



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Agenda for the Students' Council Meeting of the Students' Association of MacEwan University March 17, 2021 at 6:00pm via Zoom

Voting Members:

Abby Abboud, Councillor
Ruan Bouwer, Vice President External
Thomas Cross-Trush, Councillor
Cassey Fallis, Councillor
Christine Landberg-Llave, 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

Resource Official:

Myles Dykes, Board of Governors Student Representative

SAMU Officials and Council Support:

Timothy Jobs, Chair
Alan Honey, Governance Advisor
Samantha Callaghan, Administrative Coordinator

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 MARCH 17, 2021

2.2 MOTION

TO APPROVE THE MINUTES OF FEBRUARY 17, 2021

3. Presentations

3.1. 2021-2022 SAMU Budget

Pres -

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 Student Life

4.1.5. Board of Governors Student Representative

4.1.6. Appointment Advisory Committee (In Camera)

4.2. Executive Committee Minutes

Minutes of February 10 & 18, 2021 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

6. In Camera Period

MOTION TO GO IN CAMERA

6.1. Councillor vacancies

6.2. Chair of Students' Council appointment

MOTION TO GO OUT OF CAMERA

7. Motions & Business Orders of the Day

7.1. Councillor vacancies

MOTION TO APPOINT _____ AS A COUNCILLOR EFFECTIVE MARCH 18, 2021 FOR A TERM ENDING OCTOBER 31, 2021

VPSL/

Favour:

Oppose:

7.2. 2021-2022 SAMU Budget

MOTION TO APPROVE THE 2021-2022 SAMU BUDGET ON THE RECOMMENDATION OF THE BUDGET & FINANCE COMMITTEE

PRES/

Favour:

Oppose:

7.3. Policies policy

MOTION TO APPROVE THE POLICIES POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

WILLIAMS/

Favour:

Oppose:

7.4. Chair of Students' Council appointment

MOTION TO APPOINT TIM JOBS AS CHAIR OF STUDENTS' COUNCIL FOR A TERM OF MAY 1, 2021 – APRIL 30, 2022

VPSL/

Favour:

Oppose:

7.5. Student Voice on Sexual Violence Elimination Sub-Committee

MOTION TO APPOINT COUNCILLOR _____ AND COUNCILLOR _____ TO THE STUDENT VOICE ON SEXUAL VIOLENCE ELIMINATION SUB-COMMITTEE

VPSL/

Favour:

Oppose:

7.6. Remuneration of Elected Representatives policy

***MOTION TO APPROVE THE REMUNERATION OF ELECTED REPRESENTATIVES POLICY
ON THE RECOMMENDATION OF THE GOVERNANCE REMUNERATION
ADVISORY COMMITTEE***

PRES/

Favour:

Oppose:

7.7.

8. Consultation

8.1

9. Evaluation

10. Recognition

•

11. Adjournment

MOTION TO ADJOURN

Next Meeting Date

Meeting adjourned at



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Minutes for the Students' Council Meeting of the
Students' Association of MacEwan University
February 17, 2021 at 6:00pm via Zoom**

Voting Members:

Abby Abboud, Councillor
Ruan Bouwer, Vice President External
Thomas Cross-Trush, Councillor
Cassey Fallis, Councillor
Christine Landberg-Llave, Councillor
Stephanie Ouellette, Vice President Operations
and Finance (on leave)
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

Resource Official:
Myles Dykes, Board of Governors Student Representative

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

Meeting called to order at 6:01pm.

<Intros>

1. Treaty 6 Land Recognition

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

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

2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR FEBRUARY 17, 2021

SINGH/VPSL

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF JANUARY 20, 2021

VPE/SEMOTIUK

CARRIED

3. Presentations

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

As presented.

4.1.4. Vice President Operations and Finance

4.1.5. Vice President Student Life

As presented.

4.1.6. Board of Governors Student Representative

As presented.

4.1.7. Audit Committee workplan

4.2. Executive Committee Minutes

Minutes of January 6, 18, and 21, 2021 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

Topics include: Student Code of Conduct approval at GFC; software availability for students; Federal Policy Committee policy update.

6. In Camera Period

7. Motions & Business Orders of the Day

7.1. Redistribution of Vice President Operations and Finance Workload

**MOTION TO APPROVE THE SAMU VICE PRESIDENT OPERATIONS AND FINANCE'S
WORKLOAD REDISTRIBUTION TO THE OTHER SAMU EXECUTIVE
COMMITTEE MEMBERS, AS NOTED IN THE ATTACHED DOCUMENT, THAT
WILL CONTINUE UNTIL THE VICE PRESIDENT OPERATIONS AND
FINANCE RETURNS TO WORK**

PRES/VPSL

Favour: Abboud, Vpe, Cross-Trush, Fallis, Landberg-Llave, Semotiuk, Singh, Vpsl, Vpa, Tran,
Tsfay, Pres, Williams, Yanish

CARRIED

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

VPE

CARRIED

Next Meeting Date: March 17, 2021

Meeting adjourned at 6:25pm.



Students' Council Report

President

March 17, 2021

Greetings councilors,

Below is my report on my work as President between February 18th, 2021 and March 11th, 2021.

Dedicated Advocacy

Meetings with Advanced Education Minister Demetrios Nicolaides

I have met with the minister twice since my last report, once for a SAMU-specific meeting to discuss the Alberta 2030 Review, and once with all Students' Associations from across the province to discuss the Alberta budget.

Alberta Budget Release

I worked primarily with Advocacy Coordinator Parvin Sedighi and Vice President External Ruan Bouwer, along with others, to analyze Alberta's Budget 2021 and create a SAMU Press Release on the subject. The budget news was bad in general, but less bad for MacEwan than for others.

Municipal Advocacy Planning

I have been meeting with Parvin, Ruan, and SAMU General Manager Collin Steffes to discuss matters related to municipal advocacy priorities and strategies, considering the upcoming 2021 Edmonton City Council & Mayoral election.

Commitment to Sustainability

Advocacy Coordinator Onboarding

I am excited to have begun working with SAMU Advocacy Coordinator Parvin Sedighi, mainly on matters related to municipal, provincial, and federal advocacy. This involves both immediate items and long-term planning.

VP Operations – Division of Responsibilities

The division of responsibilities mentioned in my previous report continues.

Students' Council Training (Refresher) Planning

SAMU VP External Ruan Bouwer and I have been planning some changes to the typical SC refresher because a high proportion of our councilors are returning members. Since returning councilors have more experience, we are gearing our training towards different material than is normally covered in SC training, and I am optimistic about the benefits that this could have.



Relations with our Community

St. Albert Rotary Club Meeting – Presentation

SAMU VP External Ruan Bouwer and I joined in on the St. Albert Rotary Club meeting to give a presentation on how the Alberta 2030 Review has gone, and give our opinion on the process of the review while summarizing its potential outcomes.

Regular Meeting with MacEwan President

I met Dr. Trimbee for our regular monthly meeting, and discussed the succession of Executive Committee, MacEwan's plans for the 2021/22 school year, AB2030, and speculation on the budget which was released the following day.

General Faculties Council (GFC) – Council on Student Affairs (CoSA)

I attended the GFC CoSA meeting in which Student Success Metrics were discussed. I also tried to help define the role of the CoSA as it is a very new committee in need of more definition.

Alumni Advisory Council (AAC) Meeting

SAMU General Manager Collin Steffes and I attended the AAC meeting and gave some brief remarks on the ways in which the Alumni Office and SAMU can collaborate.

Chancellor Search Committee

As one of the two student members, I attended the Chancellor Search Committee and reviewed submissions.

Stewardship of Resources

Budget Process

This process is nearly completed, as the Budget and Finance Committee has approved the budget. It goes to Students' Council next meeting at which it will be up for final approval. I encourage councilors to review the budget materials ahead of time and to ask questions, or make comments, on the contents of the budget.

Governance Remuneration Advisory Committee (GRAC)

GRAC has completed its work, and I am grateful to the members of this committee for deliberating so thoroughly on the items that came before it. We have made changes to several clauses in Appendix A, kept Appendix B the same, and are proposing an addition of Appendix C which council will decide on as final approval.

Connect to Students

Restorative Resolutions

I continue to participate in restorative resolutions with MacEwan's Academic Integrity Office, which are always worthwhile.

Referendum Live Stream

VP External Ruan Bouwer and I hosted a live stream in which we gave students thorough information on both referendum items that were voted on today.

PRES Report to Students' Council

Submitted March 11th, 2021

Page 2 of 3



Executive Committee Candidate Forum Live Stream

I hosted and moderated the Executive Committee Election Forum, in which candidates had an hour total to discuss items related to their prior experience and their campaigns.

Enhance Student Experience

Gatherly Demo

I booked a free Gatherly demo to check out a conference hosting app that I had heard about – if SAMU has to do future conference, town hall, or open house events online, Gatherly might be a good option to make the events more interactive.

Closing Remarks

It has been so busy recently that I can hardly believe I am already writing another Students' Council report, but here we are at my second last one. Today is the final day of voting for the Executive Committee election and so it feels very real, and imminent, that I will be leaving this position soon. It is a bit melancholic, but I trust that SAMU is in good hands with the next EC.

I also am excited about news related to vaccines. Today is the anniversary of the declaration of the global pandemic, and we are now seeing signs that its impacts may soon start to be alleviated. If government projections are correct and we have high rates of immunization by this summer, that sounds like excellent news to me – maybe then, many aspects of life can return to the pre-pandemic normal.

If anyone has any questions about the Alberta Budget and the post-secondary education cuts it contained, the Alex Usher article on it is great. It's titled "The Alberta Budget" on his blog and was release March 1st.

If anyone has questions about this report or about the budget submission going to council next week, please feel free to contact me! See you at Council soon.

Regards,

Sean Waddingham, SAMU President 2020/21



Students' Council Report

Vice President Student Life March 17th, 2021

Hello, Councilors!

Happy Spring – I hope this report finds you well! Please see below for my report detailing events that occurred between February 11th and March 11th, 2021.

Dedicated Advocacy

MacEwan's Sexual Violence Prevention and Education Committee

I was unable to attend this month's SVPEC meeting due to a scheduling conflict, but I hear that it went well – thank you Elaine for delivering the SAMU update!

SVPEC – Restorative Justice Subcommittee

There was one meeting of this Committee this month, and we're close to coming up with something tangible. We'll be doing a table exercise of a restorative justice scenario likely in April, and I'm excited to transition my successor on this Committee's work.

Commitment to Sustainability

All Candidates Meeting

Prior to the beginning of the campaign, I attended the All Candidates Meeting! It's been so great to see folks engaged in the election process this year (and not being involved, lol). Congratulations to all those who were elected and to everyone who had a hand in this year's election - your participation is so important!

AVP Infrastructure Search Committee

Over the course of the reporting period, I've been heavily involved with the search committee for the new AVP Infrastructure & Facilities. I love hiring committee work, so this has been fun! I'm excited to welcome the new AVP following the remainder of the process.

Advocacy Coordinator Meeting

I had the opportunity to meet with the new Advocacy Coordinator, Parvin Sedighi, along with the rest of EC to discuss her role and what the rest of our terms can look like with her involved. I'm excited to see all that she will accomplish in this role!

Bylaws and Policy Committee

I attended one meeting of the Bylaws and Policy Committee over the reporting period to discuss the Student Voice on Violence Elimination Committee. Thanks to BPC for having me and for the thoughtful questions.

Full Time Employee of the Year Award

I took part in the deliberations for the Full Time Employee of the Year Award along with the rest of EC and the GM. It was a tough selection, but the employee we've selected is very deserving! I only wish there were more of these to give out - everyone has been so incredible this year. Students are lucky to have the folks at SAMU.

Strategic Plan

I had an interview with Danielle Figura, who is working on SAMU's strategic plan. I'm really happy that the incoming execs will have this foundation and I can't wait to see what Danielle does with the info we've all shared.



Stewardship of Resources

Health and Dental Subcommittee

The Health and Dental Committee has been fairly active this month, and chairing it has been a bit of a learning curve; however, it's also been very productive! Thanks to everyone for their patience as I take on this role.

Budget and Finance Committee

I attended several meetings about the 2021-2022 SAMU Budget during the second half of February - a big thanks to everyone who helped out with the Budget!

Connect to Students

Student Meetings

Over the course of the reporting period, I had several meetings with students interested in pursuing the VP Student Life role. I was grateful for the opportunity to share some of my experience with these students. I am writing this right before election results are set to be announced; and no matter how things turn out, I want to say that all of the candidates did a spectacular job and I would like to extend my sincere congratulations to each of them. Running a campaign is no small feat, and you did it!

Enhance the Student Experience

MacEwan Pride Week

MacEwan's Pride Week happened over the first week of March; Happy Pride, everyone! I got to attend a few of the events and the one that SAMU partnered on went off mostly without issue.

MacEwan New Student Orientation (NSO) Planning Committee

I also attended a couple of meetings of MacEwan's NSO Planning Committee over the reporting period. It's still uncertain what things will look like in terms of pandemic safety come fall semester, but we're planning for things to be online as of right now. Either way, it's a great opportunity to develop some accessible digital resources that will be around for years to come!

Grants Allocation Subcommittee

There were two meetings of the Grants Allocation Subcommittee over the reporting period. We approved the annual Tax Clinic put on by the Accounting Club, as well as a digital conference for the Design Students' Organization.

Closing Remarks

Another crazy month in the books! This past month has been especially challenging for the whole team, but also super rewarding as we prepare for transition and succession. I hope that you're all taking care – this semester has been tough, but we're almost done and warmer weather is just around the corner.

As always, please reach out with any questions, comments, or concerns you might have about the contents of this report or anything else!

All the best,

Aubrianna Snow (she/her)
Vice President Student Life
Students' Association of MacEwan University



Students' Council Report

Board of Governors Student Representative March 15

Dear Council,

Below is my report from February 10th to March 15th. MacEwan's Board meetings occur on a quarterly basis, so this report will be slightly shorter than normal.

Finance, Property and Investment Committee

On March 3, the FPI Committee met for our Foundation Board meeting as well as our open and closed sessions of the committee meeting. For the open section, the only item of significance was the 2nd quarter financial report. The approved 2021 budget for MacEwan estimated a surplus of \$789K, however, the new forecast for the end of the fiscal year will be \$5.647M. We're seeing a sizeable surplus this year because the Alberta 2021-22 budget saw zero nominal cuts to MacEwan. Given the surplus, administration has approved an additional \$434K to increase the number of \$1000 student bursaries from 66 to 500. This increase was made in honour of Janice Sarich, a recently-passed public member of the Board.

Student Representation on the Board of Governors, 2021-22

Though this election we did not have any candidates for the Board of Governors Student Representative position, students will still have a second seat on MacEwan's Board of Governors. The Board Rep policy states that when the position is vacant, the VP Operations & Finance will serve as the secondary student member to the Board. I know that our VPO-elect, Larissa, will do an amazing job elevating student interests at the Board in this next year!

Closing

While there's only a month and a half left in my term as Board Rep., I'm excited to take on the role of President and to continue working with you all. I also want to say congratulations to members of Council who were elected will serve as the new Executive Committee come May 1st. I hope that everyone is doing well and staying safe!

Sincerely,

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

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: March 17, 2021

Submitted By: Aubrianna Snow, VP Student Life

Submission Title (As it will appear on agenda):

Councillor vacancies

Motion to appoint _____ as a Councillor effective March 18, 2021 for a term ending October 31, 2021

Background Information:

Students' Council currently has 4 vacancies; so, it's imperative that we continue the process of filling those seats. The Appointment Advisory Committee has continued the process of recruiting for these vacancies. We have received one more application. The Committee interviewed the applicant, and a report will be provided during the in-camera period of the March 17, 2021 meeting for Council to review.

Implications:

Students' Council will be closer to having full membership which provides better representation for our membership.



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OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):



MOTION



CONSULTATION ITEM

Meeting Date: March 17, 2021

Submitted By: Sean Waddingham, President

Submission Title (As it will appear on agenda):

2021-2022 SAMU Budget

Motion to approve the 2021-2022 SAMU Budget on the recommendation of the Budget and Finance Committee

Background Information:

BFC spent 2+ days reviewing each schedule with SAMU's GM & Director team, asked questions, and critiqued the budget.

In my presentation to SC, I will give highlevel summaries of changes in each department.

The budget is comprised of different departments, all with budget goals and strategies to align the money spent with the SAMU Strategic Plan. The 'Goals' spreadsheet breaks down costs into strategic goals from the Strategic Plan, strategies to achieve those goals, and metrics to measure the effectiveness of the strategies.

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

1. Does the spending align with SAMU's priorities?
2. Can we pay our bills and meet our obligations?
3. Are we following out spending (finance and investment) policy?
4. Is there anything suspect or an unjustified amount in the line items?



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

Implications:

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



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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: March 17, 2021

Submitted By: Larissa Williams, Councillor

Submission Title (As it will appear on agenda):

Policies policy

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

Background Information:

The Bylaws and Policies Committee is recommending the following edits:

1. Add the date of last review to the fact sheets,

This was added to provide clarity on when documents were last reviewed, specifically on documents that were not updated and approved by students' council recently. As per section 14 of this policy, policies are reviewed annually, and this allows for Bylaws and Policies Committee to have an accurate date of when policies were last reviewed.

2. Add a citation of documents and forms relating to the policy to the fact sheets,

This was added to have a paper trail link between policies and any related documents and forms, to provide for easier understanding of what documents and forms the policy relates to.

3. Removal of the printed copy of the Governance Manual including its contents.

This was added because the SAMU website is the key online resource for students regarding the information that would be found in the current edition of the governance



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manual. The governance advisor holds a copy of the previous editions of the governance manual.

Implications:

To have an updated policy based on the recommendations of the Bylaw and Policies Committee.



Policies

Rationale

It is standard practice that students' associations be governed by a policy structure that expands on a set of bylaws.

Policies are needed to expand on the SAMU bylaws and to assist in creating governance regulations.

Policies are further used to establish expectations for SAMU in pursuing its objectives.

Definitions

Expectations

Policy Drafting and Approval

- 1** Students' Council has authority to approve draft policies.
- 2** Students' Council ensures that all SAMU policies:
 - 2.1** agree with the bylaws, the strategic plan, and the mission and vision statements of SAMU;
 - 2.2** treat on subjects within the scope of Students' Council;
 - 2.3** set out expectations broad enough to provide SAMU with flexibility to respond to changing circumstances;
 - 2.4** are formatted in a clean, orderly manner, using simple language and correct grammar; and
 - 2.5** adhere to the format given in "Policy Structure".

Policy Structure

- 3** In the order given here, SAMU policies consist of the following:
 - 3.1** a title appropriate to the subject of the policy as a whole;
 - 3.2** a section titled "Rationale" which identifies the precedent or the reason for the policy's creation and which lists the issues that the policy addresses;
 - 3.3** a section titled "Definitions" which identifies and provides definitions for terms specific to the policy; and



3.4 a section titled "Expectations" which identifies any limitations of scope, definitions particular to the policy which are important for its interpretation and which provides specific expectations concerning the application of the policy.

4 The "Definitions" section is arranged alphabetically, according to the terms defined within it. Terms are defined in full sentences and the terms themselves are rendered in bold.

5 If the broader subject of the policy contains secondary subjects, "Expectations" is further divided into subsections that treat on those secondary subjects individually.

6 A fact sheet accompanies the policy and contains:

6.1 the dates of the policy's first and most recent approvals;

6.2 the date of the last review;

6.3 citation of documents and forms related to the policy, if there are any;

6.4 date of retirement, if applicable, together with the motion reference number that approved its retirement;

6.5 citation of the policy's source material, if known; and

6.6 a record of significant revisions made to the policy, including its appendixes, together with the motion reference numbers that approved those revisions.

7 The policy contains a footer on each page that gives the title of the policy and the number of the page on which the footer appears.

8 In addition to the items listed above, SAMU policies may also contain appendixes for content which, though formatted differently, still carry the weight of policy.

8.1 The following appendixes must be included with their respective policies:

8.1.1 the terms of reference for all standing committees and sub-committees of Students' Council are appended to the Committees policy.

9.2 Appendixes appear after "Expectations", but before the fact sheet.

Governance Manual

11 An electronic copy of the [Bylaws, Policies, and Procedures are published](#) on the SAMU website.

Deleted: .

Deleted: 10 Students' Council provides for the existence of a Governance Manual containing:

- 10.1 a title page;
- 10.2 the SAMU definition of good governance;
- 10.3 a table of contents;
- 10.4 the SAMU bylaws, policies, and procedures;
- 10.5 templates for the creation of policies and procedures; and
- 10.6 the strategic plan.

Deleted: Governance Manual

Deleted: is

Deleted: kept



11.1 Changes to the Governance Manual are reflected in the electronic copy within five business days of their approval.

13 An [electronic](#) archive of previous editions of the contents of the Governance Manual is kept,

Policy Review and Expiry

14 Policies are reviewed annually.

15 Students' Council may alter policies.

15.1 If a policy requires an amendment process other than a simple majority vote at a meeting of Students' Council, that process is included in the "Expectations" of that policy.

16 Students' Council may retire a policy in its entirety, thus rendering it expired and no longer in force. A policy remains in force until it is retired.

Deleted: 12 A printed copy of the Governance Manual is kept in the SAMU governance office. ¶

¶ 12.1 Changes to Governance Manual are reflected in the printed copy within five business days of their approval. ¶

Deleted: print

Deleted: in the SAMU governance office



Policy

Fact Sheet

Approvals:

First Approval – July 17th, 2013

Last Approval – October 1, 2014

Source and Updates:

July 18th, 2013: *Policies* approved by Students' Council Motion 2013-07-17-6.2. Source material drawn from *Policy 1 – Policy Making* and *Policy 2 – Policy Manual*.

October 1, 2014: *Policies* approved by Students' Council Motion 2014-10-01-6.3 upon recommendation of the Bylaw and Policies Committee. 'Date of Retirement' requirement added to Fact Sheet.

Policies 4



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OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: March 17, 2021

Submitted By: Aubrianna Snow, Vice President Student Life

Submission Title (As it will appear on agenda):

Chair of Students' Council appointment

Motion to appoint Tim Jobs as Chair of Students' Council for a term of May 1, 2021 - April 30, 2022

Background Information:

The Leadership and Review Committee (LRC) recently completed the annual review of Tim Jobs in his role as Chair of Students' Council. Members of Council were provided an opportunity to submit their feedback through a questionnaire in early February. After reviewing the overwhelmingly positive feedback from Council, LRC sent a recommendation of reappointment to the Appointment Advisory Committee to bring forward to Council.

Implications:

Tim will continue as our Chair for another year.



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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: March 17, 2021

Submitted By: Aubrianna Snow, VP Student Life

Submission Title (As it will appear on agenda):

Student Voice on Violence Elimination Sub-Committee

Motion to appoint Councillor _____ and Councillor _____ to the Student Voice on Violence Elimination Sub-Committee (SVOVE)

Background Information:

The SVOVE Sub-Committee still has two vacancies for Councillors. The TOR for the committee is attached for your review.

Implications:

The SVOVE Sub-Committee will meet councillor membership requirements and in turn provide greater diversity of student voices than if the seat is left vacant.

Student Voice on Violence Elimination Sub-Committee

Mandate

1 Student Voice on Violence Elimination Sub-Committee identifies, discusses, and provides feedback on topics surrounding campus sexual violence and the effectiveness of SAMU sexual violence prevention advocacy efforts. It reports to SAMU's Executive Committee and advises MacEwan's Sexual Violence Prevention and Education Committee (SVPEC) on issues of campus sexual violence.

Roles of Committee

2 Student Voice on Violence Elimination Sub-Committee reviews data and material relevant to student experiences of campus sexual violence at MacEwan University and related topics (ex. Campus Climate Survey, NCHA data).

3 Student Voice on Violence Elimination Sub-Committee collects information on and consults students on campus norms around consent education and sexual violence prevention.

4 Student Voice on Violence Elimination Sub-Committee inventories and suggests enhancements to services, initiatives, and educational programming around campus sexual violence put on by SAMU and/or MacEwan.

5 The Chair of Student Voice on Violence Elimination Sub-Committee will hold a seat on SVPEC and will provide standing reports to SVPEC.

Composition

6 Voting members of the committee are one Executive, two Councilors, one Residence representative (to be selected by Residence), and two students at large.

7 Members will serve one-year terms (April-March).

8 MacEwan's Sexual Violence Prevention & Education Coordinator and VP General Counsel serve as resource officials.

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

Committee Operations

7 An Executive serves as the Chair of the Student Voice on Violence Elimination Sub-Committee

8 Meetings of the Student Voice on Violence Elimination Sub-Committee are held at least once every three months.

9 The Committee Chair may call additional meetings as required.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):



MOTION



CONSULTATION ITEM

Meeting Date: March 17, 2021

Submitted By: Sean Waddingham, President

Submission Title (As it will appear on agenda):

Remuneration of Elected Representatives Policy

Motion to approve the Remuneration of Elected Representatives Policy on the recommendation of the Governance Remuneration Advisory Committee

Background Information:

In previous years MacEwan Board of Governors members were provided with an honorarium, which was paid out by the Board itself. This is no longer the case. The Governance Remuneration Advisory Committee is recommending that SAMU provide an honorarium to the student who is elected as the Board of Governors Student Representative in an amount equal to what is received by councillors for their work on Students' Council.

This would require the addition of Appendix C to the Remuneration of Elected Representatives policy. Please see this appendix for specific details.

The addition of an honorarium should help attract and retain student Board representatives, by making the student Board representative position more accessible.

Implications:

Students will receive an honorarium for the time they put in to their work on the Board of Governors.

Remuneration of Elected Representatives

Rationale

To recognize and encourage the contributions of elected representatives, SAMU provides remuneration. The review of remuneration by an advisory committee primarily comprised of persons who are not elected representatives assists in maintaining fair and impartial remuneration.

Definitions

CPI means the Consumer Price Index, as published by Statistics Canada on a monthly basis.

End of elected term refers to the termination of one elected, whether that term has been completed in full (including the executive transition period) or an early termination due to resignation, disqualification, or impeachment.

GRAC means the Governance Remuneration Advisory Committee.

TOIL means time off in lieu of overtime hours worked by an executive in excess of the 35h/week or 7h/day working schedule.

Expectations

General

- 1 GRAC reviews this policy on a biannual basis in place of the Bylaws & Policy Committee.
- 2 GRAC recommends changes to this policy to Students' Council and reports on alterations to the appendixes.
- 3 Alteration of the appendixes is delegated to GRAC.

Executive Remuneration

4 Executives receive a salaried annual wage, as set in Appendix A, based on a 35-hour workweek comprised of five 7-hour workdays.

4.1 The executive salary is reviewed annually by GRAC and may be increased by the annual average of Alberta's CPI from December 1 to November 30 of the previous year.

4.2 GRAC may determine a zero percent increase based on the financial or organizational situation of SAMU.

4.3 If the annual average of CPI results in a negative number, it will be regarded as a zero percent increase.



5 Executives receive benefits as set in Appendix A.

6 Executives are responsible for ensuring that time taken off in accordance with this policy does not negatively impact the operations of SAMU.

7 Executives receive benefits only while they retain the portfolio officially.

7.1 Executives are not eligible for any benefit that would be paid out after the date of their resignation or impeachment except what they are entitled to by law.

8 During the transition period, incoming and outgoing executives are remunerated on an hourly basis, at a rate that is the hourly equivalent of their respective annual salary.

Councilor Remuneration

9 Councilors receive an honorarium, as set in Appendix B.

10 Councilors who serve on SAMU committees receive an honorarium, as set in Appendix B.

11 Councilors receive remuneration in a lump sum. The lump sum is paid at the end of the elected term.

Appendix A: Executive Remuneration

Executive Salary

- 1** The annual salary for an executive is \$42,980.52.87.

Executive Benefits

Tuition

- 2** Executives are required to maintain a minimum of one credit of coursework at MacEwan University in each of the fall and winter academic terms, and may not exceed three credits in any one academic term.

- 3** Executives are reimbursed for the tuition fees for a maximum of one course of up to three university credits in each of the fall and winter academic terms.

3.1 A minimum grade of C as issued by the Office of the University Registrar is required to receive the tuition reimbursement benefit.

3.1.1 If a pass is achieved in a course assessed on a pass/fail basis, the course will be considered to have met the minimum grade requirement for reimbursement.

- 4** Time spent on coursework, including class attendance, is not considered work hours.

Allowances

- 5** Executives receive a transportation allowance equal to the cost of a U-Pass for each academic term.

- 6** The Vice President Academic, Vice President Operations & Finance, and Vice President Student Life receive a phone allowance of \$60 per month.

- 7** The President and Vice President External are provided a SAMU owned mobile phone for use during their elected term.

Savings Plan

- 8** Executives receive \$1000 per year in Savings Plan (RSP or TFSA) contributions.

8.1 Savings Plan contributions will be provided to Executives by February 28.

8.1.1 An executive who leaves office prior the end of their elected term will be reimbursed for a Savings Plan deposit made at their own expense once proof of the deposit has been provided to the Finance department.



8.2 Executives must provide proof of deposit to a Savings Plan to the SAMU Finance Department within 30 days of receiving the funds. Failure to provide proof will require an executive to reimburse SAMU for the full contribution amount, which could include garnishment of any monies owed to an executive.

8.2 Contributions will be prorated based on the percentage of the one-year term (May-April) completed.

Health and Dental

9 Executives are reimbursed for the cost of the SAMU Student Health and Dental plan upon proof of enrollment in the plan.

Vacation and Sick Days

10 Executives receive six paid vacation days at the beginning of their elected term and accumulate 0.75 days of paid vacation time per month. At the end of an elected term, unused vacation time will be paid out according to employment law.

11 Executives are entitled to 1 sick day per month, taken as required, in accordance with procedure. Unused sick days are not paid out at the end of an elected term.

12 Executives cannot carry over vacation time or personal days to a subsequent elected term.

Paid Time off

13 All paid time off must be taken from vacation and/or sick days.



Appendix B: Councilor Remuneration

Base Honorarium

1 Councilors are remunerated \$60 per meeting of Students' Council attended in accordance with *Roles and Responsibilities of Elected Representatives*.

1.1 Meeting attendance is remunerated to a maximum of \$480 per academic term.

Committee Honorarium

2 Councilors who serve on committees are remunerated \$60 per committee per academic term.

2.1 Committee service is remunerated to a maximum of \$120 per academic term.



Appendix C: Board of Governors Student Representative Remuneration

Base Honorarium

1 The Board of Governors Student Rep is remunerated \$60 per meeting of BOG meeting attended in accordance with *Roles and Responsibilities of BOGSR*.

1.1 Meeting attendance is remunerated to a maximum of \$480 per academic term.

Committee Honorarium

2 BOGSR who serve on committees are remunerated \$60 per committee per academic term.

2.1 Committee service is remunerated to a maximum of \$120 per academic term.

3 Executive Committee members who serve on the BOG are exempt from receiving the honorarium identified in Appendix C.

Fact Sheet

Approvals:

First Approval – February 19, 2014

Last Approval – February 3, 2020

Review Date: February 3, 2020

Source and Updates:

February 19, 2014: *Remuneration of Student Representatives* approved by Students' Council motion 2014-02-19-6.5 upon the recommendation of the Governance Remuneration Advisory Committee. Source material drawn from *Students' Council Policy 10 – Remuneration of Student Representatives*.

April 7, 2015: *Remuneration of Student Representatives* Appendix A & Appendix B approved by Governance Remuneration Advisory Committee motion 2015-04-07-2.

February 2, 2016: *Remuneration of Student Representatives* Appendix A approved by Governance Remuneration Advisory Committee motion 2016-02-02-1 to be effective May 1, 2016.

February 9, 2016: *Remuneration of Student Representatives* Appendix B approved by Governance Remuneration Advisory Committee motion 2016-02-09-1 to be effective November 1, 2016.

February 3, 2017: *Remuneration of Elected Representatives* Appendix A approved by Governance Remuneration Advisory Committee motion 2017-02-03-01 to be effective May 1, 2017.

December 7, 2017: *Remuneration of Elected Representatives* Appendix A approved by Governance Remuneration Advisory Committee motion 2017-12-07-2 to be effective January 1, 2018. "Time Off In Lieu" section removed from Appendix A.

March 21, 2018: *Remuneration of Elected Representatives* approved by Students Council motion 2018-03-21-7.5 on the recommendation of the Governance Remuneration Advisory Committee. Annual remuneration increased by \$1262 based on removal, from Appendix A, of the \$500 Personal Development line and the Time Off in Lieu payout of up to 35 hours (\$762) at the end of an elected term.

January 17, 2019: *Remuneration of Elected Representatives Appendix A* – executive salary increase of 1.7% approved by the Governance Remuneration Advisory Committee, motion 2019-01-17-1, to take effect May 1, 2019.

February 3, 2020: *Remuneration of Elected Representatives Appendix A* – executive salary increase of 2.1% and SAMU mobile phone provision for President and VP External approved by the Governance Remuneration Advisory Committee, motion 2020-02-03-2, to take effect May 1, 2020.

February 24, 2021: *Remuneration of Elected Representatives Appendix A* – executive salary increase of 1.2% and clarification on the process of claiming the Savings Plan benefit, approved by the Governance Remuneration Advisory Committee to take effect May 1, 2021.