for positions on the Council, resulting in 875 members out of 15,378 eligible voters casting ballots – a 5.69% turnout.

A Facebook AMA (ask me anything) was hosted by SAMU for all candidates to participate on October 6, 2020. Two virtual Candidates Forums were held by SAMU election officials over the course of the election, on October 7th and 8th, 2020.

On October 20, 2020, with no election appeals filed, the results below became official and are now considered final:

Candidate	'Yes' Votes	'No' Votes	Abstain
Alem Tesfay	447	249	108
Elaine Tran	592	170	59
Raymarck Unera	347	359	107
Larissa Williams	494	207	102
Matthew Yanish	422	264	115

***All candidates in bold successfully elected**

Election During a Pandemic

Before the 2020 Students' Council election commenced, the SAMU Governance Office was planning on how to run this election virtually due to the closing down of public spaces because of the spread of COVID-19 in March 2020. In collaboration with the CRO, the Governance Office and SAMU elected officials updated the *Procedure – Elections* to add the ability for the executive committee to declare an 'Extraordinary Event' via motion in situations where normal or regular physical access to the MacEwan

University campus is limited. This declaration would allow the CRO, limited to only one election cycle, to approve alterations to the hard copy submission requirements for campaign expenses and nominations. This new 'Extraordinary Event' mechanism was utilized for the 2020 Students' Council election and was of great assistance in ensuring the election could continue with no delay and little electoral structural change.

Voter Turnout

Turnout for this election cycle was a historic low for SAMU. At 5.69% turnout, this past election had a couple factors at play that likely contributed to this result. Moving to an almost completely online format for campaigning, with minimal physical campaign sign and poster presence on campus, was likely one of those factors.

Candidates are usually the best promoters of an election, being closest on the ground with students/voters and providing valuable election-related information when asked. This was hampered with a limited candidate pool (five candidates for fourteen positions) and a global pandemic limiting candidates' ability to speak to students face-to-face as is usually common.

It is recommended that increasing interest in running for Students Council needs to be made a high priority for SAMU for future election cycles. Without a large pool of candidates, it is harder for awareness of the election to permeate the MacEwan Campus at large and thus impacts voter turnout. It is also recommended that if a prolonged pandemic continues to impact election turnout that SAMU look to develop an virtual elections engagement strategy to implement in 2021 that takes into consideration a set of new participation incentives (ex. draws for prizes for voting participation), awareness through online local influencers (ex. paid sponsorship of election awareness social media posts from MacEwan and/or Edmonton's local influencer community), and any other online engagement practices deemed viable.

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

Year	Election	Turnout
2020	Councillor Election	5.69%
2020	Executive Committee Election=	14.64%
2019	Councillor Election	10.63%
2019	Executive Committee Election	11.63%
2018	Councillor Election	9.13%
2018	Executive Committee Election	11.17%
2017	Councillor Election*	12.23%
2017	Executive Committee Election	32.66%

=Denotes first executive election that includes board of governors representative position on ballot

*Denotes part-time health and dental referendum question included on ballot

Online Election Analytics

SAMU's marketing department provided the following data on online engagement during the election on SAMU's Facebook page, election webpage (samu.ca/sselection), and Instagram.

Facebook:

Candidates Forum #1

- 1,471 total minutes viewed at time of data collection
- 668 people watched for 10 seconds or more
- Average watch time was 0:36

Candidates Forum #2

- 428 total minutes viewed at time of data collection
- 239 people watched for 10 seconds or more
- Average watch time was 0:19 seconds

SAMU Elections Webpage:

samu.ca/sselection

- Since Sept. 9, there were 401 page views (182 of those were unique individuals)
- Average time on the site was 0:59 seconds
- Since Oct. 5 there were 27 page views (10 of those were unique)

Instagram:

- SAMU stories gained a high of 577 views for the candidate profile slides, with a low of 245.
- Completion rates (people actually watching the stories all the way through) was also quite high. No data provided on this at this time.

CRO Decisions and Interpretations

There were a couple instances during the course of the election that significant CRO decisions had to be made in order to ensure a smooth, controlled process. Important decisions and interpretations are summarized here:

Confirmation of Candidates

On September 29, 2020 two potential candidates were informed they were not eligible to stand in the 2020 Students' Council Election due to failing to meet criteria set in SAMU Bylaws. The potential candidates were given the opportunity to seek corrective actions and to provide any evidence of error on the part of MacEwan University or SAMU in order to become an approved candidate. No new information that would have validated their candidacy was received by the CRO or DRO (Deputy Returning Officer) before campaigning started on October 5, 2020.

I wish to thank DRO Alan Honey, Karen Schermerhorn, Connor Corsaro, Dave Kimmel, the MacEwan University IT staff, and all SAMU staff who helped put on this election during these strange new times – your efforts were tremendous! Many thanks and I hold you all up for your important role in this process.

kinanâskomitin,

Jed Johns
Chief Returning Officer, 2010-2021



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
October 7, 2020 @ 1:00pm**

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: 1:21pm

2. Approval of Agenda:

**VPE/VPO
CARRIED**

3. Approval of Minutes for: September 30, 2020

**VPO/VPE
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. SAMU Fees	Vpo – continuing discussion from Monday. Gm – we always want to ensure the integrity of our fees that are being collected by MacEwan from our members. We need to better connect our admin team with MacEwan to facilitate continuous communication. Vpa – do we have a main point of contact info sheet that could be provided throughout the university?	Action: Vpo/Gm to meet with Michelle Badger.
2.		
3. Appointments		MOTION TO APPOINT AUBRIANNA SNOW TO THE FACULTY OF FINE ARTS AND COMMUNICATIONS DEAN REAPPOINTMENT COMMITTEE VPA/VPO CARRIED
4. EC special Projects	Vpa – would like to provide some prizing for webinars I'll be involved with.	MOTION TO APPROVE \$100 FROM THE VPA EC SPECIAL PROJECTS (G/L 524500) BUDGET LINE FOR ACADEMIC INTEGRITY AWARENESS WEBINAR PRIZING

			VPA/VPE CARRIED
5.	ADR advisory committee	Vpa – Council for Student Affairs will be part of the new GFC structure – currently no advisory committee for ADR itself. Looking for feedback on what, if anything, we could be do or support within the university for ADR. Vpe – believe it's something we could try. If it works it would be great, but if it's found to not be of use we could disband it. Pres – concern with who would have the time to run this, but it is worth pursuing.	Action: Vpa to draft committee TOR and meet with Gm/Ga.
6.	Issue/comment tracking from M&C	Tabled.	Action: Add to next meeting agenda.
7.	Outstanding Action Items		
8.	President's Report	ESA meeting & updates. Retreat planning. BOG update. Social media overview meeting. Operations-governance meeting.	
9.	VP Academic's Report	Student concern call. Sexual violence awareness week (SVAW)chalking. Academic integrity chat with Michelle from OCM. OER meeting. Met with multiple students. Social media overview. Day of action against contract cheating meeting. ADR meeting with Craig.	
10.	VP External's Report	CASA – Federal Policy Committee work. Alberta 2030 submission update. SAMU-MacEwan consultation framework update. U-Pass meeting update.	
11.	VP Operations & Finance Report	SAMU fees. Social committee. Speaker series. AVP Finance Hiring Committee.	
12.	VP Student Life's Report	SVPEC Restorative justice meeting. SVAW panel SVAW Chalking. Social media overview. Office hours. Draft TOR work. SV presentation work.	
13.	GM Report	HR update. Retreat planning. Advo plan update. Alberta GMs meeting. Intranet platform update.	
14.	Recognition		

4. Adjournment

Time: 2:32pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
October 14, 2020 @ 4:10pm**

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

TOPIC		DISCUSSION	ACTION/MOTION
1.	Chancellor Committee		MOTION TO APPOINT SEAN WADDINGHAM AND MYLES DYKES TO THE 2020/2021 CHANCELLOR JOINT COMMITTEE VPA/VPE CARRIED

1. Adjournment

Time: 4:20pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
October 21, 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: 2:07pm

2. Approval of Agenda:

**VPE/VPSL
CARRIED**

3. Approval of Minutes for: October 7, 2020

**VPSL/VPE
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	Issue/comment tracking from M&C	Pres – is this live? Are we currently tracking metrics? Gm – will check with Carl and provide update.	Action: Gm to get update from M&C and provide to EC.
2.	2021/22 Tuition and Mandatory Non-Instructional Fees Consultation	*standing item through November 4, 2020 EC meeting Gm – opportunity for EC to strategize ahead of consultation meetings. Pres – university asking for our feedback on how to distribute fee increases. We should have a dedicated meeting tomorrow or Friday. Tomorrow will be our initial debrief followed by discussion on what we want to get from the university.	
3.	Appointments		MOTION TO APPOINT MOHAMMAD MARDAN AND TIRTH PARIKH TO THE LEADERSHIP AND REVIEW COMMITTEE, TO APPOINT BRIANNA MANNING TO THE HEALTH AND DENTAL SUB-COMMITTEE, AND TO APPOINT CURTIS WARD AND RAYMARCK UNERA TO THE BYLAWS AND POLICY COMMITTEE FOR A ONE-YEAR TERMS EFFECTIVE NOVEMBER 1, 2020 ON THE RECOMMENDATION OF THE

			APPOINTMENT ADVISORY COMMITTEE VPE/VPSL CARRIED MOTION TO APPOINT ALYCIA STEWART TO THE GFC COMMITTEE ON ACADEMIC PLANNING AND QUALITY ASSURANCE, TO THE GFC COMMITTEE ON TEACHING AND LEARNING, TO THE GFC COMMITTEE ON ACADEMIC STANDARDS, CURRICULUM AND CALENDAR, AND TO THE GFC COMMITTEE ON SCHOLARLY ACTIVITY FOR TERMS ENDING MAY 2021 VPO/VPA CARRIED
4.	SAMU COVID bursary	<p>Vpa – didn't need to use the money approved at last EC meeting for the webinar. We have money in EC projects & conference budget – could we use some of that money for a need-based bursary for students having a tough time? This could be a productive way to use the budget lines.</p> <p>Pres – think we should pass this to operations to look at.</p> <p>Gm – a lot of merit to idea.</p> <p>Vpsl – consider adding on to SAMU Cares – bursary is already set up & is situation based. Talk to Metta as it's under her portfolio.</p>	<p>Action: GA to book meeting re. adding to SAMU Cares this year.</p>
5.	Naloxone Kit	*moved to next meeting	
6.	Outstanding Action Items		
7.	President's Report	<p>ESA check-in with vice chair.</p> <p>Bog meeting.</p> <p>Gm one on one.</p> <p>SOCE grand opening.</p> <p>Orientation session – student leaders in government.</p> <p>Report writing.</p> <p>first tuition meeting.</p> <p>Alberta2030 update.</p> <p>CAUS meeting.</p> <p>GFC standing committee elections for vice chairs meeting.</p> <p>ESA planning.</p> <p>UCP policy vote review.</p>	
8.	VP Academic's Report	<p>AIO webinars</p> <p>Stars & wishes.</p>	

		AVP students search hiring committee meeting. MNIFs discussion. ADR meeting. AREB meeting. ITMC meeting.	
9.	VP External's Report	CASA update. Theresa Vladicka meeting. Student leaders intro to government meeting. Tuition meeting. CAUS update. UPASS work.	
10.	VP Operations & Finance Report	Fees chat. Social committee. SCE opening. UPASS. PAG group.	
11.	VP Student Life's Report	Webinar hosting. Jaime farewell. FFAC dean appointment meeting. OSVP webinar planning. Alcohol harm reduction Fees meeting. Pride planning. OSVP climate survey meeting. Edmonton regional post-secondary mental health committee. Student meeting. Courage to Act meeting. United Way presentation meeting. SVPEC governance subcommittee.	
12.	GM Report	Fees update. H&D update. Xmas break. HR update. Covid update. Alberta College Economic Recovery Task Force update.	
13.	Recognition		

4. Adjournment

**VPA
CARRIED**

Time: 3:29pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
October 28, 2020 @ 2:00pm**

Voting Members:

Sean Waddingham, President
Alycia Stewart, VP Academic
Ruan Bouwer, VP External
Stephanie Ouellette, VP Operations & Finance (regrets)

Aubrianna Snow, VP Student Life

Resource Officials:

Collin Steffes, General Manager (regrets)
Alan Honey, Governance Advisor

1. Call to Order: 2:06pm

2. Approval of Agenda:

**VPSL/VPE
CARRIED**

3. Approval of Minutes for: October 14 & 21, 2020

**VPSL/VPA
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	2021/22 Tuition and Mandatory Non-Instructional Fees Consultation	*standing item through November 4, 2020 EC meeting	
2.	Naloxone Kit	Vpo - tabled	
3.	Feedback form update	Vpa - tabled	
4.	Exec in-office hours	<p>Vpsl – don't think our schedule is working for us. Would like to reevaluate it and hear what others think. Want to adjust mine.</p> <p>Pres – don't see a problem. We have accountabilities built in – working from home can be effective for some.</p> <p>Vpa – still figuring out my schedule but generally would like to be in the office more often.</p> <p>Vpe – keep Wednesday as the one firm day for everyone, but then provide some leeway for everyone to work around that.</p> <p>Vpa – would have to confirm if there would be any problems with having too many people in our offices at one time.</p> <p>Pres – ideally we would have a static schedule. Flexibility is good, but planning is easier with static.</p> <p>Vpe – look at if it's possible to have all of us in the office all the time.</p> <p>Vpsl – minimum should be our Wednesday, and then decide on schedules from there.</p> <p>Vpe – best practice of 2 days a week in office minimum?</p>	<p>Action: Execs to identify preferred work schedule and submit to GA by end of week.</p>
5.	Student Consultation	<p>From Marlena: "I'm submitting an official request to use some of the funds allocated from the Student Consultation budget line. We'd like to</p>	MOTION

		<p>incentivize students to participate in our online interview process as we begin discussions about our new website.</p> <p>\$25 x 25 students = \$625 total</p> <p>In past years, we have offered the same amount to our focus group participants (anywhere from 5 -15 students) as well as a pizza lunch. We'd like to provide our online participants with a \$25 gift card of their choice (from everythingcard.ca)."</p> <p>Pres – request came to me from Marlena. I'm fine with approving this. Vpa – support this – some funds are already being used elsewhere. Approx \$200 max.</p>	<p>TO APPROVE AN EXPENSE OF UP TO \$625 FROM G/L 523000 TO PURCHASE GIFTCARDS TO PROVIDE TO ONLINE PARTICIPANTS TAKING PART IN WEBSITE CONSULTATION</p> <p>VPA/VPSL CARRIED</p> <p>Action: Pres to email Marlena that EC supports using these funds.</p>
6.	Outstanding Action Items		
7.	President's Report	<p>MacEwan Chancellor joint committee meeting. Tuition and fees meeting. Facilities meeting. CASA update. Alberta 2030 GFC session. Open House training session. Presidential installation video message. ESA meeting. Audit report. CAUS update. Tuition & MNIF consultation meetings with MacEwan. AVP Students hiring meeting.</p>	
8.	VP Academic's Report	<p>Tuition & fees meeting. Restorative meeting. Provost meeting update. Alberta 2030 bicameral governance session. Teaching and Learning Committee meeting. AVP students meeting. Open house session. Audit report. MASC meeting.</p>	
9.	VP External's Report	<p>U-Pass update. CASA update. Alberta 2030 small council meeting. ESA meeting. Alberta council workshop update. CAUS update. Met with MacEwan Student Life. MNIFs meeting. Met with Myrna Kahn.</p>	
10.	VP Operations & Finance Report	<p>tabled</p>	
11.	VP Student Life's Report	<p>SC meeting. Fees meeting. WPS meeting. Sexual Wellness webinar update. Open house training session.</p>	

		Student life meeting. Tuition/MNIFs prep meeting. SVAW debrief meeting. AVP update.	
12.	GM Report	tabled	
13.	Recognition		

4. Adjournment

VPSL

CARRIED

Time: 3:16pm

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: November 18, 2020

Submitted By: Stephanie Ouellette, VP Operations and Finance

Submission Title (As it will appear on agenda):

Motion to appoint Councillor _____ and Councillor _____ to the Bylaws and Policy Committee

Motion to appoint Councillor _____, Councillor _____, and Councillor _____ to the Audit Committee

Motion to appoint Councillor _____ and Councillor _____ to the Budget and Finance Committee

Motion to appoint Councillor _____ to the Governance Remuneration Advisory Committee

Motion to appoint Councillor _____ and Councillor _____ to the Leadership and Review Committee

Motion to appoint Councillor _____ to the Appointment Advisory Committee

Motion to appoint Councillor _____ to the Health and Dental Sub-Committee

Motion to appoint Councillor _____ and Councillor _____ to the Awards Sub-Committee

Background Information:

Per the Committees policy appointments of councillors to all standing committees and



sub-committees are done at the regularly scheduled Students' Council meeting in November. The Terms of Reference (TOR) for each SAMU committee has been included for review.

Implications:

Committees will meet councillor membership requirements and in turn provide greater diversity of student voices than if the seat is left vacant.

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 and three Councilors.

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 Meetings of Bylaws and Policy Committee are held at least twice per term.

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 Councilors and two students-at-large.

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

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

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

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

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

Committee Operations

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

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

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

10 The Committee Chair may call additional meetings as required.

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

Standing Orders

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

13 Audit Committee reviews budget variances quarterly.

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

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

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

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

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

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.

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.

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.