



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
September 15, 2021 at 6:00pm in SA-327**

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 Mah, 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

Absent:

Meeting called to order at 6:00pm.

<Intros>

1. Treaty 6 Land Recognition

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

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

2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR SEPTEMBER 15, 2021

2.2 MOTION

TO APPROVE THE MINUTES OF AUGUST 18, 2021

3. Presentations

3.1. Audited Financials – MNP (Vpo)

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. Audited Financials

4.2. Executive Committee Minutes

Minutes of August 11 and 25, 2021 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

Topics include:

6. In Camera Period

7. Motions & Business Orders of the Day

7.1. 2020-2021 Annual Report

***MOTION TO APPROVE THE 2020-2021 ANNUAL REPORT
VPO/***

Favour:

Oppose:

7.2. Committees Policy

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

Favour:

Oppose:

7.3. Remuneration of Elected Representatives policy – Exemption Request

***MOTION TO EXEMPT THE VICE PRESIDENT ACADEMIC FROM SECTION 2 OF APPENDIX A
IN THE REMUNERATION OF ELECTED REPRESENTATIVES POLICY
BEGINNING SEPTEMBER 1, 2021 AND ENDING APRIL 30, 2022***

VPA/

Favour:

Oppose:

7.4. 2020-2021 Councillor of the Year

Vpa –

7.5.

8. Consultation

8.1

9. Evaluation

9.1.

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: October 20, 2021.

Meeting adjourned at.



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Minutes for the Students' Council Meeting of the
Students' Association of MacEwan University
August 18, 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 Mah, Councillor
Trisha Singh, Councillor
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and Finance
Matt Yanish, Vice President External
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SAMU Officials and Council Support:

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

Absent:

Kendell Semotiuk, Councillor

Meeting called to order at 6:00pm.

<Intros>counting..

1. Treaty 6 Land Recognition

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2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR AUGUST 18, 2021

PRES/ABBOUD

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF JULY 21, 2021

ABBOUD/LANDBERG-LLAVE

CARRIED

3. Presentations

4. For Information

4.1. Reports

4.1.1. President

4.1.2. Vice President Academic

Councillor of the Year Award;

4.1.3. Vice President External

4.1.4. Vice President Operations & Finance

4.1.5. Vice President Student Life

4.2. Executive Committee Minutes

Minutes of July 14 & 28, 2021 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

Topics include: new national stat holiday; replacement for Ombudsperson – Student Support Coordinator; COVID mandates within MacEwan U; smoke free campus initiative(s);

6. In Camera Period

7. Motions & Business Orders of the Day

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

VPO

CARRIED

Next Meeting Date: September 15, 2021.

Meeting adjourned at 6:16pm.



Students' Council Report

President

September 15, 2021

Dear Council,

Below is my report on my work as President between August 12th to September 9th.

Student Experience & Engagement

Classroom Visits Planning Meeting (reoccurring)

The Vice President Operations & Finance and I had numerous meetings to plan out our classroom visits initiative. We saw classroom visits as an opportunity to engage with students and promote the events, resources and opportunities we have at SAMU. Beyond physically visiting classrooms, there was also a one-page brief and slide deck that was offered to faculty as resources to give to students.

Student Groups Interviews (August 26th)

I had the opportunity to interview Climate Justice MacEwan and the History and Classics Club in order to promote some of the student groups here at MacEwan. Questions ranged from club mandates to partnerships they've had with other student groups. Student groups was how I got involved with our university community, and I'm glad that I could be a part of this project to further student engagement.

Executive Committee Social Media Content Planning (September 2nd)

The Vice President Academic and I met to discuss some of the content we wanted to post on the SAMU Executives social media pages. Through social media, we want to reach out to more student to promote our initiatives throughout the year as well as keeping them informed. If you have any ideas/trends/etc. that you think we should try, send me a message! As well, please give us a follow and like on Instagram and Facebook @SAMUExecutives.

Student Voice

Emergency Board of Governors Meeting (August 17th)

Earlier in the day, the University of Alberta, University of Calgary, and University of Lethbridge announced together that they would implement mandatory rapid testing, with exemptions if you were double vaccinated or had a valid medical exemption. MacEwan's Board met to discuss it's approach to COVID-19 measures and agreed to elevate them. After this, it was announced that rapid testing would be mandatory at MacEwan, with the double vaccine and medical exemption in place. For the most up to date information on COVID-19 at MacEwan, check out <https://www.macewan.ca/wcm/coronavirus/index.htm>.

United Way Committee Meeting (August 18th)

The MacEwan United Way Committee has three priorities this year: community



engagement, financial literacy, and student mental health. At this meeting, we discussed the Rock the Block campaign in depth which works towards our community engagement priority. We made some decisions regarding Rock the Block's Drive-in Movie and moved to a Movie Night on the lawn, as a drive-in movie would be cost-prohibitive. The funds for the Movie Night will go into the new MacEwan United Way's Dare to Dream bursary, which supports inner city youth who had significant barriers to accessing post-secondary education.

50th Champions Team Meeting (August 20th)

Our Team met once again and we had an executive overview of everything that was going on regarding the 50th anniversary as well had updates from the subcommittees. Some things to note in the executive overview is that we'll now be seeing 50th pageantry around MacEwan, such as on the main signs as well as on the lamp posts. The subcommittee tasked with distributing funds to departments across MacEwan drew up their application form, and the subcommittee for the major events had looped in folks from the Alumni Office and Convocation team, being that we want to celebrate our alumni and recent graduates at this major event(s).

CAUS Meeting (August 23rd)

Along with our Vice President External (CAUS Vice Chair) and our Advocacy Coordinator, I attended this meeting as SAMU's primary delegate. We discussed planning for a new Alberta Students' Congress in partnership with the Alberta Student Executive Council (ASEC) and the provincial advocacy group for Alberta graduate student associations. Representing CAUS will be our very own Vice President External as well as the President of SAMRU. Also on the agenda was an update on the hiring of an organizational analyst, who will conduct an organization review of CAUS. At the time, no candidate had been selected yet but there were some final contenders pending further discussion.

Special General Faculties Council Visioning Session (August 23rd)

This Special Session was dedicated to providing feedback on the new proposed Strategic Plan for MacEwan. Members of GFC were broken into groups who then discussed what success looked like under the five proposed Strategic Directions. At this time, I can't disclose the Strategic Direction and Values as they're still confidential and undergoing review but I can state that I'm very pleased with the end result. They also are informed by the objectives set out in Advanced Education's Alberta 2030: Skills for Jobs Report.

Orientation Presentations (August 25th & September 7th)

I had the opportunity to present to both the Parent Orientation and International Students Orientation about what SAMU is and the resources we provide to students. Both times it was well received, and the presenting aspect of this job is one of my favourite parts. There was a couple questions more specifically about the UPass at both, which speaks to how important a resource it is to students.

Bimonthly Meeting with AVP Students and Manager of Student Affairs (August 26th)

The SAMU Executive Committee had our bimonthly meeting with Tim Tang, AVP

PRES Report to Students' Council

Submitted September 9th, 2021

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Students, and Brett Farquharson, Manager of Student Affairs. Student mental health is top of mind for both of us, and we discussed possible barriers to accessing Wellness & Psychologic Services. We discussed how important it is to have diverse counsellors to support our diverse student population, and how outside WPS we can assist student mental health. At this meeting, we also discussed at large the emphasis that the draft Strategic Plan has on equity, diversity, and inclusion.

CBC Interview on COVID-19 Measures and Return to Campus (August 26th)

A journalist from CBC I had previously been interviewed by reached out to inquire about what COVID-19 measures on campus this fall and the student perspective. I emphasized that our priority is always the safety of students, and we have measures in place to ensure it. Here is the link if you'd like to read the article:

<https://www.cbc.ca/news/canada/edmonton/covid-19-university-of-alberta-1.615531>.

Residence Orientation Presentation (August 31st)

The VP Academic, VP Student Life, and I headed to the Heart of the Robbins to speak about SAMU to those in residence. As always, we emphasize what SAMU is, what are resources are, how to get involved, and upcoming events.

MacEwan Board of Governors Retreat (August 31st & September 1st)

The VP Operations & Finance and I spent a day and a half in the Feigel Conference Centre with our Board of Governors colleagues and the university administration. As this was in-person, it was incredible to meet many of the Board members I've known for the past year and a half in person for the first time. Major themes of the retreat were the Board reconnecting and reviewing the draft Strategic Plan. We had two speakers during the retreat to provide us with more information. On the first evening, Kate White, Deputy Minister of Jobs, Economy, and Innovation, presented on Alberta's recovery and the next day, Demetrios Nicolaides, Minister of Advanced Education, connected with us and shared the vision for AB2030.

Brenda Barton Honorary Doctorate Lunch (September 2nd)

I was invited by the President's Office to attend the lunch honoring Brenda Barton's honorary doctorate. I had the opportunity to share about SAMU's Pantry and how it related to Brenda Barton's work with food insecurity at the World Food Program, and along with Dr. Joanne Minaker, MacEwan United Way Co-chair, we discussed the Pop the Trunk partnership.

https://www.macewan.ca/wcm/MacEwanNews/NEWS_BARTON_PANTRY_21

Student Supports

Pop the Trunk Planning Meeting (August 31st)

Annette, our Services Manager, and I attended this meeting with some MacEwan United Way committee members to discuss the logistics of how we would receive and organize the donations on the day itself.

Strengthening SAMU Operations

President/Vice President Check-ins

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Submitted September 9th, 2021

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The work of the Executives can only be fulfilled if they have the supports they need to succeed. In these meetings, I ask questions surrounding capacity, personal wellbeing, team dynamics, and progress on executive initiatives.

Midyear Retreat Planning (August 16th & September 2nd)

As we near halfway through our terms, we're preparing for the midyear Executive retreat. The General Manager, Governance Advisor, and myself set the objectives for the retreat before reviewing past year's retreat agenda. Ultimately, we want the retreat to serve as a reconnect and revitalization of our executive team and that's the scope in which we're developing the agenda of the retreat.

Students' Council Training Planning (August 16th & September 2nd)

The Governance Advisor and I met to review and make some decisions regarding the agenda for the Students' Council Training that will be occurring after the Students' Council elections. Our training will be an additional night this year, as we added sessions surrounding SAMU culture and how to be an expert at reading the SC agenda. We're putting an emphasis and renewed effort on the Students' Council training, as this past year we've realized how important it is to give Students' Councillors the tools to effectively engage in our governance process.

Return to Campus Meeting (August 17th)

After the General Manager (GM) returned from his well-deserved vacation, Executive Committee and the Advocacy Coordinator had a meeting with the GM to provide updates on executive initiatives. Largely we gave updates surrounding the Get Out the Vote campaigns, but our meeting was later redirected to discuss the U of A, U of L, and U of C COVID-19 measures that were announced the hour prior.

SAMU Social Committee Meeting (August 20th)

This is an internal SAMU working group that I sit on. My first elected priority is engaging our community, and the staff of SAMU are a part of our community and make the student experience so vibrant.

External Strategy Group Rendezvous (biweekly reoccurring)

At these meetings, the General Manager and myself get caught up to speed on everything external by the VP External and Advocacy Coordinator and together we make some decisions regarding strategy. The meetings more recently have been focused on the Get Out the Vote campaigns, especially surrounding the ESA Mayoral Forum.

Executive Committee Norms Session (September 3rd)

In order to establish some solid team practices before things get out of hand, the Advocacy Coordinator facilitated a Norms Session where we discussed expectations in regards to communications, trust, wellbeing, office etiquette, and more.



CLOSING

If you've gotten this far into the report, I applaud you. I try and always be concise while giving the most important and relevant information, but the past month has been so busy as we prepare for coming back to campus. As we're wrapping up the first week of school, the mood on campus has been so exciting and I'm grateful that we can all be back on campus once again. That being said, we still need to remain cautious as we've already seen outbreaks at other universities in the province. Remember to socially distance when possible and wear a mask, and if you haven't yet had the opportunity to get the vaccine, I encourage you to sign up on MacEwan Life for a vaccination clinic on campus on September 14th and 17th. Vaccines are safe and effective, and allow us to protect those in our community who are most vulnerable.

I hope you're all staying safe and happy back to school!

Regards,

A handwritten signature in black ink, appearing to read 'Myles Dykes', is positioned above the typed name.

Myles Dykes (he/him),
SAMU President 2021/22
sapresident@macewan.ca



Students' Council Report

Vice President Academic
September 15th, 2021

Greetings Council,

It is back-to-school season and I've kept up the tradition of being 10 minutes late to my first class for the fifth year in a row! Opposingly, I hope your class(es) have been going well and timely for all you, with the hallways filling up with students for the first time in months. Please find my report below detailing events that occurred between August 12th and September 9th.

Student Experience and Engagement

Academic Integrity Videos

SAMU's VP External and I filmed Academic Integrity videos to be housed on the New Student Orientation site, with the intent of informing students on how to dodge accidental academic integrity violations, rather than restating the various consequences if caught. We discussed appropriate citing, contract cheating and using various "stuff" one can find online. These videos are looking to live on the MacEwan Academic Integrity Office's website going forward.

Steering Committee - Moodle Implementation Project

There is not much to report regarding the paskwâwi-mostos mēskanās implementation, with some select classes helping test out the new platform this semester. A few discussions on the backend transition from Blackboard, but overall, everything is going as scheduled.

Residence Orientation

SAMU's President, VP Student Life and I gave a very brief talk at the Residence Orientation on the student resources available through SAMU. This included promoting our new Student Ombud Support.

Student Voice

Provost Meeting

Dr Monk and I discussed what Residence and International Students would be looking like, especially in terms of vaccination rates. We also had a discussion about encouraging vaccines and masking on-campus, with this conversation occurring weeks before the current guidelines we have implemented today. The structure of General Faculty Council's Student Affairs and plans for the National Day of Truth and Reconciliation happening on September 30th also came up as for-your-information points.

Committee Appointments



I have been going through all the MacEwan Committees applications, contacting past SALs, and working towards appointing a diverse group of students to the various Student-At-Large positions available over the past few weeks. If you are interested in joining a MacEwan Committee, please shoot me an email and we can make that happen! In the near future, the application should be on the SAMU website, where if appointed, you can sit on up to two MacEwan Committees that you are remunerated for.

MacEwan Academic Advising Steering Committee

The Academic Advising Relaunch Plan for fall was the largest item on the table for this meeting, with concerns about specifications on moving back to in-person advising being available for students. The terms of reference for the committee this year and an update on communications going out were also on the agenda.

GFC Strategic Vision Session

This was a very interesting special three-hour session where the General Faculties Council discussed the Strategic Directional Statements and "The MacEwan Way" through a round robin fashion. Overall, I am extremely excited and have been given a positive impression of where MacEwan wants to grow into. Myself, the SAMU President, and one of our Student-At-Large members, Raymarck Unera, were in attendance to give the student voice to this crucial piece of MacEwan University's future.

GFC Executive Committee

Motions and brief discussion on the Postdoctoral Fellows Procedure and Ethical Reviews of Research with Human Participants policy were agenda items viewed at this meeting. A further discussion of the future of GFC's future and the Vision and Strategic Directions also occurred, seeing my above description of the Strategic Vision Session.

Student Supports

Peer Support Training

A yearly initiative that the VP Student Life and I attend to learn and develop crucial support skills to help with our interactions with students. This year's training has been approximately 20 hours of in-person training so far with the amazing Peer Support volunteers lead by the talented Peer Support Assistant and Student Services Manager. Reach out if you need a feelings check so we can practice our GEENA support skills in normalizing and validating what you are going through.

Strengthening SAMU Operations

EC Social Media

Follow us at [@samuexecutives](https://www.instagram.com/samuexecutives) on Instagram! We are hoping to post more SAMU content on student resources and relevant events, along with connecting with the students where they are currently at. This initiative is mainly lead by our SA President and I, so reach out with any suggestions you may have. We already have our first post up and have started reposting some materials, so please help us grow in sharing the page to other MacEwan students and engaging with our materials when posted! That like, comment and share go a long way. 🙌



Closing Remarks

Everything is changing and shifting on campus so quickly, we can only hope that we'll be able to spend the majority of the semester on-campus. We are unable to have non-staff students in our offices yet, but I can still always be contacted via email, phone or even social media. Engage with us so we can help represent the student voice to the best of our abilities and keep us accountable in each of our roles. EC did quite a bit this last reporting period as a group, so I highly encourage you to read the other reports to get the holistic picture of everything that has been going on.

See ya soon raccoons,

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



Students' Council Report

Vice President Operations & Finance

September 15, 2021

Welcome back to school! I hope this report finds you well. Please see below for my report detailing the events that occurred from August 12, 2021 to September 8 2021.

Student Experience and Engagement

GovWeek

As we enter the final countdown for GovWeek there is lots going on. I've had lots of meetings planning out the details for the events, getting everything ready, adjusting everything given COVID protocols, securing panelists for our kick off event and finalizing all the last minute details. I hope to see you all at the events throughout the week!

Classroom Visits

At the time of writing this classroom visits are well underway! SAMU was invited into multiple classrooms to speak to students about who we are, the resources we provide students, ways to get involved and touch on our upcoming events. This past month I spent time co-ordinating first with Deans and then with faculty, creating SAMU resources to provide to professors if SAMU was not visiting in-person, developing the key messaging for our visits and coordinating with EC who would go to each class.

Student Voice

Meeting with Acting CFO & AVP Financial Services Cheryl Earle

I had my first meeting with Cheryl in person this past month. During this meeting we discussed SAMU, SAMU/MacEwan relations, and the change of the fiscal year and the effects it has on MacEwan's budgeting process.

Student Supports

U-Pass Meetings

I attended various meetings regarding the UPass during this reporting period. Firstly was the monthly meeting where we were set to get the Arc Cards in in time for the original distribution date. Finding out that they were delayed we met with ETS where they disclosed that to remedy the situation until the Arc Cards were in Student ID's would be valid proof of payment. Arc Cards are now being distributed to students on the first floor of the SAMU Building!

Meeting with MacEwan International

MacEwan International reached out to discuss the mylegalplan benefits that we are now providing. In our meeting we sat down discussed collaboration opportunities between us and MacEwan International regarding international students as they have some great services that they provide for helping international students come to Canada, within these discussions we at SAMU were also invited to speak at MacEwan International's New Student Orientation which I happily coordinated.



Strengthening SAMU Operations

Remuneration RFP Meeting

SAMU will be having both a Remuneration and a Governance Review done during this fiscal year. The Remuneration Review will look at the remuneration of our staff to look at how our remuneration compares both with other Student Associations and with other non-profit organizations. The Governance Review will look at our governance structure. I attended the remuneration review RFP meetings while our President attended the governance review RFP meetings. These processes are just beginning to get underway so there will be more information as things move along.

BPC Meeting

BPC met to review the Committee's policy that is coming up for approval at this meeting. We also started to look at a few older policies that haven't been looked at. We reviewed the Budget Approval policy and made no changes. We began looking at the Advocacy Affiliation policy and the Student Services policy and will be making some changes to these down the road.

Board of Governors

Board Meeting (August 17, 2021)

This meeting was called to discuss MacEwan's COVID-19 measures after the announcement from the University of Alberta, University of Calgary and University of Lethbridge regarding their COVID-19 protocols. You can read more about the meeting in the President's Report, but I will echo checking out MacEwan's website: <https://www.macewan.ca/wcm/coronavirus/index.htm> for the most up to date information.

Board Retreat (August 31-September 1, 2021)

The board retreat was composed of a networking dinner on the 31st, and then a full day of business. The dinner was a good opportunity to meet the other board members in person and was a wonderful opportunity to meet other Governors outside of the screen but also to network with the governors and build relationships with them.

On September 1st the board met to review MacEwan's draft strategic directions and values. There were breakout discussions all day on the various directions and values and I provided the student perspective on these matters.

Closing Remarks

This past month has been a blur but I am stoked to be back to school and seeing students on campus! I am looking forward to the back to school events that are happening. Please remember that nomination packages for Students' Council are available to fill out!

As always please feel free to reach out to me,

Cheers,

Larissa Williams

VP Operations and Finance, SAMU 2021/2022

savpoperations@macewan.ca

VPO Report to Students' Council

[September 9, 2021]

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Students' Council Report

Vice President Student Life September 15th, 2021

Hello Councilors!

It's my pleasure to welcome everyone back to on-campus life! I know I've missed being able to interact with my peers in an in-person environment, and I'm hoping we can continue to safely remain on campus for the entirety of the schoolyear. This is also set to be our first in-person SC meeting, and I'm incredibly excited to see you all! Without further ado, please see my report below.

Student Experience & Engagement

SAMU at Residence Move-In

SAMU's President, VP Operations, and I were all present on the busiest move in day (Saturday, Aug. 28) outside MacEwan's residence building, where we gave away free snacks and chatted with students about what SAMU does. I also spoke at the Residence new student orientation event in building 9 on Aug. 31st, where I shared information about Student Groups, programs, services and more.

SAMU/MacEwan Anti Racism Week

I am pleased to confirm that SAMU is in the final stages of planning its first ever anti-racism week in collaboration with MacEwan's Office of Human Rights, Diversity and Equity. This event is expected to include tabling in the SAMU building which will allow us to distribute anti-racism information to passersby, SAMU support of MacEwan's Understanding Hate Panel, and much more that's still being planned. Stay tuned for more on Sexual Violence Awareness week (which run from Oct. 4-8) soon!

Student Vendors

We are preparing to put out a call for applications from student vendors/craftspeople for a potential holiday market event which will tentatively run this December in the SAMU building. More information will be revealed soon, as this event is still in planning and is not confirmed at this time.



Student Voice

SAMU at Sexual Violence Awareness Week

SAMU has agreed to formally agreed to co-sponsor sponsor MacEwan's Sexual Violence Awareness Week keynote speaker and will also host tabling for "The Clothesline Project" in the SAMU building for the first time ever. We are very excited to partner on this important advocacy initiative. Stay tuned for more information on Sexual Violence Awareness Week.

Strengthening SAMU Operations

Peer Support Training

SAMU's VP Student Life and VP Academic are always part of SAMU's annual peer support volunteer training, and this year we have been lucky enough to experience it in person. This training helps us understand the intricacies of the SAMU peer support service and how it operates.

Student Groups Interviews

I conducted a series of interviews with several student groups executives, which saw me asking questions about what their groups mandate is and what it's like to be a member of that respective student group. These videos will be used to advertise SAMU's student groups expo which will be held online from Sep. 13-24 and live-in person on Sep. 20-22 in the SAMU building.

Conclusion

For those who are preparing to re-run for council, I wish you all the best during your campaign and hope to be congratulating you on your re-election this October! Nominations for 2021-2022 Students' Council close Monday, September 27th at 4PM, so there's lots of time to decide if a second term on council is in the cards for you.

Kind Regards,
Thomas Cross-Trush



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
August 11, 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)

In attendance:

Justin Wong, Director of Finance (Acting GM)

1. Call to Order: 2:05pm

2. Approval of Agenda:

**VPO/VPSL
CARRIED**

3. Approval of Minutes for: July 28, 2021

**VPE/VPA
CARRIED**

| TOPIC | DISCUSSION | ACTION/MOTION |
|-------------------------------|--|--|
| | | MOTION |
| | | TO APPOINT ELAINE TRAN AND AUBRIANNA SNOW TO SVPEC FOR A TERM ENDING AUGUST 30, 2022 |
| | | VPSL/VPE CARRIED |
| | | MOTION |
| | | TO APPOINT THOMAS CROSS-TRUSH TO SCHOOL OF BUSINESS DEAN SEARCH COMMITTEE |
| | | VPA/VPO CARRIED |
| 1. Committee Appointments | Vpa – Elaine recommended by SVPEC. We have 2 applications for the 2 nd student spot on SVPEC. Pres – recommend 2 nd candidate apply for SVOVE. | |
| 2. SVAW Financial Sponsorship | Vpsl – received email asking for sponsorship for the event. Vpe – modestly support this, would like more information provided before a decision is made. Pres – need clear idea of what is being proposed as far as co-branding? Don't want the event to be heavily leaning on us for funding, now or in the future. | Action: Vpsl to get more info about branding opportunities and bring info to next EC meeting. |
| 3. Annual Report | Vpo – set up a google sheet for us to provide input. | |

| | | | |
|-----|--------------------------------|--|--|
| | | Wong – would recommend looking at the policy and updating it to move the submission to September instead of August. | |
| 4. | VP External's Report | CASA updates. CAUS updates. Academic Integrity Office – filming soon. Meetings with University counterparts. | |
| 5. | VP Operations & Finance Report | Met with Eggen. Classroom visits initiative update. Residence filming. Gov Week prep. EDI meeting with Pres & GA. Charter meeting with Vpa. Annual event calendar update. | |
| 6. | VP Student Life's Report | Residence meeting update. Anti-racism installation update – Anti-Racism Week event. Clean air initiative meeting. Facilitated meeting with Annette for some potential training for peer support volunteers. SVOVE meeting. | |
| 7. | GM Report | Annual report update. Internal calendar. Audit update. Prep for fall opening. MyLegal update. | |
| 8. | President's Report | CASA conference. Met with David Eggen. CAUS committee meeting. 50 th Champions Team update. AAC meeting re. EDI. Classroom visits meeting. Residence filming. CASA mental health series. Charter discussion. Policy meeting. Micha B. update. Elections forum discussion. Met with Dr. Trimbee. | |
| 9. | VP Academic's Report | New Faculty orientation update. Academic Integrity video update. Charter of Student Rights update. Student Ombuds Support meeting. Steering Committee meeting. | |
| 10. | Recognition | | |

4. Adjournment

Time: 3:29pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
August 25, 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

In attendance:

Tosheena Thompson, Volunteer Manager (Recording Secretary)

1. Call to Order: 2:05pm
2. Approval of Agenda: **VPE/VPA - CARRIED**
3. Approval of Minutes for: August 11, 2021 **VPO/VPA - CARRIED**

| TOPIC | DISCUSSION | ACTION/MOTION MOTION |
|----------------------|---|--|
| 1. SVAW Sponsorship | VPSL – still pending confirmation of sponsorship ask. Looking to approve the funds. VPE – In support if advertising asks are followed through Pres – format to track special projects – it's not tracked based on GL line | TO APPROVE AN EXPENSE OF \$1000 USD FOR SPEAKER HODA KATEBI FROM GL LINE 524500 PENDING APPROVAL OF SPONSORSHIP REQUEST VPSL/VPE CARRIED ACTION: VPO to create document to track special projects |
| 2. GovWeek Expenses | VPO – looking to start motioning for special project funds. EC for a day and gov week rolled into one. Looking to request up to \$1500 VPA – where did you get the \$1500 number VPO – each exec gets \$2500. EC for a day gets \$500. Asking for \$1500 for each semester. VPSL – spending your entire budget VPO – looking for up to \$3000 total. Not sure if it will all be used Pres – where does unused funds go VPO – into the building. Special projects for VPO not used a ton in the past | MOTION TO APPROVE EXPENSES UP TO \$1500CAD FOR GOVWEEK COSTS FROM GL LINE 524500 VPO/VPSL CARRIED |
| 3. Gift for Michelle | VPSL – Looking for a gift for Michelle, would like art but students are not making art. Can we buy art from VPE's partner? Is it ethical? VPE – Partner would be willing to paint MacEwan related art for SAMU to gift. Or we can go with something other than art | ACTION: Vpsl To look into non-art or alternative art options |

| | | | |
|----|--------------------------------|---|---|
| | | <p>VPSL – we have reached out to students and departments with no luck</p> <p>Pres – she is a MacEwan alumni – GM thoughts?</p> <p>GM – err on the side of caution with nepotism. If it got out that people in decision making made that decision, could be bad. If there is record that we have exhausted all other options – could be done. We should exhaust more options first</p> <p>Pres – can we reach out again with a deadline</p> <p>VPSL – we are looking at the start of semester before we can get in touch with students. Think we should explore non art options</p> <p>Pres – give a week/week and half and then if nothing, we will go with art</p> <p>GM – Indigenous art?</p> <p>Pres – look at Alberta Art Council or legislature</p> | |
| 4. | Changing LGBTQ2S+ | <p>VPSL – look to change to 2SLGBTQ2+. Update staff through SAMUnity and advertise that change</p> <p>Pres – do we need to advertise it externally</p> <p>VPA – it's performative to advertise it</p> <p>Pres – we don't need to self-congratulate, make the changes and advise staff of the change</p> | |
| 5. | VP Operations & Finance Report | <ul style="list-style-type: none"> • Gov week planning • Classroom visits – creating schedules • UPASS – delayed • Strategic Plan goals • Emergency board meeting • SAMU wide calendar • EC AMA Sept 9 | |
| 6. | VP Student Life's Report | <ul style="list-style-type: none"> • Anti-racism meetings • Sexual violence awareness week • SRP Meeting • Academic integrity videos • Interviews for Student Groups | |
| 7. | GM Report | <ul style="list-style-type: none"> • Issues with email, teams, and such • Interactions with P&S – Volunteer, SRP, Onboarding, SG, Winterfest, student ombuds support, etc. • International Students arrival • COVID updates • Governance discussions • Benefit discussion • Finance discussions • Corporate planning • Governance Review | |
| 8. | President's Report | <ul style="list-style-type: none"> • VPO meeting – classroom visits • ASA (?) meeting • COVID Meeting with Myrna • VPA check in • Advocacy coordinator meeting • CAUS policy meeting • SC training meeting • CASA fees • GOTV • VPO/Advocacy Coordinator Emergency board meeting prep | <ul style="list-style-type: none"> • Share CAUS president report |

| | | | |
|-----|----------------------|--|--|
| | | <ul style="list-style-type: none"> • United Way Meeting • MP emails • Mayoral Planning meeting • SC meeting • Met PT staff members • Social committee meeting • CAUS president meeting • EC photos | |
| 9. | VP Academic's Report | <ul style="list-style-type: none"> • AIO promo (?) • Co-Curricular review • Learn about Phishing • Return to campus plan • SRP meeting • Calendar planning meeting • Academic advisory meeting • Moodle (?) meeting | |
| 10. | VP External's Report | <ul style="list-style-type: none"> • Academic integrity video • GOTV CASA Initiative • Operational Analyst Hiring - CAUS • Meeting Minute Training • Recurring meetings with PRES & Advocacy Coordinator • CASA Connect Document • Standing meetings with CASA • ESA Forum | |
| 11. | Recognition | VPE to Pres VPE to Tosheena for taking minutes | |

4. Adjournment

Time: 3:31pm



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: September 15, 2021

Submitted By: Larissa Williams, VP Operations & Finance

Submission Title (As it will appear on agenda):

2020-2021 SAMU Annual Report

Motion to approve the 2020-2021 SAMU Annual Report

Background Information:

The requirement of the Official Reporting Mechanisms to SAMU Membership policy is that the annual report be approved by Students' Council.

Implications:

SAMU members will have access to the annual report and be able to review what SAMU has accomplished in the past year.

2020 – 2021 SAMU ANNUAL REPORT COPY

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SPENDING BY GOAL

WHO WE ARE

The Students' Association of MacEwan University (SAMU) is a not-for-profit organization working independently from MacEwan University to support students. With over 30 full- and part-time staff, SAMU exists to serve students' non-academic needs.

We are governed by the elected student representatives who set the strategic vision on behalf of students.

In 2021, our student elected representatives approved a new 3-year strategic plan, which includes a refreshed vision, mission, values, and goals for the organization, beginning July 2021. As this is an annual report, we are reporting our accomplishments based on the 2018-2021 strategic plan.

From our 2018-2021 Strategic Plan:

MISSION

The Students' Association of MacEwan University exists to enrich the student experience. As the collective student voice and champion for leadership and advocacy, we empower students through our programs and services, and create an engaging environment that maximizes opportunities.

VISION

The Students' Association of MacEwan University will be a strong advocate, exceptional resource, and a clear voice for the MacEwan University student. We will have one aim – to create a one-of-a-kind university experience by recognizing the student as our greatest asset and inspiration.

GOOD GOVERNANCE

Good Governance, as practiced by a Students' Council composed of individuals who are well informed and team oriented, provides strategic direction for SAMU that aligns with the vision of the Association as a whole, anticipating and responding to the needs of present and future students through the effective stewardship of the bylaws, policies, and strategic plan of the Association.

OUR FOCUS

SAMU is a dynamic, fast growing, and diverse organization whose approach to success is constantly adapting to the needs of students.

SAMU is dedicated to advocating for student issues, regardless of political ideologies or opinions. We exist to enhance student well-being while they attend MacEwan University and create a positive impact to the student experience.

Through consultation and continual connection with the student body, we have been, and will continue to focus our resources and energy on our students and what matters to them. Simply stated, students come first. Students are at the center of everything we do and that is why *Students First* is one of SAMU's Core Values.

MESSAGE FROM THE PRESIDENT

Myles Dykes

It is hard to believe that another year has come and gone! I have been President of SAMU since May 2021 and I have to say I am impressed of what I have seen and experienced so far. The outgoing Executive Committee worked to ensure a smooth transition and we have hit the ground running.

This past year has been a different one for everyone, including SAMU. It has been a year of adjusting, waiting to see how we need to adapt operations and hoping we can resume to regular campus life soon. Even as I write this message, things are changing – with the reintroduction of masks on campus. The one element that has remained constant is our continued focus of students first – the reason why SAMU exists.

One of the big changes at SAMU during the 2020-2021 fiscal year was the arrival of SAMU's new General Manager, Collin Steffes. He took time to observe SAMU's operations and get up-to-speed on the opportunities and challenges facing the organization. This was good timing as SAMU was due to revisit our Strategic Plan. So, with the leadership of our previous Executive Committee along with Collin's experience, SAMU developed a new Strategic Plan, outlining our path forward for the next three years. I was able to participate in this process as part of my role with Students' Council and am looking forward to implementing our new direction.

Another process that I was involved with as part of Students' Council was the approval of our 2021-2022 Budget. The budget presentation to Students' Council was enhanced to demonstrate stronger linkages to our planning processes. I appreciated ease and transparency of the process. The budget was approved unanimously by Students' Council, and I feel confident with the increased understanding by the group.

The pandemic has not stopped SAMU in representing students on the local, provincial, and national stages. SAMU Executive Committee and staff worked tirelessly to keep SAMU's concerns and issues front and center with MacEwan as well as the provincial and federal governments. We want quality, safe, and affordable education to be top priority for decision-makers and elected officials.

Finally, I was able to take part in SAMU offerings, such as student groups and events. I was impressed at what I was able to do, even with the different public health measures in place. The creativity and tenacity of SAMU employees to deliver programs, services and events to students was appreciated by many. What better way is there to blow off steam during the semester than to see a childhood favourite Bill Nye!

As we report on the accomplishments of 2020-2021 in this Annual Report, it is a good time to reflect and build on the momentum. I look forward to serving as your President this year, which also marks SAMU's 50th Anniversary, and continue to carry the torch for SAMU...and hopefully be able to meet more people in person.

Myles Dykes (Him/He)

A NOTE ABOUT COVID-19 - Context

In March 2020, life drastically changed when the global pandemic reached Edmonton. At that point, most hoped everything would go back to 'normal' by September. Unfortunately, that was not the case. Classes resumed virtually for MacEwan students in the Fall and Alberta experienced several series of public health measures such as no social gatherings, closing of restaurants and building closures.

Like all organizations across the world, the Students' Association of MacEwan University (SAMU) had to navigate through uncertainty and fast-changing public information to keep students, volunteers, and staff safe. As you read the 2020-2021 Annual Report, notice how SAMU staff remained nimble to adjust its operations and service delivery to students. Also note how SAMU took the opportunity of a quieter campus to review internal operations and make improvements. As we gear up to welcome students back to campus, SAMU is ready to serve students, regardless of that being in-person, virtually or both.

STRATEGIC GOALS & OUTCOMES

To achieve our vision, focus our priorities, and guide our actions, SAMU was driven by seven strategic goals and six values as outlined in the 2018-2021 [Strategic Plan](#). The Annual Report provides a summary of the achievement by strategic goal. As many of SAMU's programs, services and events were significantly changed or cancelled in 2020-2021, there are fewer metrics provided as they are not comparable to past years.

1. DEDICATED ADVOCACY

While the school year looked very different in 2020-2021, SAMU made progress advocating on behalf of students locally, provincially, and federally. Whether individually for specific student circumstances, or on behalf of all students, SAMU is there to uphold student rights and needs.

SAMU advocated to MacEwan Board of Governors for greater predictability in tuition, linking increases to known data like the Consumer Price Index, as well as for additional bursaries for those experiencing hardship. Though students were outvoted on new tuition increases, MacEwan created bursaries for those experiencing financial hardship. SAMU also advocated against use of e-proctoring (now only used in exceptional circumstances with a very small number of students) and the inclusive use of online learning practices in response to COVID-

19. SAMU's Vice President Academic partnered with MacEwan to advocate for Restorative Justice Practices to become standardized across universities. The Vice President Academic also revamped the "be Book Smart" campaign which promotes the usage of Open Education Resources and online tools to help students save money.

At the provincial level, our President and Vice President External took part in the Penguin Protest alongside our provincial partners, where they made hundreds of penguins out of snow to protest the Alberta government's cuts to post-secondary education. It was part of the "Don't Freeze our Future" campaign, which gained national coverage. SAMU submitted recommendations for the provincial government's Alberta 2030 plan, which aims to revamp the post-secondary system in Alberta. Our recommendations included a reallocation of \$200 million in existing funds from tax credits to upfront grants for students, the development of a targeted free tuition program for low-income learners, and a move towards bulk funding for universities instead of multiple granting programs. Lastly, SAMU worked with Council of Alberta University Students (CAUS) organizations to host the first ever Alberta Student Congress, a forum on post-secondary student concerns engaging over 130 Albertan student leaders. SAMU's own Vice President Student Life chaired the Congress.

Did you know?

SAMU belongs to several umbrella organizations to help make our voice stronger! SAMU is a member of the Council of Alberta University Students (CAUS), Canadian Alliance of Student Associations (CASA) and the Edmonton Student Alliance.

Nationally, SAMU's President and Vice President External were part of a federal advocacy team that secured \$9 billion in covid-related aid for students in Canada. This included the Canada Emergency Student Benefit and doubling the Canada Student Grant for the 2020-2021 year.

Finally, our Vice President External won two elections for leadership roles on CASA and CAUS boards in 2021, amplifying the needs of MacEwan students at the provincial and federal level.

Internally, SAMU restructured the Advocacy portfolio to focus on external advocacy and developed the Student Ombud Support which serves to guide students through MacEwan policies with academic and non-academic appeals. The new service will be launched in September. This change will help to maximize SAMU's ability to represent students on all fronts – with MacEwan and externally.

2. COMMITMENT TO SUSTAINABILITY

Decisions and commitments made by SAMU impact how sustainable we will be in the future. SAMU's strategic plan was set to expire, so Executive Committee embarked on a strategic planning exercise. Students' Council approved the Strategic Plan for 2021-2024 in April 2021, with strategic goals of Student Experience & Engagement, Student Voice, Student Supports, and Strengthening SAMU Operations. New vision, mission and values were also developed with input from Executive Committee, Students' Council, and staff.

The strategic plan is part of SAMU's Strategic and Corporate Planning Framework, which was developed this year to improve planning and reporting practices in SAMU. The intention of the Framework is to better align corporate planning, budget, advocacy, and capital processes with

the strategic goals outlined in the Strategic Plan. The new process involves a broader group of staff in planning which leads to better informed and engaged employees.

The griff also created and implemented a new strategic plan, which will lead to increased focus on digital capabilities and channels, increased reader engagement and a more visible presence on campus. The griff returns to print distribution in September after being solely digital for the previous year and will continue to grow its digital presence.

To foster a culture of eco-awareness amongst students, SAMU changed Sustain-a-Mania to a four-day, online platform for this academic year. SAMU made partnerships with local green businesses (Replenish, More than a Fad, Good Goods) and introduced a Food Waste series on how to regrow your kitchen scraps. Blog posts, and step by step videos accompanied the daily events planned for the week. Community Blogs that were featured included: Composting 101, Zero Waste Challenge, Food Waste “How to regrow your produce scraps”, and Eco Partner social media takeover.

Another facet critical to SAMU’s sustainability is fostering a professional and supportive work environment. During this past year, SAMU designed and launched an Intranet site (named SAMUnity) to help staff communicate, feel connected and be aware of the happenings while working remotely. Staff were also invited to attend casual “drop-in” meetings weekly to create a sense of work community. This was in response to feedback received from a staff survey indicating they were feeling disconnected from other staff, working remotely. SAMU staff had the opportunity to attend several virtual conferences and training sessions they would have not otherwise been able to attend.

3. RELATIONS WITH OUR COMMUNITY

SAMU engaged with the surrounding community to build partnerships, support opportunities, and collaborate with community projects. These programs set out to improve the lives of MacEwan University students by connecting them to Edmonton.

While this was a little more difficult to do with public health restrictions, SAMU found innovative ways to connect students with local government and businesses. For example, SAMU hosted an Edmonton City Council Forum in partnership with the Edmonton Student Alliance, where students were able to engage with, and ask questions to city councillors on municipal affairs.

SAMU also partnered with local restaurants and activity providers to offer students meal kits and fun activities at home. Events included Nomiya Ramen and Anime, Aviary charcuterie, Art Class and Starlite Nachos and Live music. There were 140 student participants.

Student Groups engaged with the community by being involved in 72 collaborations. These included groups (both SAMU and other Universities), University departments and faculties, speakers, and external corporations and organizations.

To support local businesses impacted by the pandemic, MacEwan University’s student media, the griff changed a monthly feature to “Food for Thought”, which reviewed a local restaurant with take-out and delivery options, keeping students safe while enjoying local dining. The griff also created a local gift giving guide for the holidays, promoting Edmonton-owned businesses, and offering students the chance to win gift cards. When possible, SAMU also purchases gift

cards and items from local merchants to use for prizing and even Online Breakfast Club, which continued to provide students with a free breakfast item even when not on campus.

4. STEWARDSHIP OF RESOURCES

Our vision can only be accomplished by carefully managing our resources along the way. SAMU updated its budget presentation to Students' Council to increase transparency and understanding. This was well-received and the 2021-2022 Budget was unanimously approved by Students' Council.

While Student Groups operational grants decreased this past year due to pandemic, over \$10,000 (34% of available funds) were awarded.

During the times of reduced operations, SAMU used the time to make internal improvements such as:

- ✓ Documenting and implementing streamlined recruitment and onboarding processes
- ✓ Consolidating marketing request forms and improving the marketing project process
- ✓ Developing a post-event evaluation process to gather quantitative and qualitative feedback
- ✓ Improving our workflow and engagement by purchasing a new program for our Student Groups called Student Groups Connect, which will launch in the beginning of the fall term.

5. INTEGRATION OF THE SAMU BUILDING

After many years of hard work and planning, the SAMU building opened to students at the beginning of 2020. However, the building along with MacEwan campus was closed to comply with public health measures several times throughout the fiscal year. COVID practices, processes and cleaning were developed and implemented for building operations. Students had the opportunity to use the building to study in a safe environment when public health measures permitted.

Located on the first floor of the SAMU building, RBC was open and had virtual events throughout the year for students. The Benefits Desk was also open periodically but was shutdown during the second wave of COVID.

In preparation for students to return to campus in the Fall, construction of Chachi's (gourmet sandwiches) began with an expected opening date of September. Three other food vendors are expected to be open in January 2022 offering students even more food choices while on campus.

Student Groups was able to use their dedicated space in times with fewer public health restrictions and look forward to being able to have more access in the Fall term.

6. CONNECT TO STUDENTS

Engaging, empowering, and supporting students during their academic journey is the core of SAMU's mandate. SAMU continued to look at ways to support student initiatives and encourage involvement, even during such a difficult year.

To connect with student governance, Executive Committee held a Back-to-School panel to talk about topics such as the U-Pass, SAMU and MacEwan resources, campus plans and advocacy topics. Executive Committee also offered regular virtual office hours so students could connect

to them directly. SAMU held its first ever Executive Committee and Students' Council Candidate Forums online which provided students with the opportunity to directly engage with candidates.

Two referendums were held - MyLegalPlan passed with a 76.79% acceptance rate and U-Pass renewal passed with a 75.55% acceptance rate. MyLegalPlan is an additional benefit to students that provides legal support and offers discounted rates to SAMU members.

SAMU created a new sub-committee called Student Voice on Sexual Violence Elimination (SVOVE). SVOVE is comprised entirely of students and serves to collect data and opinions from MacEwan students on their thoughts regarding MacEwan's sexual violence prevention policies.

SAMU used all available platforms (e.g. Instagram, Facebook, Twitter, LinkedIn etc.) to promote and execute programs and initiatives and keep students informed. SAMU also administered the Annual Student Survey to receive feedback from students about awareness, engagement preferences and perspectives on COVID-specific questions. This was the second year of issuing the survey, building trend data for future reporting. Overall awareness of SAMU decreased by 11% in 2021, despite our efforts to reach students in different ways during this pandemic. The data collected through the survey helps to inform and guide SAMU to ensure we can offer programs, events and services that matter most to students.

SAMU continued its re-branding initiative. The new logo and signature color palette creates a more holistic look and feel to all SAMU's communications, making them more recognizable and relatable to students. Research and groundwork were completed for the SAMU website redesign. In addition to being consistent with the new SAMU brand, the website redesign is intended to be more student-focused and easier to navigate for users.

SAMU continued to provide the student email newsletter to obtain better reach and awareness to students, especially during the pandemic. Throughout the year, SAMU worked to increase overall newsletter subscriptions. As a response to the survey data, students indicated their most preferred mode of communication with SAMU is through email. The newsletter has been a clear benefit to students with over 92,000 sends, an overall open rate of 67% and a click through rate of 23%, far exceeding industry standards.

While volunteer opportunities were limited due to reduced operations (e.g., no Safe Walk), SAMU volunteers still logged close to 3500 hours for the year for Peer Support, Food Support and the newly added service of Study Buddies. Despite the pandemic and ever-changing procedures, SAMU saw the highest retention rate of volunteers in recent years as well as zero issues with missed shifts or tardiness.

Our Student Groups also reported over 11,000 volunteer hours by their executive and general members, with over 1000 students actively involved.

The griff produced 130 articles for students to read with a reduced complement of staff and volunteers. They integrated content onto their newly designed website in summer 2020. The griff also partnered once again with MacEwan University's Bachelor of Communications program to host one filed placement student.

7. ENHANCE STUDENT EXPERIENCE

SAMU dedicated its efforts to lessening the stress of the university experience for students by providing relevant and meaningful programs, services, and events.

Due to changing public health measures and restrictions, many of SAMU's programs, services and events looked very different during 2020-2021 but were still able to be delivered to students. The majority of SAMU's programming made the switch to online platforms, while being mindful of user fatigue through online activity. Where possible, blog posts and features were more interactive by introducing step-by-step tutorials and how-to videos on student focused topics.

To kick off the 2020-2021 school year, SAMU collaborated with the Canadian Organization of Campus Activities (COCA) to offer a virtual concert for Fall Fest. SAMU also partnered with five other post-secondary institutions to offer a virtual Speaker Series featuring Eternity Martis and Angela Davis. SAMU also hosted two Speaker Series on its own – Jameela Jamil in October 2020 and Bill Nye in March 2021.

Bill Nye – Survey Says

- Over 500 students attended the live streamed event, the highest registration for an online SAMU event.
- 94% of respondents were satisfied or very satisfied with the event.
- The event offered students a nice balance of science, nostalgia and entertainment.

With less opportunities to engage students directly, and the increasing economic stress of the Pandemic, SAMU looked for ways to engage and support students. In December, SAMU organized the first “12 Days of Giving” campaign, where students could enter 12 separate days of prize packages, from grocery gift cards and electronics to new mattresses and a tuition credit. This campaign proved to be the most successful promotional campaign SAMU has delivered and made it very likely that the campaign will return in 2021. SAMU received over 11,000 entries by the end of the campaign and over 2000 unique participants. Feedback was very positive, with 500 new email sign-ups for the newsletter, 78 prize winners and increased awareness of SAMU and its programs, services and events. One student wrote “Of course a broke student who wins a \$200 gift card to the mStore will improve my experience as a student. It lightens the amount of money out of my own pocket for textbooks!”

Reading Break events looked very different with travel restrictions, but SAMU shifted in their delivery and offered planned activities in Edmonton such as virtual game nights, pizza and Netflix recommendations, and various prize giveaways throughout the week. There was a total of 329 participants throughout the week and the new ‘Flee the Freeze- At Home Edition’ highlighted local businesses and gave students some well-deserved R&R.

SAMU Partnered with CHARM for a 2-part reduction series: Safer Alcohol Consumption in late October, and Safer Sex in January. Each series involved three video discussions with professionals and themed activities/prizes.

StressLess / Week of Well-Being shifted to a virtual setting, which resulted in more students being able to access resources and giveaways through our platforms. Information was still being featured during midterms and finals. Wellness blog included economic well-being, emotional well-being, physical well-being, social well-being and societal well-being.

SAMU had one online Gray Gallery student exhibit, hosted on our social media platforms and through our website. This was moved to an online venue for the exhibit as we were unable to bring students into the physical space to host an in-person art show.

SAMU worked on the U-Pass renewal negotiations and transition to Arc Card, the new U-pass identification project for the City of Edmonton and outlying transit authorities for the Fall term.

Students Groups remained quite active throughout the school year, welcoming five new groups for a total of 47 active groups. As a collective, the groups safely hosted 265 events and small activities, mostly online. They had 145 executive meetings and 238 business/event planning meetings, as well as 285 regular meetings for their student membership.

SAMU student services were altered to meet the needs of students. In Fall 2020, Peer Support moved service to online only with a text based direct messaging system. This reduced the face-to-face contact but ensured a continuation of being able to offer Peer Support to students. In Winter 2021, SAMU introduced an added option of a video call for students. Resources were also added on SAMU's website about common issues.

The Pantry opened an online solution (Acuity) for booking appointments that also reduced the amount of admin work needed. There were 446 bookings since October 2020. The Pantry saw 517 individuals served during the fiscal year, compared to 429 the previous year. 73% of individuals were new users in 2020-2021. SAMU also formed a partnership with the Residence to provide non-perishables and fresh foods for international students needing to quarantine at the beginning Fall and Winter terms.

In Fall 2020 SAMU moved to a mobile version of Breakfast Club and worked with Aramark to offer coffee cards that were given out with the mobile cart. In Winter 2021 SAMU moved again to an online version of Breakfast Club that partnered with local companies to give out over 700 gift cards to students.

And finally, SAMU offered a new service in Winter 2021 called Study Buddies. The purpose of this service is to provide students with a supportive working environment to promote motivation and accountability as well as create a sense of community that students were missing in an online world. The service will continue to be offered in the Fall 2021 term.

OFFICIAL 2021 EXECUTIVE COMMITTEE ELECTION RESULTS – VOTER TURNOUT

| Year | # of Students Voting | Eligible Voters | Percentage |
|------|----------------------|-----------------|------------|
| 2021 | 1134 | 14,887 | 7.62% |
| 2020 | 2141 | 14,625 | 14.64% |
| 2019 | 1728 | 14,859 | 11.63% |

Election Notes:

- 6 candidates ran for 5 positions
- Voter turnout is significantly lower in 2021 for the Executive Committee election. SAMU is monitoring this and hopes the lower rate was largely a result of Covid-19 and reduced students on campus.

OFFICIAL 2020 STUDENTS' COUNCIL ELECTION RESULTS – VOTER TURNOUT

| Year | # of Students Voting | Eligible Voters | Percentage |
|------|----------------------|-----------------|------------|
| 2020 | 875 | 15,378 | 5.69% |
| 2019 | 1624 | 15,282 | 10.63% |
| 2018 | 1405 | 15,387 | 9.13% |

Election Notes:

- 5 candidates ran for 14 positions.
- Voter turnout is significantly lower in 2020 for the Students' Council election. SAMU is monitoring this and hopes the lower rate was largely a result of Covid-19 and reduced students on campus.

SPENDING BY GOAL

| Actual- Without Fixed Costs | Current Year | Percentage change from previous fiscal |
|-------------------------------------|--------------|--|
| 1. Dedicated Advocacy | 16% | -1% |
| 2. Commitment to Sustainability | 3% | 0% |
| 3. Relations with Our Community | 4% | 1% |
| 4. Stewardship of Resources | 18% | 5% |
| 5. Integration of the SAMU Building | 7% | 5% |
| 6. Connect to Students | 30% | 11% |
| 7. Enhance Student Experience | 22% | -21% |

100%

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: September 15, 2021

Submitted By: Larissa Willaims, VP Operations and Finance

Submission Title (As it will appear on agenda):

Committees policy

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

Background Information:

A recommendation for a small update to the Committees policy, Appointment Advisory Committee(AAC) TOR was provided to the Bylaws and Policy Committee. The committee reviewed the update and is recommending the Students' Council approve it.

The change to the TOR was to add a line to the mandate as AAC had discussions surrounding equity, diversity and inclusion in governance and the unique role the committee can have in advancing EDI. Elections do not always result in a diverse set of elected officials, however, through Council vacancies we can seek to elevate voices to be involved with our governance process. Gender, age, sexuality, ethnicity, religion, loan status, and faculty can have a profound impact of how issues are discussed around the table. That being said, AAC created a new Students' Council application that includes EDI-related self-identifying questions, and requested we look at adding something to the policy to ensure the sustainability and legitimacy of this process.

Implications:

When filling vacant seats on Council the AAC will be required to include consideration of EDI when bringing recommendations forward.

Committees

Rationale

SAMU committees require a uniform structure and process to ensure their efficient operations.

SAMU committees require established Terms of Reference that outline their purposes, composition, and functions.

Centralization of the Terms of Reference for all SAMU committees under one policy will increase the accessibility of those documents and will allow members of SAMU to more easily comprehend the relationships between SAMU committees.

Definitions

A **committee member** is a voting member of a particular committee.

A **community at large** member is a person not formally associated with MacEwan University.

A **public member** on a committee is any committee member who is not otherwise involved with SAMU, either as a SAMU member, an elected or appointed representative or official, or SAMU staff.

A **resource official** on a committee is a non-voting committee member with specialized knowledge that might be needed for committee discussion or decision.

A **student-at-large** on a committee is a SAMU member who is not an elected or appointed representative or official, or SAMU staff

Expectations

Students' Council Committee Types

1 There are three types of committees that operate under the authority of Students' Council:

1.1 Standing Committees, which are permanent committees charged with various ongoing responsibilities and powers set out in their Terms of Reference;

1.2 Sub-committees, which are committees created by and reporting to Standing Committees; and

1.3 Ad-hoc Committees, which are temporary committees charged with resolving a specific issue as charged by Students' Council or the Executive Committee.

2 Standing Committees may establish Sub-committees in order to carry out specific tasks.

3 Students' Council and Executive Committee may establish Ad-hoc Committees as needed.



3.1 Ad-hoc Committees may also be entrenched in policies that specify their establishment in reaction to an event or occurrence.

4 The following committees are Standing Committees of Students' Council:

- 4.1** Executive Committee
- 4.2** Bylaws and Policy Committee
- 4.3** Audit Committee
- 4.4** Budget and Finance Committee
- 4.5** Governance Remuneration Advisory Committee
- 4.6** Leadership and Review Committee
- 4.7** Appointment Advisory Committee

5 The following committees are Ad-hoc Committees of Students' Council:

- 5.1** Governance Investigations Committee
- 5.2** Students' Council Reappointment Committee

6 The following committees are Sub-committees of the Executive Committee:

- 6.1** Health and Dental Sub-committee
- 6.2** Grant Allocation Sub-committee
- 6.3** Awards Sub-committee
- 6.4** Procedure Sub-committee
- 6.5** Student Voice on Violence Elimination Sub-Committee

Committee Responsibilities

7 All committees have a Terms of Reference (TOR). At minimum TORs include the elements and structure set out in "Appendix A" of this policy.

7.1 Committees that are jointly established with external bodies may deviate from the TOR structure but must still include the elements set out in this policy.

8 TORs for Standing Committees of Students' Council are set in "Appendix B" of this policy, TORs of Ad-hoc Committees of Students' Council are set in "Appendix C" of this policy, and TORs for Executive Committee Sub-committees are set in "Appendix D" of this policy.

9 Students' Council may charge any Standing Committee with tasks that are related to the committee's mandate.

10 All Standing Committees create annual work plans.

10.1 These work plans are submitted to Students' Council at the regular Students' Council meeting in December.

10.2 Work plan status updates are submitted to Students' Council at the regular Students' Council meeting in April.

11 All Standing Committees submit quarterly reports to Students' Council at the regular Students' Council meetings in January, April, July, and October.

12 Unless otherwise required within a TOR, all Sub-Committees submit quarterly reports to Executive Committee in January, April, July, and October.

Committee Operations

13 Committees keep minutes and ensure members of Students' Council have access to copies of the minutes, upon request.

14 A committee may request the presence of a Students' Councillor, Executive Committee member, a SAMU staff member, or members of the MacEwan University community at a meeting in order to seek information related to its mandate.

15 Quorum for all official committee meetings is a simple majority of all voting members

16 All committee members and resource officials sign a non-disclosure agreement.

17 Committee members who miss two consecutive meetings are automatically removed from the committee.

Committee Chairs

18 Committee chairs are selected by Executive Committee from among committee Executive members, unless otherwise indicated in the committee's terms of reference.

19 The Chair of a committee serves as the committee spokesperson.

20 Chairs of committees:

20.1 oversee the construction of their committee's agenda;

20.2 ensure the agenda package, including minutes of last meeting, is circulated to all committee members at least three calendar days in advance of a meeting;

20.3 ensure that adequate minutes are taken at committee meetings;



20.4 ensure that the Governance Office has all appropriate documents, reports, and minutes for referral to the body to which their committee reports;

20.5 conduct committee meetings according to *Robert's Rules of Order, Newly Revised*, unless their Terms of Reference indicate otherwise;

20.6 submit their committee's workplan(s) and report(s) to the body it reports to.

Committee Support

21 The Governance Office ensures that adequate administrative and space-related resources are allocated for each committee.

22 The Governance Office retains, files, and organizes all committee documents.

Committee Members

Appointments

23 Councillors are appointed to Standing Committees and Sub-committees by Students' Council at the regular Students' Council meeting in November.

23.1 Committee appointments are facilitated through secret ballot vote followed by an official motion.

23.2 Subsequent committee appointments may occur at Students' Council meetings throughout the year as required.

24 Executives, SAMU staff, student-at-large, and public members are appointed to committees by Executive Committee.

Terms

25 Elected representatives serve until their elected terms of office are concluded.

26 SAMU staff members serve until their terms of employment are concluded, or until their successors are chosen.

27 Students-at-large and public members serve a one-year renewable term from November 1 to October 31.

Recognition of Committee Members

28 Recognition, in the form of gift cards, SAMU promotional items, or a gift, for student-at-large and public committee members is provided within 30 days of the end of their term.

28.1 Committee recognition is contingent on a committee member attending at least 80% of the meetings called during their term of appointment.

28.2 Committee recognition is limited to a value of \$50 per member per year.



29 Students' Council members on committees receive remuneration as set out in Remuneration of Student Representatives.

30 Committee meetings attended by Executives and SAMU staff members are considered part of their respective work hours.

30.1 Committee meetings that take place outside regular business hours where a SAMU staff member will accumulate overtime hours require that the staff member follow the established approval process.

31 Letters of recognition are provided by committee chairs to all student-at-large and public members who have served their appointed terms.

Appendix A: Terms of Reference

Terms of Reference (TOR) Structure

1 Terms of References for committees include the following sections:

1.1 Committee Mandate, which states the purpose of the committee;

1.2 Roles of the Committee, which lists the roles, expectations, and powers of the committee;

1.3 Composition, which describes the membership structure of the committee and any terms of office conditions specific to the committee;

1.4 Committee Operations, which lists who chairs the committee and any requirements specific to the committee.

Appendix B: Standing Committees

Executive Committee

Mandate

1 Executive Committee ensures that Students' Council's policies are implemented, is responsible for overseeing the General Manager, helps develop the strategic direction of SAMU, and acts faithfully on behalf of Students' Council.

Roles of Committee

2 Executive Committee oversees the strategic operations of SAMU;

3 Executive Committee ensures the implementation of Students' Council's strategies, motions, and other directives;

4 Executive Committee consults with the General Manager on SAMU's organizational structure;

5 Executive Committee reports on SAMU projects, programs, and services;

6 Executive Committee oversees, manages, supervises, and evaluates the General Manager;

7 Executive Committee ensures that Executives comply with SAMU Bylaws, Policy, and Procedure, reporting any inconsistencies to Students' Council.

8 Executive Committee appoints SAMU members to internal or external committees and councils.

8.1 Executive Committee may not appoint members to Students' Council or to the Executive Committee.

9 Executive Committee provides guidance, leadership, and direction for SAMU.

Composition

10 The voting members of Executive Committee are the President, the Vice President Academic, Vice President External, the Vice President Operations and Finance, and the Vice President Student Life.

11 The resource officials of Executive Committee are the General Manager and the Governance Advisor.

11.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

12 The President serves as Chair of Executive Committee.



13 Meetings of Executive Committee are held at least on a biweekly basis.

14 Additional meetings may be called by any Executive member of the committee.

Bylaws and Policy Committee

Mandate

1 Bylaws and Policy Committee ensures the relevance and consistency of SAMU Bylaws and Policy.

Roles of Committee

2 Bylaws and Policy Committee ensures the proper and timely review of SAMU Bylaws and Policy.

2.1 Bylaws and Policy Committee utilizes the policy review regulations set in *Policies*

3 Bylaws and Policy Committee may create or recommend amendments to a particular bylaw or policy.

4 Bylaws and Policy Committee ensures the alignment of Policy with the SAMU Bylaws, Vision, and Mission.

5 Bylaws and Policy Committee consults with SAMU staff in the course of its deliberations where the creation and revision of policies affects department operations.

Composition

6 The voting members of Bylaws and Policy Committee are one Executive, two Councillors, and two students-at-large.

7 The resource officials of Bylaws and Policy Committee are the Governance Advisor and the Chair of Students' Council.

7.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

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

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

9 The Committee Chair may call additional committee meetings as required.

Audit Committee

Mandate

1 Audit Committee assists Students' Council in fulfilling its financial oversight responsibilities.

Roles of Committee

2 Audit Committee monitors, evaluates, advises, and makes recommendations on:

2.1 matters affecting external, internal, or special audits;

2.2 policies and practices related to internal controls; and

2.3 compliance with legal, statutory, and regulatory requirements.

Authority

3 Audit Committee is granted unrestricted access to SAMU information relating to its mandate or to the roles of the committee.

Composition

4 The voting members of Audit Committee are three Councillors and two students-at-large.

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

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

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

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

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

Committee Operations

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

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

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

10 The Committee Chair may call additional meetings as required.

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

Standing Orders

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

13 Audit Committee reviews budget variances quarterly.

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

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

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

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

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

Budget and Finance Committee

Mandate

1 Budget and Finance Committee oversees the construction of the SAMU budget, assesses and reviews SAMU fees, and reviews SAMU financial statements.

Roles of Committee

2 Budget and Finance Committee compiles, creates, and submits the annual SAMU operating budget to Students' Council for approval.

3 Budget and Finance Committee monitors and recommends adjustments to the SAMU Membership Fee.

4 Budget and Finance Committee monitors the financial well-being of SAMU.

5 Budget and Finance Committee provides recommendations regarding new or current SAMU fees.

6 Budget and Finance Committee monitors SAMU's investment accounts.

Composition

7 The voting members of Budget and Finance Committee are the President, the Vice President Operations and Finance, the Vice President Student Life, two Councillors, and two students-at-large.

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

8 The resource officials of Budget and Finance Committee are the General Manager and a full-time staff member of the Finance department.

8.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

9 The Vice President Operations and Finance serves as Chair of Budget and Finance Committee.

10 Meetings of Budget and Finance Committee are held at least quarterly.

11 The Committee Chair may call additional meetings as required.

Governance Remuneration Advisory Committee

Mandate

1 Governance Remuneration Advisory Committee annually reviews the remuneration and compensation provided to Councillors, Executives, and other committee members performing governance roles at SAMU.

Roles of Committee

2 Governance Remuneration Advisory Committee provides recommendations to Students' Council on remuneration and compensation adjustments of Councillors, Executives, and committee members.

3 Governance Remuneration Advisory Committee seeks relevant internal and external data related to remuneration and compensation, including:

3.1 the current and future financial capacity of SAMU to support new levels of remuneration;

3.2 remuneration and compensation offered at other comparable Alberta-based students' associations/unions;

3.3 the effectiveness of the current level of remuneration in securing representatives; and

3.4 the fairness of remuneration based on factors such as workload, time commitment, etc.

4 Governance Remuneration Advisory Committee reviews Executive wages as per *Remuneration of Elected Representatives*.

Composition

5 The voting members of Governance Remuneration Advisory Committee are one Executive, one Councillor, two student-at-large members, and one public member.

6 The resource official of Governance Remuneration Advisory Committee is a full-time staff member of the Finance department.

Committee Operations

7 Meetings of Governance Remuneration Advisory Committee are held at least once per year.

8 The Committee Chair may call additional meetings as required.

Leadership and Review Committee

Mandate

1 Leadership and Review Committee is a semi-judicial body which advises and reviews Students' Council, and strives to maximize student engagement.

Roles of Committee

2 Leadership and Review Committee reviews the performance of the Chair of Students' Council.

3 Leadership and Review Committee reviews Students' Council's decisions in relation to their adherence to SAMU Bylaws and Policies.

3.1 Leadership and Review Committee may call a re-vote on a decision where it deems the decision was a violation of Bylaws or Policies.

3.2 Members of Students' Council may request a review of a decision in relation to its adherence to Bylaws and Policies.

3.2.1 Requests must be made in writing to the Chair of Leadership and Review Committee within 10 days of the disputed decision.

3.2.2 Leadership and Review Committee will have 30 days to respond in writing to Students' Council with its decision.

4 Leadership and Review Committee creates opportunities for members of Students' Council to develop leadership skills by:

4.1 researching and implementing applicable professional development opportunities for members of council; and

4.2 developing team building opportunities for Students' Council.

5 Leadership and Review Committee develops a plan for Student Council to engage with SAMU members.

6 Leadership and Review Committee reports on the effectiveness and progress of Students' Council.

Composition

7 The voting members of Leadership and Review Committee are one Executive, two Councillors, and two students-at-large.

8 The resource official of Students' Council Review Committee is the Governance Advisor.

8.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.



Committee Operations

9 Meetings of Leadership and Review Committee are held at least twice per quarter.

10 The Committee Chair may call additional meetings as required.

Appointment Advisory Committee

Mandate

1 The responsibility of the Appointment Advisory Committee is to interview and vet candidates for appointments made by Students' Council, and to vet and recommend student-at-large candidates for appointments by Executive Committee.

1.1 The committee will make all efforts to ensure that candidates represent the diversity of the student body.

Roles of Committee

2 The committee reviews all applications for appointments made by Students' Council and Executive Committee, and ensures candidates considered for appointment meet the criteria for positions laid out in SAMU's bylaws and policies.

3 The committee develops additional criteria for appointed positions consistent with SAMU's bylaws and policies.

4 The committee interviews all appropriate candidates for positions appointed by Students' Council.

5 The committee provides candidates with further information regarding the position upon request.

6 The committee provides written recommendations on all vacancies.

7 The committee communicates to all candidates regarding the outcome of Students' Council appointments.

8 The committee works to create relationships with MacEwan faculty and the University community to fill student-at-large vacancies.

Composition

9 Voting members of the committee are one Executive, one Councillor, and the Governance Advisor.

Committee Operations

10 The committee deliberations and recommendations are confidential.

11 Meetings of Appointment Advisory Committee are held at the call of the committee chair.

Appendix C: Ad-Hoc Committees of Students' Council**Governance Investigations Committee****Mandate**

The Governance Investigations Committee (GIC) investigates the actions of an elected representative alleged to have breached a bylaw, policy, or procedure, or an appeal of election decisions or results.

Roles of Committee**Formal Complaints Against Elected Representatives**

- 1 A complainant initiates a meeting of the GIC by submitting a written complaint to the Governance Office.
- 2 The applicant must provide any evidence and detail they may have as to how an elected representative is alleged to have acted in contravention of a bylaw, policy, or procedure.
- 3 GIC will meet to review a complaint, and create a workplan, within fourteen days of receiving the complaint.
- 4 The Chair compiles the committee's results and recommendation(s) in a written report to Students' Council.
- 5 Reports will be made public, via official motion, at the discretion of Students' Council.
 - 5.1 Reports made public will be provided to SAMU members or staff upon written request to the Governance Office.

Election Appeals

- 6 Any SAMU member may appeal a decision of the CRO or the election results, in writing, to the governance office no later than two business days after the last day of polling.
 - 6.1 The appeal must be specific in identifying what bylaw, policy, or procedure was broken, or why a decision was made incorrectly.
- 7 GIC will review all supporting documents pertaining to the appeal.
- 8 The GIC may request the appellant, CRO, or others they deem relevant to the complaint to provide information.
- 9 GIC meets as many times as it deems necessary in order to make a decision. The chair compiles the committee's results in a written report to Students' Council no later than fourteen days after receiving the appeal.
- 10 GIC may declare a candidate disqualified if it rules that they have violated the bylaws, policies, or procedures pertaining to the election.



10.1 In event the successful candidate is disqualified the runner up will be declared the winner.

11 If GIC determines that the bylaws, policies, or procedures of SAMU have been violated, they may overturn the results of the election or mandate a complete or partial by-election. The CRO will call a by-election if it is deemed necessary. All relevant bylaws, policies, and procedures are followed in the by-election with the exception of regulations outlining time periods.

Composition

12 Voting members of the committee are a Lawyer from the community at large, a Student at large, and a MacEwan staff member.

12.1 Members are only appointed when a complaint or appeal is made.

12.2 Members are appointed by the Chair upon the recommendation of the Governance Office.

Committee Operations

13 The Chair of Students' Council serves as the Chair (non-voting) of Governance Investigations Committee.

14 A Governance Office representative serves as the recording secretary for the committee.

15 Meetings of the committee are held when a formal complaint or appeal has been submitted.

16 The deliberations and minutes are confidential and kept with the Governance Office representative.

17 Quorum for the committee is all voting members.

18 Decisions of GIC are final and binding on SAMU.



Students' Council Reinstatement Committee

Mandate

1 The responsibility of the Students' Council Reinstatement Committee is to interview and vet candidates for reinstatement to Students' Council.

Roles of Committee

2 The committee reviews all applications for reinstatements made by Students' Council, and ensures candidates considered for reinstatement meet the criteria for positions laid out in SAMU's bylaws and policies.

3 The committee may develop additional criteria that enables them to make a recommendation on reinstatement.

4 The committee reviews any evidence provided and may interview applicants when deemed necessary.

5 The committee provides written recommendations to Students' Council on all applications for reinstatement.

Composition

6 Voting members of the committee are three Students-at-Large.

6.1 Voting members must act impartially.

6.2 Members are only appointed when an application for reinstatement is submitted.

6.3 Members are appointed by the Chair upon the recommendation of the Governance Office.

6.4 Preference is given to current Students-at-Large sitting on other SAMU committees.

Committee Operations

7 The Chair of Students' Council serves as the Chair (non-voting) of the Councillor Reinstatement Committee.

8 Meetings of the committee are held when an application for reinstatement has been submitted and at the call of the Chair.

9 Quorum for the committee is all voting members.

Appendix D: Executive Committee Sub-committees**Health and Dental Sub-committee****Mandate**

1 Health and Dental Sub-committee monitors and evaluates the Health and Dental Program administered by SAMU, provides a forum for Health and Dental contract renewals, and advises Executive Committee regarding decisions related to the Health and Dental Program.

Roles of Committee

2 Health and Dental Sub-committee reviews the Health and Dental program and its financial matters, including the cost of the program and fees charged to students.

3 Health and Dental Sub-committee oversees the “Request For Proposal” process for a new Health and Dental broker or provider.

4 Health and Dental Sub-committee reviews the contract and facilitates the negotiation process with the current Health and Dental broker and provider.

5 Health and Dental Sub-committee monitors, evaluates, and makes recommendations to Executive Committee on policies and strategic matters related to the management of the Health and Dental program.

Composition

6 The voting members of Health and Dental Sub-committee are two Executives, one Councillor, and two students-at-large currently enrolled in the SAMU Health and Dental Plan.

7 The resource officials of Health and Dental Sub-committee are the General Manager, and one full-time staff member of the finance department.

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

Committee Operations

8 Meetings of Health and Dental Sub-committee are held at least once every three months

9 The Committee Chair may call additional meetings as required.

Grant Allocation Sub-committee

Mandate

- 1 Grant Allocation Sub-committee reviews grant applications.

Roles of Committee

- 2 Grant Allocation Sub-committee reviews all submitted grant applications and ensures their alignment with grant disbursement procedures and guidelines.
- 3 Grant Allocation Sub-committee may approve grant applications.
- 4 Grant Allocation Sub-committee monitors budgeted amounts for grants.
- 5 Grant Allocation Sub-committee recommends alterations to the *Grants* procedure to the Executive Committee.
- 6 Grant Allocation Sub-committee provides a monthly report to Executive Committee on grant disbursement.

Composition

- 7 The voting members of Grant Allocation Sub-committee are one Executive and four full-time staff members.

7.1 No more than two SAMU Directors may serve on Grant Allocation Sub-Committee at a time.

Committee Operations

- 8 Meetings of Grant Allocation Sub-committee are held at least once a month.
- 9 The Committee Chair may call additional meetings as required.

Awards Sub-committee

Mandate

1 Awards Sub-committee selects recipients for SAMU awards and honours and recommends the processes for creating and granting awards and honours.

Roles of Committee

2 Awards Sub-committee reviews all nomination applications for SAMU awards and honours.

3 Awards Sub-committee ensures each SAMU award has a Terms of Reference (TOR).

4 Awards Sub-committee recommends alteration to the *Awards* procedure to Executive Committee for approval.

5 Awards Sub-committee selects recipients of SAMU awards and honours based on criteria located in the TOR for each award.

6 Awards Sub-committee ensures that the selection process for award recipients is fair, unbiased, and transparent.

7 Awards Sub-committee recommends types of awards to be established or terminated at SAMU.

8 Awards Sub-committee submits reports to Executive Committee in January and April.

Composition

9 The voting members of Awards Sub-committee are one Executive, two Councillors, one student-at-large, and three full-time staff members.

9.1 No more than one SAMU Director may serve on Awards Sub-Committee at a time.

Committee Operations

10 Meetings of Awards Sub-committee are held at the call of the committee chair.

11 Awards Sub-committee deliberations and minutes are confidential.

Procedure Sub-committee

Mandate

1 Procedure Sub-committee reviews the procedures of SAMU and provides comments and recommendations for approval, amendment, or repeal of procedures to the Executive Committee.

Roles of the Committee

2 Procedure Sub-committee provides a comprehensive review of all procedures. Areas of consideration include:

2.1 appropriate and current content;

2.2 alignment of procedures with the SAMU bylaws, policies, and the strategic plan;

2.3 use of best practices and general accountability standards;

2.4 recommendations for repeal of procedures if applicable;

2.5 format and organization of procedures;

2.6 clarity of applicability of expectations of procedures as they relate to executives, staff, and other parties; and

2.7 other areas assigned by the Executive Committee.

3 Procedure Sub-committee consults with SAMU staff in the course of its deliberations where the creation and revision of procedures affects operations.

4 Procedure Sub-committee reviews procedures at the request of SAMU staff.

5 Procedure Sub-committee reviews all procedures annually.

6 Procedure Sub-committee provides Executive Committee with updates and recommendations to procedures.

Composition

7 The voting members of Procedure Sub-committee are two Executives, the General Manager, and two full-time staff members.

7.1 The resource official of the Procedure Sub-Committee is the Governance Advisor.

7.2 Any Executive or staff member is entitled to attend a committee meeting in a non-voting capacity.

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



Committee Operations

8 Meetings of Procedure Sub-committee are held at least once per month.

9 The committee Chair may call additional meetings as required.

Student Voice on Violence Elimination Sub-Committee**Mandate**

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

Roles of Committee

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

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

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

Composition

5 Voting members of the Student Voice on Violence Elimination Sub-Committee are one Executive, two Councillors, one Residence representative (to be selected by Residence), and three students at large.

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

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

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

Committee Operations

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

10 The committee Chair may call additional meetings as required.

11 The committee submits reports quarterly.



Fact Sheet

Approvals:

First Approval – October 29, 2014

Last Approval – April 21, 2021

Date of Last Review – April 21, 2021

Related Documents and Forms:

Source and Updates:

October 29, 2014: *Committees* approved by Students' Council motions 2014-10-29-4.1, 2014-10-29-4.2, 2014-10-29-4.3, and 2014-10-29-4.4 on the recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 25 – Committees*.

March 16, 2016: *Committees* approved by Students' Council motion 2016-03-16-6.2 on the recommendation of the Bylaws and Policy Committee. The Governance Investigation Committee was created by amalgamating the Investigations Committee and the Election Grievance Board.

November 7, 2019: *Committees* approved by Students' Council motion 2019-11-07-5.1 on the recommendation of the Bylaws and Policy Committee. Major changes include: composition of most committees updated to include more student-at-large positions, the Leadership and Engagement Committee and the Students' Council Review Committee have been amalgamated into the Leadership and Review Committee, and the Programs and Services Sub-Committee has been removed.

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

October 21, 2020: *Committees* approved by Students' Council motion 2020-10-21-7.1 on the recommendation of the Bylaws and Policy Committee. Changes to the Governance Investigations Committee TOR – identified that Students' Council can make reports public by passing a motion and that access to these reports will be provided once a written request is submitted to the Governance Office by SAMU members or staff.

April 21, 2021: *Committees* approved by Students' Council motion 2021-04-21-7.2 on the recommendation of the Bylaws and Policy Committee. Changes include the addition of the Students' Council Reinstatement Committee and the Student Voice on Violence Elimination Sub-Committee.

STUDENTS' COUNCIL MEETING SUBMISSION

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

TYPE OF SUBMISSION (CHECK ONE):



MOTION



CONSULTATION ITEM

Meeting Date: September 15, 2021

Submitted By: Cassey Fallis, VP Academic

Submission Title (As it will appear on agenda):

Remuneration of Elected Representatives policy - exemption request

Motion to exempt the Vice President Academic from Section 2 of Appendix A in the Remuneration of Elected Representatives policy beginning September 1, 2021 and ending April 30, 2022

Background Information:

I am seeking an exemption to item 2 in Appendix A of SAMU's Remuneration of Elected Representatives policy, which states the following:

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

In order to be able to graduate on time, I will need to enroll in two classes for the Fall 2021 and Winter 2022 semesters, which is not technically allowed under existing parameters. Historically, executives at SAMU and other associations with similar rules have enrolled in multiple classes, with only one class being taken at MacEwan in order to avoid policy breaches. I am looking for council's consent in order to be able to enroll in that second class either at MacEwan or an online institution that can offer me the same credits for the course towards my degree.

I have discussed the possibility of two classes in one semester with my executive team and have their support, and I am confident this would not impact the quality or quantity of my contribution to SAMU as VP Academic.

**Implications:**

If this request were granted, then I would be looking at a timely graduation for the end of the Winter semester. While if this motion were to be defeated, I would be facing a sixth year of my undergraduate degree which is not ideal. I am not looking for reimbursement of a second class, but to simply be able to complete the requirements of my degree while serving as SAMU's VP Academic. There are no negative implications for serving my role on Executive Committee if this request were granted.

Remuneration of Elected Representatives

Rationale

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

Definitions

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

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

GRAC means the Governance Remuneration Advisory Committee.

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

Expectations

General

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

Executive Remuneration

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

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

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

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



5 Executives receive benefits as set in Appendix A.

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

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

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

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

Councilor Remuneration

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

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

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

Appendix A: Executive Remuneration

Executive Salary

- 1** The annual salary for an executive is \$42,980.52.

Executive Benefits

Tuition

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

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

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

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

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

Allowances

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

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

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

Savings Plan

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

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

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



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

Health and Dental

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

Vacation and Personal Days

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

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

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

Paid Time Off

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

Appendix B: Councilor Remuneration

Base Honorarium

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

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

Committee Honorarium

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

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



Appendix C: Board of Governors Student Representative Remuneration

Base Honorarium

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

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

Committee Honorarium

2 Board of Governors Student Representatives who serve on committees are remunerated \$60 per committee per academic term.

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

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

Fact Sheet

Approvals:

First Approval – February 19, 2014

Last Approval – March 17, 2021

Date of Last Review: February 24, 2021

Related Documents and Forms:

Source and Updates:

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

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

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

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

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

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

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

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

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

March 17, 2021: *Remuneration of Elected Representatives* approved by Students' Council motion 2021-03-17-7.6. Appendix C – Board of Governors Student Representative Remuneration added to this policy.

May 1, 2021: *Remuneration of Elected Representatives Appendix A* approved by the Governance Remuneration Advisory Committee motion 2021-02-24-1. Updates include: executive salary increase of 1.2%; clarification of how the Savings Plan amount is processed; clarification that all paid time off must use vacation and/or sick days to cover that time.

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: September 15, 2021

Submitted By: Cassey Fallis, VP Academic

Submission Title (As it will appear on agenda):

2020-2021 Councillor of the Year award

Background Information:

Nominations for Councillor of the Year opened on August 19, 2021. This year we received two nominations for one councillor. Each member of council is provided an opportunity to vote on the recipient of the award. This vote will be a "Yes" or "No" vote.

Nomination #1:

Elaine Tran - As one of the returning councillors this year, Elaine takes the time to consistently and thoroughly go through the agenda materials every meeting. She participates in committees, reaches out to Executive Committee and brings forth strong, valid points during discussion and oral questions. Elaine has shown great improvement from her first appointment onto SC while being a reliable support and example for others.

Nomination #2:

Elaine Tran - Elaine is the only current Councillor to successfully campaign and win an election to earn her council seat. Furthermore, Elaine is one of our most engaged Councillors and contributes to several committees.

Implications:

The recipient of the Councillor of the Year award will be announced at the October Students' Council meeting.