



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
June 15, 2022 at 6:00pm in The Lookout**

Voting Members:

Gabriel Ambutong, Councillor
Abby Beka, Councillor
Freja Cartujano, Councillor
Jayden Depeel, Councillor
Myles Dykes, President
Jordan Gable, Councillor
Alex Hominiuk, Councillor
Lisa Kotelniski, Councillor
Joseph A. La Torre, Councillor
Nhi Phan, Councillor
Kendell Semotiuk, Councillor
Rayyah Sempala, Councillor
Asif Siddiqui, Councillor

Alem Tesfay, Councillor
Elaine Tran, Vice President Student Life
Stephan Vasquez, Vice President Academic
Larissa Williams, Vice President Operations
and Finance
Matt Yanish, Vice President External
vacant, Councillor

SAMU Officials and Council Support:
Timothy Jobs, Chair
Tosheena Thompson, Minutes

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 JUNE 15, 2022

2.2 MOTION

TO APPROVE THE MINUTES OF MAY 18, 2022

3. Presentations

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. Year End Allocation

4.1.7. Appoint Advisory Committee (In Camera item)

4.1.8.

4.2. Executive Committee Minutes

Minutes of May 11 and 18, 2022 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

Topics Include:

6. In Camera Period

MOTION TO GO IN CAMERA

6.1 SAMU Chief Returning Officer

MOTION TO GO OUT OF CAMERA

7. Motions & Business Orders of the Day

7.1. Finance Policy (*Special Resolution required)

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

VPO/

Favour:

Oppose:

7.2. Chief Returning Officer

MOTION TO APPOINT _____ AS SAMU CHIEF RETURNING OFFICER FOR A TERM ENDING APRIL 30, 2022

BEKA/

Favour:
Oppose:

7.3.

8. Consultation

8.1

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: July 20, 2022

Meeting adjourned at pm



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

**Minutes for the Students' Council Meeting of the
Students' Association of MacEwan University
May 18, 2022 at 6:00pm in The Lookout**

Voting Members:

Freja Cartujano, Councillor
Jayden Depeel, Councillor
Myles Dykes, President
Alex Hominiuk, Councillor
Lisa Kotelniski, Councillor
Joseph A. La Torre, Councillor
Nhi Phan, Councillor
Kendell Semotiuk, Councillor
Rayyah Sempala, Councillor
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Larissa Williams, Vice President Operations
and Finance
Matt Yanish, Vice President External
vacant, Councillor

SAMU Officials and Council Support:
Timothy Jobs, Chair
Tosheena Thompson, Minutes

Absent:

Gabriel Ambutong, Councillor
Abby Beka, Councillor
Jordan Gable, Councillor

Meeting called to order at 6:00pm.

<Intros>

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2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR MAY 18, 2022

LA TORRE/SIDDIQUI

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF APRIL 20, 2022

PHAN/SEMOTIUK

CARRIED

3. Presentations

4. For Information

4.1. Reports

4.1.1. President

Battle of Alberta – MacEwan & Mount Royal

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. For Information – Mental Health Consultation Letter

4.2. Executive Committee Minutes

Minutes of April 6, 14, 20, and May 4, 2022 provided.

5. Question Period

5.1. Written Questions

La Torre - VPSL/ VPA: I like the idea of including what skills could be gained from each class; my question, though, is would addressing that in myStudent System when students enrol in classes be of a greater benefit for students? In other words, instead of the course syllabus (which oftentimes is only accessible to students right before their classes start) indicating what skills the student will acquire during the enrollment process, instead, the student can know before they enrol in the class if it will provide them with a skill they are looking to develop.

VPSL - Thank you for your suggestion. Both the VP Academic and I are in agreeance that including the competencies during the enrollment process could be of benefit to students. This is a consideration that the VP Academic and I can bring forward in our future conversations with the Working Group.

La Torre - VPO: What does the I.D.E.A sub-committee do?

VPO - The I.D.E.A Sub-committee stood for the Inclusion, Diversity, Equity Advisory sub-committee. This committee was going to advise on these topics in relation to SAMU's internal frameworks and was going to blend EDI and Sexual Violence Prevention into one committee. While the initial Terms of Reference (TOR) was approved by the previous Executive Committee, the new VPSL has some more ideas on how she would like this committee to function therefore the sub-committee is not quite ready to form yet. Council will be seeing a renaming of this sub-committee and the terms of reference when the committee has seats that will need to be filled, which will occur once EC approves the new version of the TOR. So stay tuned for more information!

La Torre - VPE: Is the Government of Alberta Seat Expansion related to tuition increases?

VPE - Not exactly. The current government is more of a fan of targeted investments, rather than blanket ones. So, the targeted seat expansion came because of MacEwan asking for more space for some specific programs, and they were given approximately 4 million from Advanced Ed to expand a couple hundred seats total, primarily in child and youth care and commerce. It is related in the sense that, more broadly: in 2019, SA's/SU's lost their ability to veto significant tuition increases from institutions. Then, every year since then, MacEwan (and most institutions in AB) are increasing tuition by the maximum average amount (7%). Then, this year, the government has committed approximately 70 million (<https://edmonton.ctvnews.ca/almost-5-000-new-seats-in-high-demand-edmonton-post-secondary-programs-funded-1.5900743>) to expand seats across the province. This is good for institutions, and good for students, so I spoke in favor of it. But, it remains true that tuition has gone up for MacEwan students by over 21% in three years, and this announcement does not make education more affordable; it just makes it less competitive.

La Torre - VPE: In the CAUS Changeover Conference report, are there any early plans as to how the priorities detailed in that report will be executed?

VPE - Technically not yet, as we have to officially vote them in as our priorities within the next couple of weeks. However, I can reiterate that fighting for more financial supports for students (specifically up-front, needs-based grants like the Alberta Grant for Full Time Students) is likely going to remain the top priority for us at CAUS this year, especially because both the minister and his critic have been

pressured by CAUS already on this front. As they go to make their platforms, we want to do what we can to emphasize that students need these types of grants, as Alberta has the least amount of them (in relation to loans) in the country, and we need to invest in the future of Alberta. As the grant itself ran out this year (given a 17% increase in uptake last year) I am really worried that students won't get the money they need this fall to attend post- secondary.

5.2. Oral Questions

Topics Include: partnership with Kihew Waciston; Spectrio.

6. In Camera Period

7. Motions & Business Orders of the Day

7.1. Audit Committee

Nominees: Tesfay, La Torre.

MOTION TO APPOINT COUNCILLOR LA TORRE TO THE AUDIT COMMITTEE

DEPEEL/SIDDIQUI

Favour: Cartujano, Depeel, Pres, Hominiuk, Kotelniski, La Torre, Phan, Semotiuk, Sempala, Siddiqui, Tesfay, Vpsl, Vpe, Vpa, Vpo

CARRIED

7.2. Spectrio Agreement

MOTION TO APPROVE ENTERING INTO A THREE (3) YEAR AGREEMENT, AT A TOTAL COST NOT TO EXCEED \$21,000.00 CAD, WITH SPECTRIO

VPO/PRES

Favour: Cartujano, Depeel, Pres, Hominiuk, Kotelniski, La Torre, Phan, Semotiuk, Sempala, Siddiqui, Tesfay, Vpsl, Vpe, Vpa, Vpo

CARRIED

8. Consultation

8.1 Feedback on 22-23 CAUS Priorities

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

VPE

CARRIED

Next Meeting Date: June 15, 2022

Meeting adjourned at 6:47pm



Students' Council Report

VP Academic

June 15, 2022

Dear Council,

It's my pleasure to present my report for the events over the past month. I'm excited to welcome the summer as well as begin work on our EC priorities and committees. Having a small lull before the Fall is welcomed room to grow and hone skills. I'm looking forward to the sunshine as well as working with you all. Please see below for my report between May 18th and June 9th.

Executive Summary

- ! EC Priorities
- ! Committee on Teaching and Learning
- ! Mêskanâs governance committee & Moodle Implementation
- ! Quality Assurance Working Group

Important Meetings Attended

Committee on Teaching and Learning

Decision Made: Agreement on a definition for upper/ lower limits of hybrid courses.

The Committee on Teaching and Learning focuses on course modalities, particularly now that our university is moving from nearly exclusive online education to hybrid courses or fully in-person courses. The definition of lower and upper limits for hybrid are under discussion and probably will be agreed at being somewhere between 30% to 50% of their class in-person. For further clarity, there are two models for hybrid courses, synchronous (where in-person and online sessions follow a set schedule) and asynchronous (where in-person sessions follow a set schedule but online sessions don't). If the definition for upper/lower limits is agreed upon it will be brought to a vote during the next General Faculties Council.

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VP Academic Report to Students' Council

June 15, 2022

Page 1 of 3!

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Paskwâwi-Mostos Mêskanâs Governance Committee

Decision Made: Further review of Kaltura as a replacement for Blackboard Collaborate

I'm proud to report on our new online learning tool, Paskwâwi-Mostos Mêskanâs (plains Cree for buffalo trails). Mêskanâs is being implemented this Spring 2022 term for most classes and all classes this fall 2022 term will be utilizing it. Moodle and other online tools are being used under the Mêskanâs umbrella so this committee looks to streamline and test requirements, tools, and feedback from stakeholders. Lastly, The Kaltura Virtual Classroom software was presented to the committee. It performed well and was favored by the committee. Further discussion on implementation of Kaltura and Blackboard collaborate is being conducted.

Quality Assurance Working Group

Decision Made: Scheduled presentation for student data

The QA working Group is a new committee focused on designing a framework and TOR for quality assurance across faculties. After a long discussion, our team devised a loose framework for QA around what a student believes contributes to a strong learning environment as well as a degree that has sufficient job opportunities. Our group was able to identify areas of study required for further design, specifically student data on what contributed to positive perceived learning outcomes as well as faculty data on the same topic. It was agreed that data on these subjects would be presented at our next meeting in late fall.

Projects/Initiatives

Executive Committee priorities session

Strategic Alignment: Student Support (3.1-3.3) & Student Voice

Our Executive team has been working together to organize and prioritize our long list of goals to accomplish over our terms. Thanks to our coordinator, our priorities sessions were efficient and quick at simplifying, combining, and triaging our objectives. I'm looking forward to the multitude of events and initiatives planned, such as our Student Charter of Rights, UDL Symposium, Textbook Cost Indicator Program, and many more

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VP Academic Report to Students' Council

June 15, 2022

Page 2 of 3!

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Closing Remarks

Now that I'm in my second month, I feel the stress of my early tenure begin to fade away. It's been my pleasure to work with and learn from so many accomplished folks in such a short time. I'm looking forward to what this term and the one to follow will bring.

Cheers,

Stephan Vasquez

VP Academic, SAMU 2022/2023

savpacademic@macewan.ca



Students' Council Report

VP Operations and Finance

June 15, 2022

Here's to the kickoff of beautiful weather and summertime! Playoff hockey was fun and I'm sad to see it end as early as it did. Without further ado, please see below for my report detailing the events that occurred from May 12th to June 3rd.

Executive Summary

- ! Draft Finance Policy Coming to Council for Approval
- ! EC Thematic Priorities for 2022/23 Set

Important Meetings Attended

Budget and Finance Committee Meeting

Decision Made: To Recommend the Finance Policy to Council for Approval

BFC met for the first time since executive changeover to review and ultimately approve the Finance Policy that is going forward to Council for final approval. BFC also received an update on the year end allocation that a separate report has been provided on.

Projects/Initiatives

EC Priorities Setting Sessions

Strengthening SAMU Operations, Student Voice

A good chunk of my time this month has been spent both planning and partaking in the EC Priorities Setting Sessions. Over the past month I worked closely with the Advocacy Coordinator who was our facilitator for these sessions, these sessions saw the

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VP Operations and Finance's Report to Students' Council
June 6th 2022

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Executive Committee sit down to plan out not only our priorities but our projects for the upcoming year.

Our first session was all about themes, we had thoughtful, engaging discussions around what our annual priorities for EC should be and have them mapped out at a high level at the end of session number one. The thematic priorities for your 2022/23 Executives are as follows:

- Financial and Wellness Supports
- Inclusion and Accessibility
- Opportunities for Students
- Student Governance and Accountability

At our next session your Executives brought forward all the projects they wanted to accomplish this year, whether it be projects they campaigned on or other projects they discovered during their first month in office. At this session the Executives discussed project collaboration possibilities and worked to narrow down the list of projects to something that can be feasibly accomplished in our year.

Stay tuned to the Executive Committee Workplan coming your way soon to see some of the specific initiatives that your Executives have upcoming!

Other Items

GBA+ Course

In preparation for a Gender Equality Summit, the VPSL and I are attending and more holistically working to be more inclusive and aware, I undertook a Gender-Based Analysis Plus (GBA+) Course put together by the Government of Canada. GBA+ is an analytical process that provides a method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs, and initiatives. The “plus” in GBA+ acknowledges that GBA+ is not just about differences between sex-at-birth and gender

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VP Operations and Finance's Report to Students' Council

June 6th 2022

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We all have multiple characteristics that intersect and contribute to who we are. GBA+ considers many other identity factors such as race, ethnicity, religion, age, and mental or physical disability, and how the interaction between these factors influences the way we might experience policies and initiatives.

I look forward to taking what I've learnt from the course and applying it to my work here at SAMU.

It's a free approximately 2-hour long course that anyone can take. For more information I've included a link here: <https://women-gender-equality.canada.ca/en/gender-based-analysis-plus/take-course.html>

Closing Remarks

As I write this, I am currently in Ottawa preparing for the first day of the Gender Equality Summit. I look forward to reporting on how the Conference goes. Other than that, it has been another crazy month of planning and preparing for the upcoming year! I can't wait to share what we have planned upcoming.

As always, if you have any questions, please do not hesitate to reach out and ask, I would love to chat! You can reach me by email at savpoperations@macewan.ca

Cheers,

Larissa Williams, (she/her)
VP Operations and Finance, SAMU 2022/2023
savpoperations@macewan.ca



Students' Council Report Year End Allocation Report June 15, 2022

Council,

This report is being provided to you for your information as it was recently discovered that SAMU has been in violation of Finance policy Clause 19 which states that:

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

For the fiscal year ending June 30, 2019, and June 30, 2021, the operating surplus was not allocated into their correct funds as listed in policy.

Background

Year End 2019

On June 19, 2019, SAMU's Finance policy was updated to define where our operating surpluses are allocated. That allocation is the same as listed above in Clause 19. This change in policy took place prior to the end of the fiscal year end, and therefore should have been applied, but after investigation it has been determined by our Finance Department that the allocation did not occur.

Year End 2020

On June 17, 2020, Students Council made a motion to direct the 2019-2020 SAMU Budget Surplus to the 2020-2021 Operating Funds. The motion was written as follows:

“With the COVID-19 situation MacEwan University is predicting a potential drop in registration for the 2020-2021 school year. In response to this the SAMU directors have been reviewing what this drop in registration means to the SAMU budget and our revenues. To mitigate any potential problems to SAMU's operations they've recommended that Students' Council consider directing any operational surplus from the current (2019-2020) fiscal year into the operational funds for 2020-2021 instead of how dictated by policy.”

The motion passed and therefore there was no need to reallocate the operating surplus.

Year End 2021

As Clause 19 had not been updated, the allocation of our operating surplus should have occurred as per policy but after investigation it has been determined that it was not allocated.

What Does This Mean?

To rectify this situation, the first step was to determine how much would need to be allocated to properly rectify the missed allocations for the past 2019- and 2021-year ends. Please see the chart below to see the allocation breakdown into each of the funds as per our financial statements and the balances that were in the funds at the end of the year:

	Contingency Reserve Fund	Health and Dental Fund	Maintenance Fund	SAMU Cares Endowment Fund	SAMU/MacEwan Major Expenditures Fund
Ending Balance, agreed to by financial statements	\$1,152,985	\$393,560	\$4,372,381	\$960,586	\$399,103
Ending Balance per June 30 2021 Bank Statements	\$1,106,485	\$316,742	\$2,513,893	-	\$117,187
Difference to be Allocated	\$46,500	\$76,818	\$1,858,488	\$960,586	\$281,916

The total amount to be reallocated is \$3,224,308. These large allocations are due to the large operating surplus' that have occurred as expenses decreased during the COVID-19 pandemic.

Due to the size of the large allocation needing to occur for us to rectify the situation, the Finance Director was tasked with conducting a Cash Flow Analysis to determine whether SAMU can feasibly allocate the correct amounts into the accounts without running into cashflow problems in our current financial state. Please see below a high-level overview of the cash flow analysis conducted by our Finance Director.

	Q4 – 2021/22		Q1 – 2022/23			Q2 – 2022/23
	May	June	July	August	September	October
Cash @ Start of the Month	\$4,888,927	\$2,718,545	\$1,790,194	\$1,814,405	\$1,064,616	\$260,826
Cash Coming In	\$2,106,919	\$36,919	\$1,826,452	\$26,452	\$26,451	\$8,535,418
Total Cash In	\$6,995,846	\$2,755,464	\$3,616,646	\$1,840,857	\$1,091,067	\$8,796,244
Allocation of Ops Surplus	\$3,224,308	-	-	-	-	-
Total Cash Out	\$1,052,992	\$965,269	\$1,802,241	\$776,241	\$830,241	\$1,006,342
Cash @ End of Month	\$2,718,545	\$1,790,194	\$1,814,405	\$1,064,616	\$260,826	\$7,789,902

Reviewing the cash flow analysis, it is noted that we will be able to continue to run as an organization with the allocations, though the cash at the end of September is quite significantly depleted. To mitigate any risk we have regarding cash flow shortages, a potential solution would be to utilize our Contingency Reserve Fund to ensure all our expenses are covered.

There is no one individual responsible for this situation, and we as SAMU are claiming responsibility for this lack of proper allocation. We have made note of this misstep and are



confident that this will not happen again, ensuring that the proper corrections will be made moving forward.

If you have any questions, please do not hesitate to reach out to me.

Cheers,

Larissa Williams, (she/her)
VP Operations and Finance, SAMU 2022/2023
savpoperations@macewan.ca



Voting Members:

Myles Dykes, President
Stephan Vasquez, VP Academic
Matt Yanish, VP External
Larissa Williams, VP Operations & Finance
Elaine Tran, VP Student Life

Resource Officials:
Darryl Kostash, Acting General Manager
Alan Honey, Governance Advisor (Recording Secretary)

1. Call to Order: 3:02pm

2. Approval of Agenda:

**VPO/VPSL
CARRIED**

3. Approval of Minutes for: May 4, 2022

**VPE/VPO
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Student Groups	<p>Enactus</p> <p>Vpe – what’s the difference between this and Rotary? Pres – social impact & entrepreneurship; Rotary is more non-profit based. Vpsl – Enactus is more project based. Vpe – what is social entrepreneurship? Vpsl – business venture where profits go to community. Vpa – interested to hear what types of things they’ll be doing.</p>	<p>MOTION</p> <p>TO APPROVE THE ENACTUS STUDENT GROUP</p> <p>VPSL/VPO CARRIED</p>
2. Partnership Opportunity	<p>Pres – looking for feedback from everyone at the table here today. OEG looking for partnership with PlayOn event – youth event. MacEwan would like to know if SAMU has any competing events and if we’d like to be involved in some way? Could we offer some form of partnership? OEG seeking letter of support from MacEwan U. Is there general support from EC for this? Vpsl – concern about Fall Fest being a student event, not a public event? Pres – SLT recommends it remain a closed event. Vpa – good potential opportunity for SAMU. Gm – this is a good opportunity we should be exploring that could benefit our student members. Vpo – with OEG & arena so close why not explore it.</p> <p>*Unanimous support to explore opportunity further and will Pres will report back.</p> <p>Vpsl – met with Kristi from ?????? and their looking for someone to speak at a May 17 event; second opportunity when they paint</p>	<p>Action:</p> <p>Vpsl to compile list of opportunities and share with EC.</p> <p>Vpsl to research Capital City Pride event and provide info to EC.</p>

		the crosswalk in front of Res.; also external events that we could partner with – some tabling involved; Pres – would like to see us stay away from tabling and stick more with representation opportunities.	
3.	Mental Health Feedback	Vpo – feedback from breakout groups was compiled – looking for any feedback EC has.	!
4.	Cash Flow Analysis	Vpo -	MOTION TO TABLE ITEM UNTIL NEXT MEETING VPE/VPO CARRIED
5.	EC Teambuilding	Pres – team development and socials. How can we as a team build connection to one another? Vpsl – Ikea trip for office décor items. Pres – Riverhawks game. Patio drinks. Vpsl – open to going to festivals. Pres – improv? Theatre? Vpa – Grindstone theatre. Vpsl – support MacEwan theatre shows. Pres – potential to include councillors as well. What PD do we want to do? Vpo – a lot of networking conferences available. Vpe – know a couple people who found SUDS valuable.	Action: Vpe to be point person on socials & create calendar. Pres, Vpe, Vpsl to create draft calendar and submit to EC. Vpe to reach out to UofASU to get info about conference cost (SUDS)
6.	Student Affairs Quarterly Meeting Agenda Items	Pres – we should assign point people for the different topics. *General discussion.	!
7.	Outstanding Action Items		
8.	VP Student Life's Report	Writing report. Transition. Intro to MacEwan departments. SVPEC. Meetings update.	
9.	President's Report	Prep for year ahead. Alumni meeting. CAUS Changeover. 50 th anniversary debrief. Working with Myrna & SLT re. OEG. Gov implementation meeting.	
10.	VP Academic's Report	Review of 2 nd comprehensive evaluation meeting. Distinguished Teaching Award meeting. GFC meeting. Competency Model Debrief meeting. Intro to EC.	
11.	VP External's report	CAUS Changeover work and update. Prepping for the new year.	
12.	VP Operations and Finance's Report	Cash flow meeting with Gm & Doff. Incoming orientation help. EC position descriptions work.	

13.	General Manager's Report	LEED gold plaque for building going up tomorrow. Signature wall update. Handbook planning under way. SOS service update. Council door installed. Office wall project moving forward. Fall Fest confirmed.	
14.	Recognition		

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4. Adjournment

Time: 4:26pm



Voting Members:

Myles Dykes, President
Stephan Vasquez, VP Academic
Matt Yanish, VP External
Larissa Williams, VP Operations & Finance
Elaine Tran, VP Student Life

Resource Officials:

Darryl Kostash, Acting General Manager
Alan Honey, Governance Advisor (Recording Secretary)

1. Call to Order: 2:03pm

2. Approval of Agenda:

**VPSL/VPE
CARRIED**

3. Approval of Minutes for: May 11, 2022

**VPE/VPA
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Cash Flow Analysis	Vpo & GM Vpo – received cash flow analysis from Joanne based on year end allocations. Our end of year surplus goes to specific funds – this wasn't allocated properly for the last two years. Due to this missed allocation we needed to identify what our cash would look like if we moved the money as required. We should be fine, although a little tight at end of September – we can pull from Contingency Reserve Fund if needed. We may be short due to not receiving our funds from MacEwan until the 3 rd week of October.	
2. ELM Collaboration	Vpsl – Pres & I met with ELM. Want to advocate for more family friendly spaces on campus. Want to support child care advocacy. Want to secure more funding for student spaces at ELM. Want to be involved in mayoral event next year re. community spaces for children. Vpe – more spaces on campus is a great idea. Look at subsidizing daycare spots for students in the summer? Vpsl – was thinking about expanding discussion. Pres – no solid next steps now, just having an initial conversation about opportunities.	
3. EC Professional Development	Vpsl – positions I've been in previously have some form of PD. Would like to begin a conversation about what PD opportunities there are for us. Second part – Vpo & I are interested in attending a conference in June. Looking for feedback on whether we should go forward with this. Pres – look at getting risk assessment training, some facilitated training, etc.	Action: Vpsl to look into PD opportunities for EC and report back!

4.	SCE Ukrainian Student Support	<p>Pres – Dean of ConEd reached out about students – waiving tuition – wondering if there’s any help SAMU can provide with our fees. Is this something we would like to support – would be for 2 students.</p> <p>Vpsl – think we could waive it and leverage to get additional support.</p> <p>Vpe – agree.</p> <p>Vpa – yes, but consider how this will influence our future decisions with students in need. Should there be a policy around this topic?</p> <p>Vpo – don’t think it should be a policy, more about establishing a framework around waiving fees. Each situation can be very different so it’s hard to capture something in a policy.</p> <p>Pres - consensus</p>	<p>MOTION</p> <p>TO WAIVE SAMU SECONDARY FEES, SAMU BUILDING LEVY, GLOBAL EDUCATION FEE, AND UPASS FOR STUDENTS WITH ID#3137957 AND ID#3137958 FOR THE SPRING/SUMMER 2022 TERM</p> <p>VPE/VPA CARRIED</p> <p>Action: Pres to Dean of ConEd</p>
5.	2022/23 Letter to Students	<p>Pres – every year the SAMU Pres publishes a letter in the student handbook. Want it to collaborative with all EC. Looking for feedback from everyone.</p>	
6.	Mid Year EC Retreat	<p>Pres – looking for feedback on what we want to do this year.</p> <p>Vpo – not too picky on where.</p> <p>Vpe – if we can get a similar price I’d like to consider Canmore.</p> <p>Gm – recommend having a breakfast and lunch included/scheduled.</p>	<p>GA to get quotes and bring to EC by mid-June.</p>
7.	President’s Report	<p>Possible OEG partnership work.</p> <p>EC teambuilding.</p> <p>ESA AGM work.</p> <p>CAUS Presidents’ caucus – expectation & guidelines.</p> <p>CRO interviews.</p> <p>Letter to students work.</p>	
8.	VP Academic’s Report	<p>GFC committee on Academic Curriculum and Calendar update.</p> <p>Program rep update.</p>	
9.	VP External’s report	<p>EC socials calendar update.</p> <p>CAUS update.</p> <p>Spoke at UofA last week. Successful event on short notice.</p>	
10.	VP Operations and Finance’s Report	<p>Planning work for EC priorities meeting.</p> <p>Governance Review implementation update.</p> <p>IDEA SC TOR update.</p> <p>Researching student leader code of conduct policies.</p> <p>Finance policy work.</p> <p>ELT meeting attendance update.</p> <p>U-Pass update.</p>	
11.	VP Student Life’s Report	<p>Approached by Roxanne Runyon to do a presentation.</p> <p>IDEA SC TOR work.</p> <p>Pride Crosswalk work.</p> <p>Reading policy to refresh.</p> <p>Research.</p> <p>Riverhawks ticket update.</p>	<p>Action Vpsl to communicate with _____ re tickets.</p>
12.	General Manager’s Report	<p>Salary review update.</p> <p>Onboarding portfolio management update.</p> <p>Security camera upgrade.</p> <p>Construction around campus update.</p> <p>Roof update.</p>	

		Student plaque update. Covid update.	
13.	Recognition		

!
4. Adjournment

Time: 3:56pm



STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
June15 2022	Larissa Williams, VP Operations and Finance

Agenda Item Title	Finance Policy
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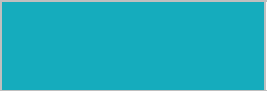
Action Requested	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Consultation Item
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AGENDA ITEM DETAILS

Motion Title	To Approve the Finance Policy on the Recommendation of the Budget and Finance Committee
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Background Information	<p>The Finance Policy is reviewed by BFC yearly for any updates that might need to be included or not, this year there are some substantial changes to the policy being recommended.</p> <p>The rationale was updated to identify all the funds SAMU has. This was done to ensure that SAMU is transparent and accountable to our membership. We have included a list of all of the funds that SAMU holds or oversees and a brief description of the accounts purpose.</p> <p>A definition was added as the term is used later on in the updated section of the contingency fund.</p> <p>The Building Fund was removed from the policy as the building project is considered completed and therefore any excess funds from the Building fund was transferred over to the maintenance fund as per what the policy previously stated.</p> <p>The changes made to the Contingency fund were to properly document how SAMU actually utilizes the Contingency Fund. Which includes both operational deficits and short-term cash flow shortages. An example of an Operational Deficit, would be if less students enrolled than predicted and therefore our revenues collected are way off in comparison to our budgeted numbers. And short-term cash flow shortages typically occur due to the timeline associated with when MacEwan transfers us the fee amounts that they collect on our behalf.</p> <p>Other Changes to the policy were to document who has the authority to approve funds, and ensuring the requirements to report are documented to be followed.</p> <p>Reallocation of the Operating Surplus - The reallocation sees 70% to the Maintenance Fund and 30% to the SAMU/MacEwan Major Expenditures Fund, essentially removing the allocation to the SAMU Cares Endowment Fund.</p> <p>Rationale for Removing the SAMU Cares Endowment Fund</p> <p>- with several years of big operating surpluses due to the pandemic, the SAMU Cares Endowment Fund has hit \$1,000,000!</p>
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	<ul style="list-style-type: none"> - what that means for students is that over a years time the fund will accrue approximately \$40,000 a year in interest, and it is the interest that will be used annually to provide bursaries to students. The principal \$1,000,000 will not be spent unless SAMU approves it so the expendible (interest accrued) each year should be steadily replenished annually. - currently, approximately \$15,000 to \$20,000 is paid out to students annually and because there was not enough in the account to accrue enough interest to provide bursaries so those have been funded directly through our operating budget. This budget line will be able to be allocated to other operating costs in the 2023/24 fiscal year as at that point the fund will have accrued the interest required to sustain itself. - there is a clause written in the policy for if the principal falls below the \$1,000,000. This clause states that the operating surplus for that year will include up to 10% of the Maintenance Fund's surplus going to the SAMU Cares Endowment Fund. In that case the allocation of the operating surplus would look like the following: Maintenance Fund - 60-69% SAMU Cares Endowment Fund - 1-10% SAMU/MacEwan Maor Expenditures Fund - 30%
Alternative Considerations	<ul style="list-style-type: none"> - Look at a different allocation of the operating surplus, investigate investing in a different charity fund since SAMU Cares is topped off. <p>This is not coming forward as an option because Operations recommended we start investing into our building especially since we will stop seeing major surpluses to divvy up into the funds with return to normal activity</p> <p>Not approve the finance policy. This is always an option.</p>
Risk Management Considerations	<p>low, operational and financial risks associated with approving this policy as written are low.</p>
Strategic Alignment	<input checked="" type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>
Implications	<p>SAMU Cares can sustain itself, The Finance Policy is more robust and transparent to students, Institutional knowledge is maintained and documented</p>
Related Documents	<p>n/a</p>
Follow Up Action	<p>Allocation of the 21/22 operating surplus will follow this policy. Policy will be reviewed next year in its cycle to ensure the the policy is still effective and written correctly</p>
Review History	<p>Acting General Manager, Director of Finance and other members of SLT</p>



Governance Advisor
Budget and Finance Committee

Strategic Alignment Checklist

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

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

Focus Areas	Not consistent	N/A	Consistent
Student Experience & Engagement			
The overall student experience is enhanced by the opportunities provided by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.1! Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2! Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3! Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4! Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1! Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2! Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3! Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strengthening SAMU Operations			
SAMU is an innovative and sustainable organization with an engaging work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2! Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.3! Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4! Act as financial and environmental stewards and implement effective practices to enhance sustainability.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5! Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Finance

Rationale

A policy on finances and investments provides a list of all funds that SAMU holds and jointly oversees or manages. This policy provides proper guidelines on how finances and investments work, what they look like, and how they can be monitored at the governance level.

Definitions

A short-term cash flow shortage occurs with the SAMU operating account due the timing of when the transfer of fees from MacEwan University are received when the operating account is low in funds. As a result, the operating account will require top-off funds to continue with its day-to-day operations from other SAMU funds until the transfer of fees is received.

Expectations

General

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

Maintenance Fund (Internally Restricted)

7 The Maintenance Fund is dedicated to Furniture, Fixtures, and Equipment (FF&E), leasehold improvements, and building renovations.

8 Expenditures from the Maintenance Fund may be approved by the Executive Committee and will be reported to Students' Council.

SAMU/MacEwan Major Expenditures Fund (Jointly Restricted)

9 The SAMU/MacEwan Major Expenditures Fund is dedicated for major building expenditures.

~~Deleted: Building Fund (Internally Restricted)~~

~~7~~ The Building Fund is dedicated to property acquisition, and building construction.

~~7.1~~ The Building Fund may also be used to cover consultant, planning, and design costs directly and indirectly related to property acquisition and building construction.

~~7.2~~ Upon completion of the building, any excess funds from the building fund will be transferred to the Maintenance Fund.

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~~Deleted: Internally~~



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

9.2 This fund is overseen by MacEwan and SAMU through the SAMU Building Operations Committee as per the Lease Agreement and the Operations and Maintenance Agreement.

Contingency Reserve Fund (Internally Restricted)

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

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

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

11 The Contingency Reserve Fund may be used for operational deficits.

11.1 Expenditures regarding operational deficits may only occur with both unanimous approval of the Executive Committee and simple majority approval of Students' Council.

12 The Contingency Reserve Fund may be used for short-term cash flow shortages.

12.1 Once the transfer of funds from MacEwan University is received the money taken out from the fund will be returned to this fund in a timely fashion.

12.2 Expenditures regarding short-term cash flow shortages may only occur with unanimous approval of the Executive Committee and will be reported to the Budget and Finance Committee and Students' Council at the earliest scheduled meeting.

Health and Dental Reserve Funds

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

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

13.2 Any changes to the assessed Health and Dental fees will be reported to Students' Council at the earliest scheduled Council meeting.

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

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Deleted: ¶
13

Deleted: from the Contingency Reserve Fund



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

Student Groups Fund

16 The Student Groups Fund is the account that SAMU uses to hold the money Student Groups collect and is available for Groups to withdraw from.

16.1 Expenditures from the Student Groups Fund adhere to approval practices established in procedure.

USD Fund

17 The USD Fund is used for U.S. Dollar transactions to avoid foreign exchange rate differences and fees.

Transit Fund

18 The Transit Fund is a low-risk account that is used to facilitate electronic fund transfers and auto deposits from customers.

SAMU Cares Endowment Fund

19 The SAMU Cares Endowment Fund holds a principal amount of \$1,000,000 that accrues interest which is used to provide financial relief to students in need through the SAMU Cares Bursary.

20 This endowment is held by MacEwan's Alumni and Development Office, due to Canadian Charity regulations that SAMU does not have the ability to hold.

20.1 Distribution of funds is managed by SAMU.

Operating Fund

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

22 The Operating Fund holds four months' worth of operating expenses at one time, with any surplus funds transferred to the Operating Savings Fund.

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

Operating Savings Fund

24 The Operating Savings Fund is used to minimize the risk of keeping large cash deposits in our Operating Fund.

25 The Operating Savings Fund is used to protect SAMU's funds from fraud as it is a non-chequing account that no outside parties have access to its account information.

Operating Surplus



26 Any operating surplus (excluding amortization expense) at the end of the fiscal year will be allocated as follows:

70% to the Maintenance Fund

30% to the SAMU/MacEwan Major Expenditures Fund

26.1 If the SAMU Cares Endowment Fund drops below the principal amount of \$1,000,000, up to 10% of the operating surplus allocated to the Maintenance Fund will be allocated to the SAMU Cares Endowment Fund.

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

Fact Sheet**Approvals:**

First Approval – August 21, 2013

Last Approval – June 16, 2020

Date of Last Review: May 17, 2021

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

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

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

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

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

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

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

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

June 16, 2021: *Finance* approved by Students' Council motion 2021-06-16-7.1 on the recommendation of the Budget and Finance Committee. Identified that any amortization expense incurred would be excluded when calculating the operating surplus at the end of the fiscal year.



STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
June 15, 2022	Abby Beka, Councillor

Agenda Item Title	Chief Returning Officer appointment
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Action Requested	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Consultation Item
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AGENDA ITEM DETAILS

Motion Title	Motion to appoint _____ as the SAMU Chief Returning Officer for a term ending April 30, 2022
Background Information	The CRO job posting went up in early April and closed on May 2. We received a total of six applications. The Appointment Advisory Committee reviewed the applications and conducted the appropriate interview(s). The Committee is bringing a recommendation to Students' Council for appointment of the CRO for the upcoming year. Details of who was interviewed and the recommendation will be provided during the In Camera portion of the June 2022 Students' Council meeting
Alternative Considerations	
Risk Management Considerations	
Strategic Alignment	<input type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>
Implications	Filling the CRO position will enable election planning to begin for the coming year.
Related Documents	CRO Job Description
Follow Up Action	
Review History	

Strategic Alignment Checklist

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

Focus Areas	Not consistent	N/A	Consistent
Student Experience & Engagement			
The overall student experience is enhanced by the opportunities provided by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.1! Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1! Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Student Supports			
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3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Strengthening SAMU Operations			
SAMU is an innovative and sustainable organization with an engaging work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.2! Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.3! Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4! Act as financial and environmental stewards and implement effective practices to enhance sustainability.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.5! Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>