



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
June 16, 2021 at 6:00pm via Zoom**

Voting Members:

Abby Abboud, Councillor
Thomas Cross-Trush, Vice President Student Life
Myles Dykes, President
Cassey Fallis, Vice President Academic
Christine Landberg-Llave, Councillor
Anthony Ma, Councillor
Kendell Semotiuk, Councillor
Trisha Singh, Councillor
Alem Tesfay, Councillor
Elaine Tran, Councillor
Larissa Williams, Vice President Operations
and Finance
Matt Yanish, Vice President External
vacant, Councillor

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

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 JUNE 16, 2021

2.2 MOTION

TO APPROVE THE MINUTES OF MAY 19, 2021

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.

4.2. Executive Committee Minutes

Minutes of May 5, 7, and 19, 2021 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. Finance Policy (*Special Resolution Required*)

**MOTION TO APPROVE THE FINANCE POLICY ON THE RECOMMENDATION OF THE
BUDGET AND FINANCE COMMITTEE**

VPO/

Favour:

Oppose:

7.2. SAMU Fees Policy (*Special Resolution Required*)

**MOTION TO APPROVE THE SAMU FEES POLICY ON THE RECOMMENDATION OF THE
BUDGET AND FINANCE COMMITTEE**

VPO/

Favour:

Oppose:

7.3. Official Reporting Mechanisms to SAMU Membership Policy

MOTION TO APPROVE THE OFFICIAL REPORTING MECHANISMS TO SAMU MEMBERSHIP POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

VPO/

Favour:

Oppose:

7.4. Students' Council Meetings Policy

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

VPO/

Favour:

Oppose:

7.5.

8. Consultation

8.1 Interpretation of SAMU Bylaws, Section 4: General Membership

Pres -

9. Evaluation

9.1.

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: July 21, 2021

Meeting adjourned at



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Minutes for the Students' Council Meeting of the
Students' Association of MacEwan University
May 19, 2021 at 6:00pm via Zoom

Voting Members:

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Thomas Cross-Trush, Vice President Student Life
Myles Dykes, President
Cassey Fallis, Vice President Academic
Christine Landberg-Llave, Councillor
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2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR MAY 19, 2021

VPO/VPSL

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF APRIL 21, 2021

TRAN/PRES

CARRIED

3. Presentations

4. For Information

4.1. Reports

4.1.1. President

FPI meeting of the BOG update.

4.1.2. Vice President Academic

As presented.

4.1.3. Vice President External

As presented.

4.1.4. Vice President Operations & Finance

As presented.

4.1.5. Vice President Student Life

As presented.

4.1.6. Students' Council Reinstatement Committee (In Camera)

4.1.7. Appointment Advisory Committee (In Camera) (Chair: Pres)

4.1.8. Q3 Financials

4.2. Executive Committee Minutes

Minutes of April 14, 2021 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

Topics include:

Moodle integration timeline; proctorial testing; restorative justice with respect to sexual violence

6. In Camera Period

MOTION TO GO IN CAMERA

VPO/PRES

CARRIED

6.1 Councillor Reinstatement

6.2 Chief Returning Officer

MOTION TO GO OUT OF CAMERA

VPE/VPA

CARRIED

7. Motions & Business Orders of the Day

7.1. Councillor Reinstatement

**MOTION TO REINSTATE ABBY ABOUD AS A COUNCILLOR ON THE RECOMMENDATION
OF THE STUDENTS' COUNCIL REINSTATEMENT COMMITTEE**

VP SL/SINGH

Favour: Vpsl, Pres, Vpa, Landberg-Llave, Mah, Semotiuk, Singh, Tesfay, Tran, Vpo, Vpe

CARRIED

7.2. Chief Returning Officer

**MOTION TO APPOINT MONICA BRZAK AS THE CHIEF RETURNING OFFICER FOR A TERM
ENDING APRIL 30, 2022**

PRES/VPO

Favour: Abboud, Vpsl, Pres, Vpa, Landberg-Llave, Mah, Semotiuk, Singh, Tesfay, Tran, Vpo, Vpe

CARRIED

7.3. Town Halls policy

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

VPO/ABBOUD

Favour: Abboud, Vpsl, Pres, Vpa, Landberg-Llave, Mah, Semotiuk, Singh, Tesfay, Tran, Vpo, Vpe

Oppose:

CARRIED

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

SINGH

CARRIED

Next Meeting Date: June 16, 2021.

Meeting adjourned at 6:33pm.



Students' Council Report

President

June 2021

Dear Council

Below is my report on my work as President between May 14th and June 10th. Just a note for how I'm doing my report, I'm only including things that I have completed in this time period or that the whole of the Executive Committee has; in an effort not to duplicate reporting, some of the meetings I have attended will be reported on in the VPs reports.

Student Experience & Engagement

United Way Committee Meeting (May 19th)

I attended the United Way Committee meeting as the SAMU representative, with the committee's work being focused largely on our return to campus. There was further discussion about the Rock the Block event, which will be a welcome back to students with various events occurring connecting us with our downtown community. At Rock the Block, there will be yoga in the park, a beer mile, a downtown scavenger hunt, and a fill the Pantry event. I'll be on the working group for the Fill the Pantry part of the Rock the Block campaign, as our community comes together to work to support SAMU's Pantry.

Student Voice

SSR Meeting (May 19th)

Recently I made the switch from sitting on the Finance, Property, and Investment (FPI) Committee to sitting on the Strategy and Stakeholder Relations (SSR) Committee, as the portfolio of the President more so aligns with this committee. At the meeting, our committee received an update on MacEwan's strategic visioning process and an update on AB2030. For the strategic visioning, we've wrapped up the consultation phase and key themes are being deduced as we move into the drafting phase, which will likely be completed by the end of summer. Other items of note were the approval of the Distinguished Alumni Policy and Alumni Policy, updating it to reflect the creation of the Alumni Association and its governing body the Alumni Advisory Council.

CASA Foundations (May 25th-May 28th)

The third week of May was largely dominated by this conference, and it was a great introduction into everything CASA! There were sessions regarding the policies, financials, strategic planning, as well as other education sessions such as cultural competency training and bystander training (the latter of which I had to miss for the CBC interview). Overall, a great conference and I'm so proud of our advocacy team. Thank you for everything, Parvin and Matt! Also a shout-out to our very own Vice President External, who is now a member of the CASA Board as the Director of Membership. Matt's doing so phenomenal in his role, and now has the opportunity to amplify the voice of MacEwan students not only on the CAUS executive but also the CASA board. With his election to the Board, I will now serve as primary delegate to CASA.

CBC Interview (May 26th)

The day before, I had received a call from a journalist at CBC Edmonton about taking part in an interview. With our advocacy coordinator Parvin, we drafted key messaging and did some

PRES Report to Students' Council

Submitted June 10th, 2021

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interview prep. The overall content of the interview pertained to the student perspective on Mayor Don Iveson's tenure in office as well as what students were looking for in the upcoming municipal elections from candidate. Overall, it was a really great experience for my first interview and I could not have been more supported by our amazing team. If the interview is published, I'll keep Council informed.

CAUS Meetings (May 31st & June 7th)

With our VPE now serving as CAUS Vice-chair, I am now the primary delegate and will represent SAMU at CAUS. I've been in attendance of the two most recent CAUS meetings, with some issues such as CAUS membership fees and committee membership being on the table. I'm happy to say that I was elected to both the Policy Committee and the Organizing and Public Engagement Committee (OPEC).

SAC FAS Procedure Consultation (June 3rd)

At the last GFC meeting, the Students Advisory Committee (SAC) policy was amended and the school council's were delegated drafting procedure for their respective faculties. The Faculty of Arts and Science (FAS) reached out to the Executive Committee and we were all able to attend a meeting where we gave feedback on FAS's procedure.

Board of Governors Meeting (June 3rd)

Our VPO and myself attended our first Board of Governors meeting in our new roles. At the meeting, the Board approved the 2021/22 to 2023/24 Financial Plan and Savings Plan as well as the 2021/22 Investment Management Agreement (IMA). The Financial Plan for 2021/22 is only a 9 month plan, as the university is changing its fiscal year start to April 2021 to align with the Government's fiscal year. The change in fiscal year will allow MacEwan to ensure that cuts or additions to funding from the government won't impact us retroactively as it has in the past. Included in the next two year's financial plans is a 7% increase in tuition; Larissa and I as student representatives did not vote against the budget, as there's a substantial investment of student supports in the form of bursaries and more.

As for the IMA, there was only one performance-based metric which was the percentage of programs that had a work-integrated learning (WIL) component. Currently 72% of our programs have (WIL), and the goal put forward in the IMA was 75%. Dr. Trimbee commented that she believes we can achieve 75-76% in this upcoming year, though the agreement has a tolerance threshold of 2%. This tolerance threshold means that if we achieve 73%, our funding should remain intact. If MacEwan does not meet the metric, 5% of our Campus Alberta Grant is at risk (or approximately \$5.7M).

Meeting with MacEwan's Executive Council (June 4th)

Our Executive Committee participated in our first President/Vice President meeting with MacEwan administration, with all of our respective executives being present. Items presented by MacEwan were the fall return to campus, the strategic visioning process thus far, and Alberta 2030. As for the fall return to campus, administration is working to have as many students in face-to-face as is possible and is safe to do so. SAMU's topics surrounded our fall plans, another campaign we have in the works, and our perceived implications of AB2030 on our students

Student Supports

Restorative Conference Training (June 3rd)

Along with a few other executives, I attended training on Restorative Practices led by our former VPA Alycia Stewart and Dr. Paul Sopcak. It was very intriguing, as these restorative practices focus on taking accountability for grievances and using it as an opportunity to deepen community. It also helps participants develop their citizenship skills, something that I view is very much needed currently.



Strengthening SAMU Operations

AAC (June 8th)

The Appointments Advisory Committee (AAC) had an informal meeting this past week to discuss the consultation item I put forward for this meeting as well as Council demographics. What do I mean by Council demographics? In my opinion, we need a Council that looks like the students we represent. Elections don't always produce results that are representative of the diversity of the student body. Through vacancies, AAC has the opportunity to ensure that voices not around the table are uplifted and made part of student governance. We discussed revisiting our Councillor application to include questions regarding demographics, such as loan status, if they're a mature student, gender, sexual orientation, ethnicity, and others. As the application can be considered a job application, we're making sure that we're taking our due diligence with this and we're looking to receive advice from some employment law professors at MacEwan.

President/VP Meetings (various dates)

Over the past couple of weeks, I've been setting up meetings with the VPs to have open dialogue. I'm using it primarily as a time to create linkages between the different portfolios and seeing where I can assist in the various initiatives our executive team is planning. This year, we're trying to work in a more collaborative manner than taken previously and are trying to avoid working in silos. I find that this is all the more necessary to facilitate collegial working relationships between us all given the distance created by working online.

CLOSING

I feel as though the past month and a half has been a blur, having gone by so quickly. Only during this past week did my calendar slow down, and it feels like I'm finally able to catch my breath. However, I've gone from one extreme to another, from having no time at all to nearly all the time in the world. I'm using this slow down to plan some of the initiatives I hope to conclude by the end of my term in conjunction with the rest of EC. Once they're more developed and in the works, I'll be sharing them with Council in coming reports.

If you have any questions or comments, don't hesitate to reach out! The virtual workspace has made the conversations Council had previously with the Executive all the more rare, and I would love the opportunity to speak with you all individually over the course of this summer. I hope you're all in good health, and that you're enjoying the summer!

Regards,

Myles Dykes,
SAMU President 2021/22
sapresident@macewan.ca

Students' Council Report

Vice President Academic
June 16th, 2021

Greetings Council,

I hope you are all taking a break and enjoying the spring/summer term, especially with the nicer weather and restrictions winding down. Please find my report below detailing events that occurred between May 14th and June 10th.

Dedicated Advocacy

Council on Student Affairs

Attended this meeting with President Myles Dykes and it was probably the shortest meeting I've had in my term so far. The agenda had one item to approve the endorsement of, which went through with no issues.

Academic Planning and Quality Assurance

This committee was quite busy with many moving parts. There are a few more hoops to go through, but on the agenda were a few proposed minors and suspension of a program, along with the structure of some faculties. I hope to give a less ominous description, naming the proposed changes, in a future report when it becomes public. As part of this committee, I was placed on the Working Group on Minors. In the initial meeting of this sub-group, the Chair was chosen and the purpose established.

MacEwan Academic Advising Steering Committee

Updates were given and issues with advising, especially between faculties were brought up. This committee is hoping to implement a centralized system for advising notes to help students, which would solve many of the current issues students have spoken about to me. New Student Orientation and the plan going forward with this committee was also discussed.

GFC Executive Committee

2425 students were approved to graduate for Spring 2021!! This meeting was very interesting as the previous motions approved in the other committees I take part in were brought up to be approved to be placed on the agenda of General Faculties Council. Being a part of the GFC EC allows me to better understand the hierarchical governance structure of MacEwan first handedly.

Consultation - FAS SAC Procedure

I was reached out to by the Faculty of Arts and Sciences for consultation on the updated Student Advisory Committees policy. I opened this up to the rest of EC to attend and give input. I believe it went well and we were able to get fair SAMU representation with students' best interests included as first and foremost.



Committee on Academic, Standards, Curriculum, and the Calendar

In this Committee, equity statements were put into inclusion for the Social Work program(s) along with proposed major changes to the Bachelor of Fine Arts requirements and admissions. Moving forward, further discussion is needed before I am able to share this information in full.

School of Continuing Education Council Meeting

It was refreshing to go to a Faculty Council meeting for the first time in a little while. MacEwan President Dr. Trimbee spoke, along with a presentation on Moodle implementation to answer faculties' questions.

Commitment to Sustainability

EC Meetings

EC has been meeting regularly to discuss our initiatives and connect with each other. I have had several one-on-one meetings with my colleagues to develop tangible plans of action towards a few projects in the works.

Transition

Completed the last of my transition with the rest of EC in the past few weeks. Within SAMU this included Basecamp Training, EFAP Review and introductions to the SAMU Volunteer Program and the Student Refugee Program. Also had a few last meetings with my predecessor Alycia Stewart, including a Restorative Conferences Training that she led for the SSC and EC.

Relations with our Community

President's Medal Selection

Had the opportunity to go through the nominations and help select two recipients for the President's Medal for Academic Excellence - one recipient in a degree program and one in a certificate/diploma program. The successful recipient(s) will be announced at the upcoming Convocation.

AMICCUS-C 2021 NPC

The Association of Managers in Canadian Colleges, Universities and Student-Centres had their annual conference in a free, virtual format over the past few weeks. I have attended a few sessions by just listening in on what was being discussed, as it is a little out of my portfolio but I still was interested in the applicable content.

Stewardship of Resources

Student Support Coordinator (SSC)

Isha Leibel has been hired on by SAMU to help support students through appeals! I have had several meetings with her to go through policies and procedures, along with her shadowing my student meetings as part of her transition. She is a crucial resource for students with the absence of the ombudsperson at MacEwan.



I have not been in the SAMU Building other than to drop off Girl Guides cookies in all honesty. With Stage 2 lifting the work-from-home order there's hope that I'll be able to work in office in the near future.

Appeals

Enhance Student Experience

We received a presentation on paskwâwi-mostos mêskanâs - <ᑏᐅᓃᕈᔭᒃᑐᕋᕐᑎᕐᑯᕐᑲᕐᑎᕐ (the name of the Moodle system) which was incredibly informative on the backstory of the name, how to use the name and the legacy of this Digital Learning Project per se. The project timeline has been approved and published on the project's website (<https://macewan.sharepoint.com/sites/dleproject>), with details for the transition being the next step. As the timeline came up as an oral question in the last SC meeting, with a finalized and publicized answer, I have included it at the end of my SC Report for Councilors' reference.

The hardest part about writing this report was only being able to talk about what has been completed and none of the initiatives in the works, nor repeating parts of the other EC's reports. Nonetheless I am *very* excited for what is currently being brewed to serve up this year. ☺ As always, feel free to reach out and contact me through any and all communication platforms, including email at savpacademic@macewan.ca, I love chatting with students directly!

Cassey Fallis (she/her)
Vice President Academic – 2021/2022
Students' Association of MacEwan University



Appendix A.

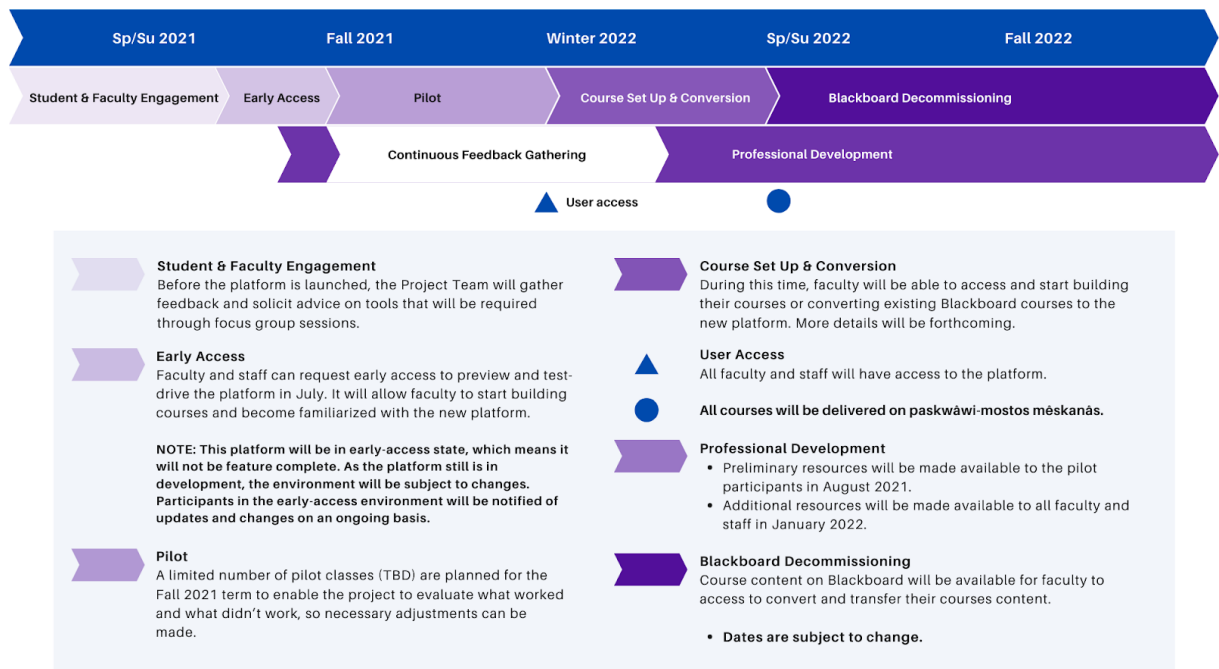


Figure A. Published timeline for paskwâwi-mostos mēskanâs' implementation.



Students' Council Report

Vice President External June 16th, 2021

Hello Councillors,

The following is a summary of the Vice President External (VPE) activities since the May 19th meeting.

Transition:

Final calls etc. (various times)

Outgoing VPX Ruan provided small but valuable insights here and there for the remainder of the month of May and beyond. I owe him much gratitude for my ability to “hit the ground running” in this role.

Canadian Alliance of Student Associations (CASA) changeover (May 25th-28th)

The President, Advocacy Coordinator and I attended the yearly CASA changeover conference. At this conference, we attended various onboarding information sessions held by outgoing directors and current CASA staff on everything from the policy development process to cultural competency. I am pleased to have been elected as CASA's Director of Membership for the 2021/2022 year. I will be working alongside many familiar faces from CAUS, as 6 of the 7 CASA board directors are from Alberta. I look forward to facilitating a responsible return to in-person events, while ensuring that the quality of participation is not diminished for those who are unwilling or unable to return to “normal” in a post-COVID world. If you are interested in the specifics of my upcoming duties as Director-at-Large, please reach out to me! Alternatively, you can visit https://www.casa-acae.com/board_of_directors to read the bio of myself and other board members!

Advocacy:

Weekly Housekeeping: VPE Edition and AC/VPE debrief (ongoing)

The Advocacy Coordinator (AC) and I began our weekly meetings at the beginning and end of each week. Together, the AC and I have worked on a variety of projects detailed later in this report for CAUS and CASA. These meetings will be an ongoing part of my duties to ensure my obligations are fulfilled in my role.

Weekly general CAUS meetings (every Monday)

In our weekly CAUS meetings moving forward (the ones with all CAUS members), the dynamic has shifted somewhat. Our President Myles will be taking on the role of primary delegate for CAUS (and CASA), so please see the President's report for details on “SAMU's participation” in these meetings. My role is now through the lens of the Vice Chair, and as such, this and subsequent reports will reflect this change in dynamic. My role with CAUS and CASA can be unclear in its differentiation now that I have executive roles within each organization, so I welcome and encourage any questions related to it!



Weekly CAUS C/VC/ED meetings (every Thursday)

In order to make best use of the digital realm of communication we are forced into, as well as stay on the same page about issues, the three main “internal” people of CAUS meet on a weekly basis. Myself, the Chair (Rachel Timmermans), and the Executive Director (Jon Mastel) are in the midst of discussing the priority setting for CAUS and a potential expansion into another staff member for CAUS to take on various duties. These and other priorities we discussed is rather in-the-weeds for the sake of this report (as most of what we are working on is not resolved) but I encourage any and all questions on what exactly I spend an hour or two per week doing in these meetings!

Weekly Alberta Counsel (ABC) meetings (every Wednesday)

As part of my CAUS Vice Chair duties, myself, the Chair, and Executive Director of CAUS began our weekly meetings with the lobbyist group Alberta Counsel. In essence, these meetings give CAUS a “1-on-1” meeting with ABC’s Jacqueline Alderton to update us on the political landscape of Alberta, advise us on etiquette for effective relations with external stakeholders, and be the contact point for ongoing initiatives with CAUS and ABC’s various services. Through ABC, CAUS has recently secured a meeting with Minister of Culture, Multiculturalism, and the Status of Women Leela Aheer later this year.

Public Interest Alberta #stopPSEcuts meeting (June 3rd)

As CAUS chair, I represented the organization at a meeting with various union/staff association leaders in Alberta that are a part of both Public Interest Alberta (PIA), and the specific #stopPSEcuts campaign. This is another confusing layer of advocacy, but in essence, PIA is a group of various Alberta groups that would be harmed with a lack of investment in the post-secondary sector. I made it clear that students are concerned about the quality of education they receive online, and that they don’t want to get a “cereal box” degree where their practicum or other important part to their education is subject to a poorly executed online “equivalent.”

Council Of Post-Secondary Presidents Of Alberta (COPPOA) student consultation with CAUS (June 9th)

To add another layer of confusion to my role in the advocacy landscape, I attended a very productive and informative meeting where I represented students in a very unique capacity as CAUS vice chair, but also one of two actual students at the table. In essence, COPPOA represents the Presidents of each post-secondary institution in Alberta, and they wanted to consult with student leaders on our respective approaches to Alberta 2030. The meeting happily confirmed for me that the leaders of Alberta’s post-secondary have a similar approach, and that we will be able to resist and splintering of efforts and direct our advocacy in the most effective routes.

Monthly Meeting with MacEwan’s Director of Government Relations, Theresa Vladicka (June 8th)

We discussed the topic of provincial “systems governance” as there is an upcoming meeting with the Minister of Advanced Education’s very own Demetrios Nicolaides that we both received respective invitations to. We identified that our approach will be very similar, as it is the best interests of both MacEwan and SAMU to preserve institutional autonomy for MacEwan as well as ensure that any new governing bodies are comprised



of students and members from the university community (and not arms-length members of the general Edmonton community).

Bilateral meetings:

Marley Gillies, University of Calgary Students' Union (UCSU) VPE (May 18th)

The President and I met with UCSU's VPE on the 18th to discuss strategies and approaches for CASA. She was elected as CASA chair for the upcoming year, and I look forward to the uniquely Albertan angle that CASA may take for the year ahead with my election alongside her to the board.

Athabasca University Students' Union (AUSU) (May 18th)

I had a meeting with our President, and the President and VPE of AUSU, where we discussed areas of overlap and agreement in our advocacy priorities for the upcoming year. As they are an online university, they provide valuable insight into online educational standards (one of my key priorities this year). Additionally, they are very passionate about a better approach to campus sexual violence prevention, and provided fruitful conversation to broaden my understanding of the subject. With the upcoming investments/incentives from MacEwan related to Work-Integrated Learning (WIL), we want to ensure that WIL opportunities provide considerations for people who may be victim to sexual violence in a variety of capacities. We do not want a WIL system that does not provide recourse for people who may find themselves subject to inappropriate behaviour in the workplace, as current WIL opportunities often lead to the victim choosing between their class/credits and their safety.

Rachel Timmermans, SAMRU VPE, CAUS Chair (ongoing)

Rachel and I frequently meet to conduct our Chair and Vice Chair duties. Currently, we are working on collecting and articulating the advocacy priorities of CAUS. This has been a wonderful challenge, and we are committed to using a variety of meetings, preferential ballots, and guided questions to unearth what CAUS collectively will advocate for in the upcoming year. Additionally, Rachel and I are reviewing the duties assigned to the role of the Vice Chair, as it has not changed since there were only 3 members of CAUS (there are now 6!). Currently, my role is very vague, and we want to ensure that the role puts a sufficient amount of onus on the person who is honored to represent students in that capacity. Rachel and I also have been meeting with individual members who have questions or concerns about things relating to CAUS, and we want to ensure that each member institution feels as if they can approach us about anything. Her and I are taking the roles far more like "co-chairs", rather than primary/secondary delegate.

Other:

Norms articulation (May 31st, June 7th)

Our external advocacy team (myself, SAMU President, and our Advocacy Coordinator) dedicated meetings to defining and outlining our working norms for this year. This is an often neglected part of effective working relationships, and has served as an investment in our productivity for the remainder of my term. Our work can be conducted far more efficiently now that we have outlined our "rules of engagement".



MacEwan Book of the Year committee MBoY (May 19th)

I met for my first meeting with the lovely people of the MBoY committee. In essence, I act as the conduit for the student perspective on what book is chosen for the next book of the year. This year, we are looking for a book that: has been published in the last 5 years, is from a Canadian Author, has themes that are “hopeful” and “EDI-focused”, and that is less than 250 pages. If you know a book that fits this criteria, please feel free to mention it to me!

Closing Remarks:

As readers may have noticed, I am now a part of many standing meetings between SAMU, CAUS, and CASA. In fact, there are more meetings (such as my membership team meetings with my staff counterpart at CASA or the “small council” meetings with other Alberta student advocacy groups through CAUS) that have occurred, yet I have nothing to report other than we are “gearing up to get stuff done”. My intention moving forward is that I will bring up anything of note from the meetings as they occur during an entire reporting period, as opposed to reporting on each meeting individually. I hope this aids in your understanding of my work! In other news, I am apparently a liar as this report is slightly longer than the previous one (and I had promised to make it shorter!!). However, believe me when I say that this is still the condensed version!

With the proposed changes still to unfold in the Alberta 2030 review of the post-secondary landscape, I find myself pondering a few questions when articulating the student voice on these issues: Are we going to lose what makes MacEwan a unique experience? Why do thousands of students go here as opposed to studying at the institution across the North Saskatchewan? Are proposed changes to the Post-Secondary Learning Act going to make education less accessible in Alberta? I strongly believe that every MacEwan student goes here for a reason. There are plenty of other options for PSE-seeking students in Edmonton, yet there are specific reasons for each and every one of us as to why we chose MacEwan. I am realizing with my position that hearing personal anecdotes on issues can be a very important supplement to my advocacy work. As such, I would love to hear your reasons for attending our institution if any MacEwan student reading this feels so inclined. It is crucial to my external advocacy efforts that when I am articulating the statistics or policy positions relating to an issue, that I have “real stories from real students” to supplement the discussion.

All the best,

Matthew Yanish, Vice President External
Students' Association of MacEwan University
savpexternal@macewan.ca

Students' Council Report

Vice President Operations & Finance

June 16, 2021

Greetings Councilors!

I hope this report finds you well. Please see below for my report detailing the events that occurred from May 13, 2021, to June 9, 2021

Student Experience and Engagement

Governance Week Planning

Since writing my first report this project has really taken off. In the month since I have written about it I have met with various stakeholders, like our GM, Directors, EC and I have a meeting booked to consult with all of you. I have begun planning out some of the individual events that are going to occur during this week and am working in collaboration with my fellow EC members to ensure that the key ideas are all covered.

AMICCUS-C Conference: Hybrid Orientation, Events and Service Delivery Session

I attended this session hosted by AMICCUS-C (Association of Managers in Canadian College, University and Student Centres) which provided me with some insight as to what trends other Student Association's were seeing in regards to virtual events, as well as what they found worked for them and what didn't do as well.

Student Voice

MacEwan AVP Financial Services Hiring Committee

I attended both days of interviews and gave my opinion on the candidates that were up for the position to the committee. The successful candidate has been chosen and there will be an announcement made by MacEwan soon.

Meeting with VP Finance & Administration & CFO: Sharilee Fossum (MacEwan Counterpart)

I met with my counterpart Sharilee for the first time in this reporting period, where we scheduled monthly meetings, established some meeting norms, got to know each other and our roles within our respective institutions better.

School of Business Council

As a member of this Council prior to taking office, I will continue to sit on this Council for the remainder of the academic year. At this meeting Council defeated a motion to approve the re-organization of the Business Studies Minor for Arts and Sciences that eliminated the mandatory requirement of ACCT 311 and provided more flexibility for those students regarding other business courses.

Student Supports

Meeting with Linda from Gallivan (Health and Dental Providers)

I met with Linda our rep from Gallivan so I could better inform myself on our health and dental plan to be able to better support students with their questions.



Strengthening SAMU Operations

2021 Audit Service Plan

The Audit Service plan provided to us by MNP will be available for viewing from the time Council receives this agenda on Friday June 11 until 4pm on Friday June 18. This is a confidential document so please do not share it with anyone. If you have any questions regarding this document please contact me directly and I will happily answer your questions.

BFC Meeting

BFC met for the first time in my term and approved the Finance policy that is coming to Council tonight.

PSC Meeting

PSC met for the first time in my term and approved the Procedures procedure which will go to EC for the final approval and we also began initial discussions on our Elections procedure on the recommendation of our previous C.R.O.

SA Elections Research

During this time I have done extensive research on the Elections policies/procedures/bylaws put in place at other Student Associations across the province to see what other institutions are doing in regards to their elections.

UASU/SAMU Meeting

Myself and Alan attended a meeting with UASU's VP Operations and Finance and their C.R.O. to discuss our elections procedures, specifically regarding nominations, online campaigning and the approval of campaign materials.

AMICCUS Student Elections Roundtable

I took part in the AMICCUS Student Elections Roundtable, where I learned more about the elections process from other member Student Associations. Key topics discussed were the nominations process, and election voting platforms among other election related topics. All of this was valuable information that can be considered as we look at our own elections policies and procedures.

BPC Meeting

BPC met once during this reporting period to review the feedback we received from the chair regarding the Students' Council Meetings policy. This policy was approved and is coming to Council for final approval tonight. BPC also discussed the Role and Responsibilities of the Secondary Student Delegate policy and made no amendments to it at this time.

Board of Governors

FPI Meeting (May 19 2021)

I attended my first FPI meeting in this reporting period. At this meeting the Facilities Rental Policy was approved and sent to the board for final approval; this policy sets out to define the different entities that could rent out the spaces at MacEwan, the priority list of these entities and fee obligation for these entities. Under this policy SAMU would be classified as an Affiliated Entity. Another decision that was approved at this meeting and sent to the Board was the appropriation of \$10 million to the new academic building funds, this will help fund a new academic building for students to utilize when built. Other highlights of this meeting include the change in the fiscal year and the approval of the financial plan, savings plan and IMA that you can find more information about in the presidents report.

Board Orientation (June 1, 2021)

As a brand new board member, I attended an orientation with the other new public member, ran by MacEwan administration. At this meeting we discussed MacEwan as a whole, where we came from, and where we are going.

Board Meeting (June 3, 2021)

Our President and I attended our first board meeting in our respective positions. I encourage you all to read the President's report as he covers quite a lot of what was discussed at the board. As you read in his VPO Report to Students' Council

Submitted June 10, 2021



report we did not vote against the budget due to the investments in student supports. To put it into perspective over a two year period, MacEwan has allocated \$500K in scholarships and bursaries, \$1M in tech enhancements, \$500K for Work Integrated Learning, \$200K in teaching and learning and investments in tenure track faculty.

At the Meeting Dr. Trimbee reported that the Indigenous Advisory Council will be coming back with prominent Indigenous leaders being involved. Dr. Trimbee also mentioned that MacEwan is looking at affordable housing solutions in collaboration with the U of A. At this meeting, the policies and appropriation of funds discussed at the FPI Meeting were also approved.

Closing Remarks

So much more has happened this month as we really start settling in and get things moving for the remainder of our terms. There is a lot of planning and preparation for this upcoming year and I am really excited to see how this year plays out!

As always If you have any concerns please feel free to reach out to me.

Cheers,

A handwritten signature in black ink, appearing to read 'L Williams', is written in a cursive, flowing style.

Larissa Williams,

VP Operations and Finance, SAMU
savpoperations@macewan.ca



Students' Council Report

Vice President Student Life

June 16th, 2021

Hello Councilors!

I can't believe I'm already doing another one of these reports, my first month in office flew by! I have some exciting updates to share with you all about committees, initiatives and more, so without further ado, please see below for the VP SL June update.

Dedicated Advocacy

SVOVE Meeting

SVOVE had its first meeting on May 22nd and it was a great success. The committee displayed excellent foundational knowledge in the field of sexual violence prevention, and training went without a hitch. We are currently booking our first non-training meeting for later this month, where the committee will discuss what it hopes to accomplish over the next year.

Restorative Justice

The Restorative Justice subcommittee brought in a guest speaker from UBC's office of sexual violence prevention to talk about how UBC handles Sexual Assault cases and what they do in terms of restorative justice. It's always interesting to see how our post-secondary counterparts handle restorative practices and the RJ subcommittee, gained some interesting insights from UBC.

Sexual Violence Awareness Week

The Sexual Violence Awareness Week Planning Committee met twice since my last report, and we have begun ironing out details about what will be offered during this week. I'll refrain from sharing details right now just because we haven't exited the planning phase yet so things are subject to change, but stay tuned for more details on this awareness week!

Enhancing The Student Experience

NSO Planning Committee

The NSO planning committee met on June 2nd, to discuss what NSO will look like this year. While much of it is still in development and under wraps, we're hoping to engage students in meaningful ways, and SAMU will be sure to have a presence at NSO to inform first (and second) year students who we are, what we offer, and how they can access our services.



GASC

The Grants and Allocations Subcommittee met on June 7th to overview its committee policies and determine if any policies should be changed for this upcoming year.

Conclusion

This report is shorter than usual because there is so much in the works that just isn't quite ready to be shared yet, but will be soon. Stay tuned for exciting information about all new initiatives that we have been busy planning.

Kind Regards,
Thomas Cross-Trush



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
May 5, 2021 @ 2:00pm**

Voting Members:

Myles Dykes, President
Cassey Fallis, VP Academic
Matt Yanish, VP External
Larissa Williams, VP Operations & Finance
Thomas Cross-Trush, VP Student Life

Resource Officials:

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

Recording Secretary:

1. Call to Order: 2:02pm

2. Approval of Agenda:

**VPO/VPE
CARRIED**

3. Approval of Minutes for: April 14, 2021

**VPE/VPA
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	COVID update	*Update provided by Darryl Kostash on current planning within MacEwan U. Looking for any feedback execs may have. Gm – formally reached out to Michelle Plouffe this morning to get more info about MacEwan's plans. Will update when we hear back.	
2.	EC Meetings Overview		
3.	Committee appointments	SAMU & MacEwan committees	MOTION TO APPOINT MYLES DYKES TO APPOINTMENT ADVISORY COMMITTEE, PROCEDURE SUB-COMMITTEE, UNITED WAY FUNDRAISING COMMITTEE, CONVOCAION PLANNING COMMITTEE, PSLA GOVERNANCE CHANGES TASK FORCE, AND CAMPUS ENGAGEMENT COMMITTEE VPA/VPO CARRIED MOTION

			<p>TO APPOINT CASSEY FALLIS TO AWARDS SUB-COMMITTEE, ACADEMIC PLANNING AND QUALITY ASSURANCE, ACADEMIC STANDARDS, CALENDAR AND CURRICULUM COMMITTEE, COMMITTEE ON TEACHING AND LEARNING, COMMITTEE ON SCHOLARLY ACTIVITY, INFORMATION & TECHNOLOGY MANAGEMENT COMMITTEE, UNDERGRADUATE STUDENT RESEARCH INSTITUTE, DISTINGUISHED TEACHING AWARD, DISTINGUISHED RESEARCHER AWARD, PRESIDENTS MEDAL AWARD, SCHEDULING ACCOMMODATIONS, POLICY ADVISORY GROUP, STUDENT SYSTEMS JOINT OPERATIONS COMMITTEE, EXPERIENTIAL LEARNING ADVISORY, CAREER DEVELOPMENT ADVISORY/COMPETENCY FRAMEWORK, CO-CURRICULAR WORKING GROUP, HUMAN RIGHTS & ACCESSIBILITY WORKING GROUP, STUDENT RESEARCH DAY, EDMONTON REGION POST SECONDARY MENTAL HEALTH COMMITTEE, E-LEARNING COMMITTEE/CENTRE OF TEACHING AND LEARNING, AND DLE BIWEEKLY STEERING COMMITTEE</p> <p>VPSL/VPE CARRIED</p> <p>MOTION</p> <p>TO APPOINT MATT YANISH TO LEADERSHIP AND REVIEW COMMITTEE, INFORMATION AND TECHNOLOGY MANAGEMENT COMMITTEE,</p>
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			<p>BOOK OF THE YEAR COMMITTEE, AND INDIGENOUS ADVISORY COUNCIL</p> <p>VPA/VPO CARRIED</p> <p>MOTION</p> <p>TO APPOINT LARISSA WILLIAMS TO BYLAWS AND POLICY COMMITTEE, HEALTH AND DENTAL SUB-COMMITTEE, PROCEDURE SUB-COMMITTEE, STUDENT SYSTEMS JOINT OPERATIONS COMMITTEE, CAMPUS SUSTAINABILITY PLAN COMMITTEE, FACILITIES ADVISORY COMMITTEE, AND FOOD ADVISORY COMMITTEE</p> <p>VPE/VPA CARRIED</p> <p>MOTION</p> <p>TO APPOINT THOMAS CROSS-TRUSH TO GOVERNANCE REMUNERATION ADVISORY COMMITTEE, GRANT ALLOCATION SUB-COMMITTEE, HEALTH AND DENTAL SUB-COMMITTEE, STUDENT VOICE ON VIOLENCE ELIMINATION SUB-COMMITTEE, STUDENT SUCCESS SUB-COMMITTEE, CAREER DEVELOPMENT ADVISORY/COMPETENCY FRAMEWORK, TRAVEL ADVISORY COMMITTEE, STUDENT COMMUNITY ENGAGEMENT GRANT COMMITTEE, BLACK HISTORY MONTH, SOCIAL INNOVATION INSTITUTE COMMITTEE, SVPEC, SEXUAL AND GENDER MINORITY ADVISORY COMMITTEE, CAMPUS ENGAGEMENT COMMITTEE, FOOD ADVISORY</p>
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			<p>COMMITTEE, AND CARNEGIE GROUP</p> <p>VPE/VPO CARRIED</p> <p>MOTION</p> <p>TO APPOINT ALYCIA STEWART TO GENERAL FACULTIES COUNCIL,</p> <p>VPE/VPO CARRIED</p> <p>MOTION</p> <p>TO APPOINT ANASTASIA MAKOVEY TO GFC COUNCIL ON STUDENT AFFAIRS (FACULTY OF NURSING)</p> <p>VPSL/VPO CARRIED</p> <p>MOTION</p> <p>TO APPOINT BETHLEHEM GEB TO UNITED WAY FUNDRAISING COMMITTEE</p> <p>VPE/VPA CARRIED</p>
4.	Outstanding Action Items		
5.	President's Report	<p>Former Pres: Student Tech Fee committee meeting update. United Way Committee update. Chancellor Search Committee update. MacEwan FA meeting update. BOG transition session. EC Transition meetings. SAMRU meeting. Advo training. UASU meeting. GM meeting. SC refresher. AE technical report re AB2030.</p> <p>Current Pres: SAMU intro sessions. GFC meeting update. Met with MacEwan Pres. Met with BOG Chair – introductory.</p>	

6.	VP Academic's Report	<p>Former Vpa: Competency Framework meeting. Transition meetings. GFC Exec Committee meeting, AREB Meeting. ITM Meeting. ASC meeting. SSJOC meeting. Appeals – student meetings. MacEwan Honourary Doctorate meeting.</p> <p>Current Vpa: GFC meeting. Transition meetings. Building tour with Darryl. Biweekly Steering Committee meeting update.</p>	
7.	VP External's Report	<p>Former Vpe: Municipal priorities discussion. CAUS updates. Meeting with FA. Met with UofL SU. U-Pass working committee meeting.</p> <p>Current Vpe: Advo priorities work. CAUS updates. Met with Minster of AE. SAMRU meeting update. U-Pass training. EC transition. Department meetings.</p>	
8.	VP Operations & Finance Report	<p>Transition meetings, including with departments. U-Pass working group meeting update. SSJOC meeting update. U-Pass training. GM meeting. MacEwan AVP Finance hiring committee meeting. Setting up and getting oriented.</p>	
9.	VP Student Life's Report	<p>Former Vpo: Transition chat with MacEwan Pysch Services. Sexual Violence Awareness meeting.</p> <p>Curent Vpo: Office of Gender Diversity meeting. Office of Human Rights meeting. Residence meeting. GASC meetings. Carnegie Working Group meeting. NSO planning meeting. Transition meetings. SVOVE training update.</p>	

10.	GM Report	Written report submitted.	
11.	Recognition		

4. Adjournment

Time: 3:00pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
May 7, 2021 @ 4:05pm**

Voting Members:

Myles Dykes, President
Cassey Fallis, VP Academic
Matt Yanish, VP External
Larissa Williams, VP Operations & Finance
Thomas Cross-Trush, VP Student Life

Resource Officials:

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

TOPIC		DISCUSSION	ACTION/MOTION
1.	Student Member's fees	Pres - Sean was contacted this past week by a student, Mohamed Abubaker, about a hold on his transcripts from MacEwan. His transcripts were held because he owed fees to MacEwan and to SAMU, with the reason being that he had accidentally signed up for a class and dropped it past the deadline. He had requested his transcripts for CPA accreditation, of which the deadline is next week May 14. The Registrar has agreed to waive his MacEwan fees and now only SAMU fees must be waived. Sean committed to waiving the fees, and I am in agreeance that during these difficult times we should be empathetic to the circumstances. To be clear, this is not a precedent I intend to have set but I hope that we can accommodate this student.	MOTION TO WAIVE SAMU FEES FOR MOHAMED ABUBAKAR FOR THE WINTER 2021 SEMESTER VPSL/VPO CARRIED



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
May 19, 2020 @ 2:00pm**

Voting Members:

Myles Dykes, President
Cassey Fallis, VP Academic
Matt Yanish, VP External
Larissa Williams, VP Operations & Finance
Thomas Cross-Trush, VP Student Life

Resource Officials:

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

Recording Secretary:

1. Call to Order: 2:04pm

2. Approval of Agenda:

**VPO/VPA
CARRIED**

3. Approval of Minutes for: May 5 & 7, 2021

**VPE/VPSL
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
			MOTION
1.	Appointment(s)	Pres – had previously discussed making this switch.	TO APPOINT LARISSA WILLIAMS TO THE POLICY ADVISORY GROUP VPA/VPSL CARRIED
2.	Vpsl consultation	Vpsl – received email from MacEwan Griffins cross country team. They're seeking recourse of some kind. Felt that they haven't been consulted on teaming being cut. They'd like me to reach out to Athletics Office on their behalf. Looking for feedback on how to move forward. Pres – definitely bring it up to Athletics Office so we can respond with more information. Vpsl – will schedule a meeting with the students tomorrow to hear from them prior to meeting with MacEwan. Gm – definitely need to reach out in an advocacy role for these students. Push for better consultation process in the future. What implications does this have on support and/or scholarships. Vpe – ensure we have a concrete set of asks when we go to MacEwan.	
3.	VP Academic's Report	Student meetings – appeals & hearing. Committee intros.	
4.	VP External's Report	CAUS changeover/updates. Bilateral meetings – UASU, UCSU, AUSU, etc.	

5.	VP Operations & Finance Report	Meetings – internal & external. Committee planning. AVP Financial Services interviews updates. H&D update. U-Pass meeting – contract update.	
6.	VP Student Life's Report	Committee work. Restorative justice meetings. Met with Annette re. Services. SVPEC. Met with M&C for year ahead.	
7.	GM Report	Meeting with mayor's office. Gray Gallery update. Fee meetings with RO.	
8.	President's Report	Chancellor update. CAUS Changeover. CRO interview. Mayor meeting. Transition work. EC/AVP Student & Teaching meeting. Tuition and Fees meeting. Ponoka fees meeting. Meetings – internal and external.	
9.	Recognition		

4. Adjournment

Time: 2:40pm



**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: June 16, 2021

Submitted By: Larissa Williams, VP Operations and Finance

Submission Title (As it will appear on agenda):

Finance policy

Motion to approve the Finance policy on the recommendation of the Budget and Finance Committee

Background Information:

The Budget and Finance Committee is recommending a small change to the Finance policy based on a recommendation from our Director of Finance.

Because we now have the SAMU building we must include the amortization expense for it in our financial statements. Including it then will show a deficit amount at the end of the fiscal year even though this is a non-cash item. If we remove this from the calculations of surplus/deficit we will have a more accurate portrayal of the actual cash surplus/deficit and then can allocate any surplus appropriately (ie. Maintenance Fund, SAMU Cares endowment, and Major Expenditure Fund).

Implications:

If we don't make this change we will likely show a deficit every year even though our actual yearly cash operating fund isn't in a deficit position. Because of this any actual surplus amount won't be allocated appropriately, and our Funds will not grow.



Finance

Rationale

A policy on finances and investments provides proper guidelines on how finances and investments work, what they look like, and how they can be monitored at the governance level.

Expectations

General

- 1** SAMU's fiscal year begins on July 1st of each year and ends on June 30th of the following calendar year.
- 2** The annual operating budget reflects the strategic plan and current priorities of SAMU.
- 3** Expenditures may not exceed the amounts approved in any subsequent budget enacted by SAMU.
- 4** Professional bookkeeping exists for SAMU's finances.
- 5** An independent auditing firm annually audits financial statements.
- 6** Alterations to this policy require a recommendation from the Budget and Finance Committee and a Special Resolution of Students' Council.

Building Fund (Internally Restricted)

- 7** The Building Fund is dedicated to property acquisition, and building construction
 - 7.1** The Building Fund may also be used to cover consultant, planning, and design costs directly and indirectly related to property acquisition and building construction.
 - 7.2** Upon completion of the building, any excess funds from the building fund will be transferred to the Maintenance Fund.

Maintenance Fund (Internally Restricted)

- 8** The Maintenance Fund is dedicated to Furniture, Fixtures, and Equipment (FF&E), leasehold improvements, and building renovations.
- 9** Expenditures from the Maintenance Fund will be reported to Students' Council.

SAMU/MacEwan Major Expenditures Fund (Internally Restricted)

- 10** The SAMU/MacEwan Major Expenditures Fund is dedicated for major building expenditures.



10.1 This fund is created per the requirement of the Lease Agreement with MacEwan section 5.1(f) section ii to iii for the SAMU Building.

Contingency Reserve Fund (Internally Restricted)

11 Five percent of the revenue from the SAMU membership fee is allocated to the Contingency Reserve Fund until the maximum amount has been reached.

11.1 When the Contingency Reserve Fund contains 25% or more of the prior year's operating budget, additional funds are not transferred into it.

11.2 If the maximum amount is reached, any excess of the revenue allocated to the Contingency Reserve Fund is allocated to that year's Operating Budget. This continues until 2025 after which the allocation is re-evaluated.

12 The Contingency Reserve Fund may only be used for operational deficits.

13 Expenditures from the Contingency Reserve Fund may only occur with both unanimous approval of the Executive Committee and approval of Students' Council.

Health and Dental Reserve Funds

14 The Health and Dental Reserve Funds should be sufficient to provide for student health needs in the case of a health emergency.

14.1 If the Health and Dental Reserve Funds reach 50% or more of SAMU's estimated yearly premiums, the Executive Committee may, on the recommendation of the Health and Dental Sub-Committee, gradually increase coverage or decrease student fees.

15 As the Health and Dental plan is under an Administrative Services Only (ASO) model, 15% of the previous years claims will sit in a reserve fund with the insurer.

16 The Health and Dental Reserve Funds may only be used to cover the costs of the health plan or dental plan.

Operating Fund

17 The Operating Fund provides for the day-to-day budgeted expenditures of SAMU.

18 Expenditures from the Operating Fund adhere to approval practices established in procedure.

Operating Surplus

19 Any operating surplus (excluding amortization expense) at the end of the fiscal year is allocated to the 70% Maintenance Fund, 20% to the SAMU Cares Endowment Fund, and 10% to the SAMU/MacEwan Major Expenditures Fund. This continues until June 30, 2025 after which the allocation is re-evaluated.

Deleted: remov

Fact Sheet**Approvals:**

First Approval – August 21, 2013

Last Approval – April 1, 2020

Review Date: April 1, 2021

Source and Updates:

August 21, 2013: *Finances and Investments* approved by Students' Council motion 2013-08-21-6.5. Source material drawn from *Policy 16 - Finance, Policy 27 - Building Fund, Policy 37 - Contingency Reserve Fund, and Policy 45 - Health and Dental Reserve*.

February 19, 2014: *Finances and Investments* approved by Students' Council motion 2014-02-19-6.1. Policy update based on recommendations from our auditors.

October 1, 2014: *Finances and Investments* approved by Students' Council motion 2014-10-01-6.1 upon the recommendation of the Budget and Finance Committee.

March 15, 2017: *Finances and Investments* approved by Students' Council motion 2017-03-15-7.3 on the recommendation of the Budget & Finance Committee.

March 21, 2018: *Finances and Investments* approved by Students' Council motion 2018-03-21-7.7 on the recommendation of the Budget and Finance Committee. Building Fund updated to reflect current needs and preparation for opening and operation of the SAMU building.

June 19, 2019: *Finance* (renamed from *Finances & Investments*) approved by Students Council motion 2019-06-19-7.3 on the recommendation of the Budget and Finance Committee. Policy updated to move away from saving for a building to ensuring the SAMU building opening in Fall 2019 has a Maintenance Fund and a Major Expenditures Fund as well as defining where operating surpluses are allocated.

April 1, 2020: *Finance* approved by Students' Council motion 2020-04-01-4.1 on the recommendation of the Budget and Finance Committee. Contingency Reserve Fund section updated so that once maximum is reached any excess funds will be allocated to the operating budget instead of the SAMU Cares Fund.



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: June 16, 2021

Submitted By: Larissa Williams, VP Operations and Finance

Submission Title (As it will appear on agenda):

SAMU Fees policy

Motion to approve the SAMU Fees policy on the recommendation of the Budget and Finance Committee

Background Information:

The Budget and Finance Committee is recommending an addition to this policy.

When we updated this policy in 2019 we increased the maximum number of credits students could be charged fees for. Currently students are charged fees up to a maximum of 15 credits. This change caused some confusion in how our fees are assessed to students who are taking a part time credit load but opt in to paying fees at a full time rate to obtain full time status with MacEwan University.

MacEwan University considers a student to be taking a full time course load once they are taking at least 9 credits. The Budget and Finance Committee believes that by adding 4.1.1 to the policy it will clear up any ambiguity about the SAMU Fees being assessed to these particular students.

Implications:

Updating this policy provides clarity for SAMU & MacEwan University when assessing our fees to students.

SAMU Fees

Rationale

The operations of SAMU are partially funded by fees levied on its membership as per the Post-Secondary Learning Act (Alberta). A policy is needed to define what these fees are and how they are assessed and collected.

Expectations

General

- 1 SAMU Membership Fees are collected by the Office of the University Registrar.
- 2 SAMU fees are reviewed annually.
- 3 This policy may only be amended by Special Resolution.

Membership Fees

- 4 SAMU assesses a membership fee to students taking credit-based post-secondary programming on a per credit basis.

4.1 Credit-based program students are assessed per credit, to a maximum of fifteen credits per term.

4.1.1 Part-time students who are given full-time student status with MacEwan University will be assessed based on a credit count of 9 credits per academic term.

4.2 The SAMU membership fee is \$11.95 per credit.

4.3 The SAMU membership fee will increase yearly by the annual average of Alberta's CPI from December 1 to November 30 of the previous year.

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

5 Students in Preparation for University and College and English as a Second Language are taking secondary level courses and are primarily funded by the provincial government. The government places a cap on fees that may be assessed to funded students. In order to provide programming and services for these students, SAMU assesses these students a Secondary Student Membership Fee.

5.1 Secondary-level credit-based students are assessed per credit, to a maximum of 15 credits.

5.2 The Secondary Student membership fee is assessed at \$4.66 per credit.

5.2.1 The Office of the University Registrar converts secondary-level credits for billing purposes.

Dedicated Fees

6 Additional fees assessed to students must be established by referendum.

Fact Sheet**Approvals:**

First Approval: April 6, 2009

Last Approval: February 20, 2019

Review Date: February 20, 2020

Source and Updates:

ITEM#: UNKNOWN DATE – Policy Format created, designated Policy 26

2011-08-16-6.11 – Updated expectation 6.1

2011-03-21-5.3 – Policy updated to reflect name change of SC Policy 27.

2012-05-16-5.3 – “Executive Council” updated to “Executive Committee”

2012-11-12-6.5 – Committees updated to follow Policy 25, Committees Policy

September 5, 2013: *SAMU Fees* approved by Students' Council motion 2013-09-04-6.1. Policy updated to new format. Source material Students' Council Policy 26 – SA Fees.

October 21, 2015: *SAMU Fees* approved by Students' Council motion 2015-10-21-6.2 on the recommendation of the Bylaws and Policy Committee. Secondary Student Membership Fee increases from \$3.50/credit to \$3.85/credit beginning in the 2016/17 academic year, then increases to \$4.24/credit in the 2017/18 academic year, and then to \$4.66/credit in the 2018/19 academic year.

September 20, 2017: *SAMU Fees* approved by Students' Council motion 2017-09-20-7.4. Distance students reference removed.

January 23, 2019: *SAMU Fees* approved by Students' Council motion 2019-01-23-7.1 on the recommendation of the Budget and Finance Committee to take effect July 1, 2019. Changes include: students assessed SAMU Fee up to fifteen credits, increased from nine credits; SAMU membership fee decreased from \$13.00/credit to \$11.75/credit; future SAMU Fee will increase annually by Alberta's average CPI from previous year.

July 1, 2020: SAMU fees for 2020-2021 updated to \$11.95 based on a CPI increase of 1.7%.



**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: June 16, 2021

Submitted By: Larissa Williams, VP Operations and Finance

Submission Title (As it will appear on agenda):

Official Reporting Mechanisms to SAMU Membership policy

Motion to approve the Official Reporting Mechanisms to SAMU Membership policy on the recommendation of the Bylaws and Policy Committee

Background Information:

The Bylaws and Policy Committee is recommending changes to the Official Reporting Mechanisms to SAMU Membership policy based on recommendations from Danielle Figura. Danielle is the consultant who was brought in to facilitate the creation of the new Strategic Plan.

The main changes focus on providing clear expectations for updating the strategic plan on a yearly basis, the reporting process to Students' Council and when the plan is implemented. Providing the plan to Students' Council in the second quarter allows for the planning of the budget goals to line up with the new strategic plan and it will be implemented alongside the budget at the beginning of the new fiscal year.

Implications:

A clearly explained plan of action that aligns the strategic plan better with our budget season. Along with clarity on when implementation occurs.

Official Reporting Mechanisms to SAMU Membership

Rationale

Official communications ensure transparency of operations and accountability to our membership.

Definitions

An **Annual Report** is reflective summary of the past year.

The **Strategic Plan** is a guiding document outlining SAMU's vision, mission, values, and goals and is the foundation for future initiatives.

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A **Summarized Budget** is an information document that outlines SAMU's approved revenues and expenses and is meant to provide an overview of SAMU's spending priorities but excludes line by line budget general ledger information and codes.

Expectations

Strategic Plan

1 SAMU maintains a Strategic Plan, which includes organizational vision, mission, values, and goals for the next 3-5 years.

1.1 SAMU's Strategic Plan is developed in consultation with students and SAMU staff.

1.2 SAMU's Strategic Plan is contained in Appendix A of this policy.

1.3 SAMU's Strategic Plan is reviewed yearly as part of the budget process. The plan is updated and provided to Students' Council for their approval during the second quarter of the fiscal year of when the plan is set to expire. Upon approval, the strategic plan will begin implementation at the start of the next fiscal year.

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2 The Executive Committee reports to Students' Council on the progress of SAMU's Strategic Plan as part of the budget and annual report processes during the year.

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Audited Financial Statements

3 SAMU makes its Audited Financial Statements available to its membership upon receipt from the auditor.

Annual Report

4 An Annual Report is compiled yearly, and approved by Students' Council within the first two months of the fiscal year.

5 SAMU makes its Annual Report available to its membership upon its approval by Students' Council.

6 The Annual Report will contain a letter from the President, election and referenda results, and informative details and metrics of the activities of SAMU, including [progress on the strategic plan](#), advocacy, clubs, events, and programs and services.

Approved Budget

7 Once the SAMU budget has been approved by Students' Council a summarized budget will be created and published on the SAMU website within sixty days.

Appendix A.

2021-2024 Strategic Plan

Recognizing our past and planning our future

INTRODUCTION

The Students' Association of MacEwan University (SAMU) is a not-for-profit organization working independently from MacEwan University to support students. With over 45 full and part-time staff, SAMU exists to serve students' non-academic needs.

SAMU celebrates its 50th Anniversary in October 2021. That's 50 years of student councils and governance, milestones, learnings, growth and most importantly service to MacEwan students. The latest milestone has been the completion of the SAMU building, which provides a wide variety of opportunities for the organization.

Elected student representatives govern SAMU. Part of good governance is to have a strategic plan, providing visionary direction for the organization. Past strategic plans focused on the need of SAMU to construct its own building to enhance service to students. Completion of the SAMU Building in 2020 was a significant accomplishment for our Association. As the building project is now complete, this plan outlines the next steps in SAMU's future.

The strategic planning process began by updating SAMU's Vision, Mission and Values. Next, Students' Council and staff were surveyed to gather feedback. Overwhelmingly, it was reinforced that SAMU's primary **focus must continue to be our students**. As such, students are intentionally front and centre throughout the plan.

Next, the SAMU Executive Committee (EC) and Senior Leadership Team (SLT) looked at internal and external trends, issues, data, as well as future aspirations for SAMU. This analysis helped to design a strategic framework used to shape the plan. Finally, EC and staff developed goals and strategies to help SAMU maximize opportunities and fulfill its purpose.

As with all good plans, the details will be worked out to determine the scope and speed of implementation. SAMU will need to balance its commitment to delivering quality programs and services, while working on transformational projects to modernize the organization. And in the spirit

SAMU History

1971 – Grant MacEwan Community College Student Union was formed, originally on Scona Campus

1988 – College Receives approval to offer university transfer programs, which increased enrollment

1995 – SAMU's Peer Support program began

1997 – Adopt-a-Family, now SAMU Cares was established

1998 – Health and Dental Benefits Referendum

2006 – The Pantry started providing food hampers to students in need

2007 – First U-Pass Referendum

2009 – College becomes University, and SAMU name is changed

2015 – Referendum on new SAMU Building, and Building Design begins; first VP External elected

April 2017 – Ground-breaking ceremony for new SAMU Building

January 2020 – SAMU Grand Opening Ceremony

March 2020 – 2021 – SAMU's operations were

of SAMU's value of accountability, the organization will recognize the confines of resources and the need to be transparent with students.

SAMU has a talented team of staff and volunteers that are at the heart of the organization. This plan is the call to action for everyone to embark on the next chapter of SAMU's journey.

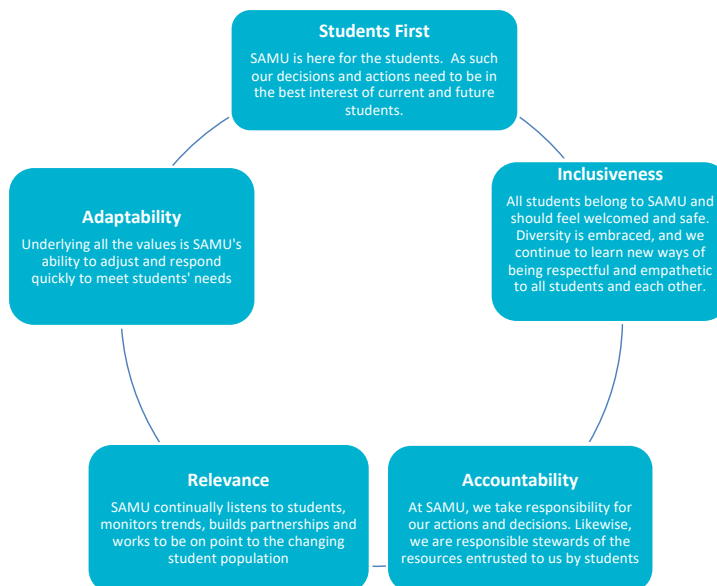
VISION, MISSION AND ORGANIZATIONAL VALUES

Vision: All students benefit from a vibrant student life and a culture of empowerment.

Mission: SAMU builds a positive student experience by creating a place to engage and connect, being a champion for all students, and providing opportunities that allow them to get the most out of their educational journey.

Values:

Our values are the basic tenets of how we as SAMU staff and elected student representatives act and make decisions.



GOALS & STRATEGIES

1: Student Experience & Engagement: The overall student experience is enhanced by the opportunities provided by SAMU.

What it Means: The student experience goes beyond attending classes. SAMU offers people the fun and social side of student life by hosting programs and events and providing students space to connect. SAMU also provides volunteer and employment opportunities while also supporting student groups on campus. All of the above reflects SAMU's commitment to making on-campus life more accessible for all students.

WHAT SUCCESS LOOKS LIKE:

- *SAMU Building is a hub for student activity.*
- *SAMU is identifiable by students as the organization "for the students by the students".*
- *SAMU programs, services and events are well-attended, utilized and enjoyed by students.*
- *Students are gaining experience and developing new skills from the employment and volunteer opportunities offered by SAMU.*
- *Student Groups are thriving and attracting an abundance of members with diverse interests.*

Strategies

- 1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.
- 1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and branding.
- 1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students
- 1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms.



Policy

2. Student Voice: The Student Voice is amplified by SAMU.

What it Means: SAMU is a Students' Association, meaning it provides ways for students to be heard collectively by the University, and at all levels of government. Students also have a voice through its democratic processes, electing Students' Council and Executive Committee members to govern SAMU.

WHAT SUCCESS LOOKS LIKE:

- *Advocacy efforts by SAMU result in positive changes for students.*
- *SAMU election ballots offer choice to students, and students are coming out to vote.*
- *SAMU is actively involved with other Students' Associations and organizations to have the Student Voice heard at all levels of government.*
- *SAMU is a valued partner of MacEwan University.*

Strategies

- 2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.
- 2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation.
- 2.3 Continue to build collaborative relationships with other Students' Associations and organizations to enhance the collective student voice with all government levels.
- 2.4 Foster positive relationships with MacEwan University to better serve students.

3. Student Supports: Student supports provided by SAMU are responsive to unique and evolving needs.

What it Means: Student life can be difficult. SAMU offers students a variety of programs and services to help with financial, mental, physical, and social stresses. SAMU is an inclusive organization, supporting diversity and participation of all students. As student needs evolve, SAMU watches trends and listens to students to ensure that SAMU offerings are reflective of those needs.

WHAT SUCCESS LOOKS LIKE:

- *Students are accessing SAMU programs, events and services to alleviate the financial, mental, physical and social stresses of being a student.*
- *SAMU is responsive to the feedback received about its programs and services, meeting the needs of all students.*
- *SAMU programs, services and events are inclusive and support all students.*
- *SAMU is working collaboratively with other organizations to benefit students.*
- *SAMU staff are trying new approaches to meet the changing needs of students.*

Strategies

- 3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.
- 3.2 Evaluate and assess student supports to remain relevant and accountable to students.
- 3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.
- 3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives.

4. Strengthening SAMU Operations: SAMU is an innovative and sustainable organization with an engaging work environment

What it Means: SAMU can best serve students with its own house in order. By fostering strong relationships between elected student roles and staff, documenting policies and processes and being responsible stewards of resources, SAMU can be a supportive and sustainable organization for students for years to come.

WHAT SUCCESS LOOKS LIKE:

- *Elected student roles and staff roles are well-defined, and decisions are made seamlessly.*
- *Policies and processes are documented, and best practices are implemented.*
- *SAMU is in a stable fiscal situation, with multiple revenue sources.*
- *SAMU's operations are environmentally conscious, reducing ecological impacts where feasible.*
- *SAMU has a vibrant organizational culture, attracting, onboarding and retaining quality staff, volunteers and elected student representatives.*

Strategies

- 4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.
- 4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.
- 4.3 Diversify revenue streams to reduce reliance on student fees.
- 4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability
- 4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.

Fact Sheet**Approvals:**

First Approval – May 20, 2015

Last Approval – April 21, 2021

Date of Last Review: April 21, 2022

Related Documents and Forms:**Source and Updates:**

May 20, 2015: *Official Reporting Mechanisms to SAMU Membership* approved by Students' Council motion 2015-05-20-6.4 upon the recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 22 – Annual Report and Strategic Plan*.

September 20, 2017: *Official Reporting Mechanisms to SAMU Membership* approved by Students' Council motion 2017-09-20-7.2. Appendix A updated with minor edits to extend Strategic Plan by one year.

March 21, 2018: *Official Reporting Mechanisms to SAMU Membership* approved by Students' Council motion 2018-03-21-7.9, effective July 1, 2018. Updated Strategic Plan 2018-2021 added to Appendix A.

January 20, 2021: *Official Reporting Mechanisms to SAMU Membership* approved by Students' Council motion 2021-01-20-7.6 on the recommendation of the Bylaws and Policy Committee. The requirement of publication of a summarized budget is added to the policy.

April 21, 2021: *Official Reporting Mechanisms to SAMU Membership* approved by Students' Council motion 2021-04-21-7.4. Appendix A updated to include a new 2021-2024 Strategic Plan.



**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: June 16, 2021

Submitted By: Larissa Williams, VP Operations and Finance

Submission Title (As it will appear on agenda):

Students' Council Meetings Policy

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

Background Information:

The big change to this policy was the additions to secret ballot voting. We added appointments and reinstatements to Students' Council to the original Counillor of the year and Counillor Committee appointments. A big factor that BPC took into consideration was that councillors may not be at liberty to discuss the reasoning behind the way they voted due to their camera nature of the discussions.

Like with the current process for committee appointments when a candidate is successfully appointed or reinstated in result of the vote a motion will made to officially document the appointment or reinstatement of the individual.

Due to the nature of our online voting the results will be verified by a Governance Office Representative but a clause was added in the case of physical ballot voting being necessary, and in that case the chair would count the votes while the Governance Representative will still verify the results.



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One other small change made to the policy was included in section 11.4. This change was the removal of the phrase "in hard copy form". This was made as a result of having to shift our council meetings online, the confidential information has had to shift away from being given to us in hard copy form as we haven't been meeting in person.

Instead of just putting in an exemption clause, removing the "in hard copy form" leaves it up to the governance office to provide Students' Council with the confidential information at their discretion in the future. This impacts future council meetings in the sense that hybrid council meetings could become an option in the future and those future Councillors who are not physically present at the meetings would still be able to fully take part in the council meetings.

Implications:

A clear policy regarding secret ballot voting and the presentation of in camera agenda materials.

Students' Council Meetings

Rationale

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

Effective meetings should be concise, respectful, and orderly.

Definitions

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

Expectations

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

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

2.1 Treaty 6 Land Recognition

2.2 Approvals

2.2.1 Agenda

2.2.2 Minutes

2.3 Presentations

2.4 For Information

2.4.1 Reports

2.4.2 Executive Committee Minutes

2.5 Question Period

2.5.1 Written Questions

2.5.2 Oral Questions

2.6 In Camera Period

2.7 Motions and Business Orders of the Day



2.8 Consultation

2.9 Evaluation

2.10 Recognition

2.11 Adjournment

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

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

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

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

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

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

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

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

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

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

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

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

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

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

6.1 any member of SAMU may submit a written report; and

6.2 oral supplements may be given by anyone who submits a report.

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

7.1 any member of Students' Council may address the Chair to ask a question of any other member of Students' Council regarding any item in the agenda or on any topic affecting SAMU, SAMU members, or the university or larger community;

7.2 members of Students' Council to whom written questions have been directed may respond in writing in advance of the meeting for inclusion in the agenda material.

7.2.1 Questions must be submitted at least two business days prior to the scheduled meeting.

7.3 any oral question may last no more than two minutes;

7.4 any answer may last no longer than 3 minutes.

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

8.1 all materials presented and all discussions in camera are confidential;

8.2 the In Camera Period is used when appropriate to discuss:

8.2.1 issues related to assets or property of SAMU;

8.2.2 human resources;

8.2.3 legal issues or litigation.

8.3 if the nature of the discussion warrants, Students' Council may move to go in camera at any time during the meeting for business items not initially on the agenda as In Camera Period items;

8.4 during the In Camera Period, only members of Students' Council may be present except when Students' Council approves other individuals to attend;

8.4.1 All such persons are bound by standing confidentiality agreements.

8.5 all items have specific names speaking to the actual topic being discussed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

14 Secret ballot voting will only be used when appointing a new member to Students' Council, reinstating a member to Students' Council, appointing a member to a committee, and when selecting the Councillor of the Year.

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14.1 The result of the vote will be verified by a Governance Office representative.

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14.1.1 In the case of physical ballots the votes will be counted by the Chair of Students' Council.

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14.2 In the event that the result of the secret ballot vote leads to an appointment or reinstatement, excluding for Councillor of the Year, a motion will be made to officially document the results.

14.3 Ballots will be destroyed.

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15 The agenda package of Students' Council Meetings, excluding confidential documentation, will be publicly published prior to the meeting.



Policy

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

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



Appendix A: Submission Sheet

STUDENTS' COUNCIL MEETING SUBMISSION

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

TYPE OF SUBMISSION (CHECK ONE):

MOTION ☐ CONSULTATION ITEM ☐

Meeting Date:

Submitted By:

Submission Title (As it will appear on agenda):

Background Information:

Implications:

Fact Sheet**Approvals:**

First Approval – October 2, 2013

Last Approval – July 15, 2020

Source and Updates:

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

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

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

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

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

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

July 15, 2020: *Students' Council Meetings* approved by Students' Council motion 2020-07-15-7.1 on the recommendation of the Bylaws & Policy Committee. Major changes include: the Chair appointing an acting Chair in their absence; clarification of reporting in the For Information section; addition of requirement to publish the agenda package prior to the Students' Council meeting; clarification on additions to or deletions from the agenda process.



**STUDENTS' ASSOCIATION
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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: June 16, 2021

Submitted By: Myles Dykes, President

Submission Title (As it will appear on agenda):

Interpretation of SAMU Bylaws, Section 4: General Membership

Background Information:

The Appointments Advisory Committee (AAC) is actively seeking applicants for the current Councilor vacancies. An obstacle in filling these roles is presented by the ambiguity present in our bylaws regarding General Membership. Section 29 of SAMU's Bylaws state that "Councilors must be General Member at the time of election or appointment," providing a layer of criteria for appointment. Looking then to Section 4, a General member is a "student enrolled in a credit course at Grant MacEwan University." As we're currently in the Spring/Summer term, the ambiguity arises in if students must be currently enrolled in classes for the term or if being enrolled in fall and having been enrolled in winter is sufficient. This section has been interpreted by Council in the past to mean being enrolled in fall; however, as even our most seasoned members of Council were not present, the AAC feels it is necessary to solicit the opinion of Council again. Regarding General Membership, does being enrolled in a course mean they must be enrolled in a class for that semester, or that they were enrolled in the previous Winter semester and are enrolled in the Fall semester?

Implications:

If Council interprets being enrolled in a credit course as enrolled in the current term, that will severely reduce the number of possible candidates for Council. The Spring/Summer term sees over a 50% decrease in headcount with around 7,000 students this term, compared to around 15,000 in the Winter 2020 term. Not only



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would the number of possible candidates for Council increase, but it would have implications for signatories to Councilor applications as signatories must be General Members of SAMU as well.

If Council interprets being enrolled in a credit course as having been enrolled in the Winter semester and enrolled in the Fall sesmter, then our pool of possible candidates increases to nearly 17,000 students. There would also be more students for Councilor candidates to solicit signatures from.



Bylaws

Name

1 Established under the *Post-Secondary Learning Act* of Alberta, the legal name of this organization is “Students’ Association of Grant MacEwan University”. The operating name of this organization is “Students’ Association of MacEwan University” (SAMU). Hereinafter, this organization is referred to as “SAMU”.

Object

2 The object of SAMU is to exercise its powers and responsibilities in the interest of the students of Grant MacEwan University.

Membership

Classes of Membership

3 Members of SAMU include General Members, Secondary Student Members, and Honourary Members.

General Membership

4 A General Member of SAMU is a student enrolled in a credit course at Grant MacEwan University.

Secondary Student Membership

5 A Secondary Student Member of SAMU is a student enrolled in secondary level courses only at Grant MacEwan University.

Honourary Membership

6 An Honourary Member of SAMU is an individual who is not a General Member or a Secondary Student Member, and who has been granted Member status by special resolution of Students’ Council. Honourary Membership may also be revoked by special resolution of Students' Council.

Fees

7 SAMU fees are assessed to General Members and Secondary Student Members only.



Rights

General Members

8 General Members have the right to access SAMU programming and services, sign referenda petitions, vote in SAMU elections and referenda, and serve as Councillors and Executives.

Secondary Student Members

9 Secondary Student Members have the right to access SAMU programming and services, sign referenda petitions, and vote in SAMU referenda.

Honourary Members

10 Honourary Members may not access SAMU programming or services, sign referenda petitions, vote in SAMU elections or referenda, or serve as Councillors or Executives.

End of Membership

11 General Membership and Secondary Student Membership in SAMU end when the Member ceases to be enrolled in a course at Grant MacEwan University.

Students' Council

Highest Authority

12 As established within the Post-Secondary Learning Act, all of the powers and responsibilities of SAMU not otherwise assigned in these Bylaws are vested in the Students' Council of SAMU, hereinafter referred to as "Students' Council".

Composition

13 Students' Council consists of fourteen Councillors and five Executives.

Powers

Interpretation of Bylaws

14 Students' Council holds the exclusive authority to interpret the Bylaws in cases of ambiguity.

Policy

15 Students' Council exercises the powers and responsibilities of SAMU by enacting Policies that set expectations for SAMU consistent with these bylaws, and by monitoring adherence to those Policies.

Vision and Mission

16 Students' Council approves the vision and mission of SAMU.

Borrowing Powers

17 Students' Council holds the exclusive authority to authorize the borrowing of funds and the pledging of SAMU assets as security. Such authorization shall be by special resolution.

Budget Approval

18 Students' Council gives final approval to the SAMU budget.

Committees

19 Students' Council may create committees and may delegate to them powers and responsibilities in a way that is consistent with these Bylaws.

Punitive Measures

20 Students' Council has the exclusive power to censure or remove from office Councillors and Executives.

Responsibilities

Annual Report

21 Students' Council provides for the creation of an Annual Report to the Members of SAMU, outlining the activities and status of SAMU.

Consultation

22 Students' Council ensures that it consults with students in the performance of its duties.

Meetings

Regular Meetings

23 Regular meetings of Students' Council are held at least once a month.

Special Meetings

24 Special meetings may be called by any two members of Students' Council with advance written notice of at least one week.

Town Hall Meetings

25 Town Hall meetings are held at least once per year.



Quorum

26 Quorum for any Students' Council meeting is a simple majority of all current voting members.

Special Resolutions

27 A Special Resolution of Students' Council requires two weeks notice of the motion, and at least 75% voting in favour.

Open Meetings

28 Meetings of Students' Council are open to the public.

Councillors

Qualifications for Office

29 Councillors must be General Members at the time of election or appointment, and in good academic standing with Grant MacEwan University throughout their elected term.

Elections

30 Elections for Councillors are held every year.

Terms

Term Beginning

31 The term of a Councillor starts on November 1 following their election, or on the date of appointment by Students' Council.

Term Ending

32 The term of a Councillor ends on October 31, upon SAMU's receipt of a letter of resignation from the Councillor, upon Students' Council's removal of the Councilor, or upon the Councillor's ceasing to meet the qualifications for office.

Vacancies

33 In the case of a Councillor vacancy, Students' Council will solicit a qualified Member for appointment.

Remuneration

34 Councillors are remunerated for their service.



Executive Committee

Authority

35 The Executive Committee of SAMU, hereinafter referred to as “Executive Committee”, holds the authority to exercise powers and responsibilities of SAMU consistent with these Bylaws.

Composition

36 Executive Committee consists of five Executives, including a President and four Vice Presidents.

Powers

General Manager

37 Executive Committee has the exclusive authority to select, negotiate the employment contract of, provide direction to, review the performance of, and release the General Manager.

Legal

38 Executive Committee has the exclusive authority to conduct legal proceedings on behalf of SAMU.

Contracts and Signing Authority

39 Executive Committee has the authority to negotiate, terminate, and sign contracts and documents on behalf of SAMU. Unbudgeted contracts over \$10,000.00 and contracts which exceed a one-year commitment must be approved by Students' Council. Employment contracts are exempt.

Procedures

40 Executive Committee may approve Procedures that set expectations for SAMU consistent with these bylaws and with Students' Council Policies, and monitor adherence to those Procedures.

Responsibilities

Reporting

41 Executive Committee reports to Students' Council.

Meetings

Calling Meetings

42 Meetings of Executive Committee are held on the call of any Executive.

Frequency

43 Meetings of Executive Committee will occur no less than twice per month.

Quorum

44 Quorum for any Executive Committee meeting is a simple majority of all current voting members.

Executives

Qualification for Office

45 Executives must be General Members at the time of their election or appointment, and in good academic standing with Grant MacEwan University throughout their elected term.

Elections

46 Elections for Executives are held every year.

Terms

Term Beginning

47 The term of an Executive starts on May 1st following their election, or on the date of appointment by Students' Council.

Term Ending

48 The term of an Executive ends on April 30, upon receipt by SAMU of a letter of resignation, upon removal from office by the Students' Council, or upon the Executive's ceasing to meet the qualifications for office, whichever occurs first.

Term Limits

49 An individual may hold Executive positions for no more than three cumulative terms. An Executive may hold no more than one Executive position per term.

Responsibilities

Reporting

50 Executives report to Students' Council.

Executive Portfolios

President

51 The President is responsible for community and university relations, excluding academic affairs, as well as such other responsibilities as are given in SAMU Policies.

Vice President Academic

52 The Vice President Academic is responsible for academic affairs, as well as such other responsibilities as are given in SAMU Policies.

Vice President External

53 The Vice-President External is responsible for government relations, as well as such other responsibilities as are given in SAMU Policies.

Vice President Operations and Finance

54 The Vice President Operations and Finance is responsible for internal affairs, as well as such other responsibilities as are given in SAMU Policies.

Vice President Student Life

55 The Vice President Student Life is responsible for programming and services, as well as such other responsibilities as are given in SAMU Policies.

Vacancies

56 In the case of an Executive vacancy, Students' Council will solicit a qualified Member for appointment.

Remuneration

57 The Executives are remunerated for their service.

General Manager

Authority

58 The General Manager of SAMU holds the authority to exercise powers and responsibilities of SAMU consistent with these Bylaws, and as otherwise assigned in Policies and Procedures.



Powers

Staffing

59 The General Manager holds authority to hire, negotiate terms of employment with, manage, review the performance of, and release the staff of SAMU.

Responsibilities

Consultation

60 The General Manager is responsible for consulting with Executives in the performance of their duties.

Reporting

61 The General Manager reports to Executive Committee.

Ensure Compliance

62 The General Manager acts in good faith to ensure compliance with SAMU Bylaws, Policies, and Procedures.

Referenda

63 SAMU will hold a referendum on a question given to it for that purpose by Students' Council, or by a petition stating the question and bearing the signatures, names, and student identification numbers of 10% of Members. Voting in a referendum is restricted to Members who would be affected by the outcome of the referendum.

Amendment

64 Amendments to these Bylaws may be made following a consultation at a Town Hall meeting and by two readings at Students' Council with a special resolution required for both readings.

Interpretation

65 Numbering, headers, and the capitalization of frequently used terms in this document are provided for convenience only, and do not affect the meaning of these bylaws. Where appropriate to the context, words implying the singular or plural shall be interpreted to imply the other. Where appropriate to the context, words in the present tense shall be interpreted to include the past and future tenses. In all circumstances, these Bylaws are subject to applicable law.