



## STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Agenda for the Students' Council Meeting of the  
Students' Association of MacEwan University  
November 16, 2022 at 6:00pm in Council Chamber**

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### **Voting Members:**

Gabriel Ambutong, Councillor  
Abby Beka, Councillor  
Jayden Depeel, Councillor  
Freja Cartujano, Councillor  
Myles Dykes, President  
Alex Hominiuk, Councillor  
Jordan Gable, 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  
Alan Honey, Governance Advisor

Absent:

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Meeting called to order at pm.

<Intros>

### **1. Treaty 6 Land Recognition**

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

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

### **2. Approvals**

#### **2.1 MOTION**

***TO APPROVE THE AGENDA FOR NOVEMBER 16, 2022***

#### **2.2 MOTION**

***TO APPROVE THE MINUTES OF OCTOBER 19, 2022***

**3. Presentations**

**3.1. Clarifying Different Roles and Responsibilities**

**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. Appointment Advisory Committee (in camera)**

**4.1.7. Chief Returning Officer**

**4.1.8.**

**4.1.9.**

**4.1.10.**

**4.2. Executive Committee Minutes**

Minutes of October 5, 7, 12, 13, 19, & 26, 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 Councillor Vacancy Appointment**

***MOTION TO GO OUT OF CAMERA***

**7. Motions & Business Orders of the Day**

**7.1. Councillor Vacancy Appointment**

***MOTION TO APPOINT \_\_\_\_\_ AS A COUNCILLOR FOR A TERM ENDING OCTOBER  
31, 2023***

***VPE/***

Favour:

Opposed:

## **7.2. Appointment Advisory Committee**

Candidates:

**MOTION TO APPOINT COUNCILLOR \_\_\_\_\_ TO THE APPOINTMENT ADVISORY COMMITTEE**

**VPO/**

Favour:

Oppose:

## **7.3. Audit Committee**

Candidates:

**MOTION TO APPOINT COUNCILLORS \_\_\_\_\_, \_\_\_\_\_, AND \_\_\_\_\_ TO THE AUDIT COMMITTEE**

**VPO/**

Favour:

Oppose:

## **7.4. Bylaws and Policy Committee**

Candidates:

**MOTION TO APPPOINT COUNCILLORS \_\_\_\_\_ AND \_\_\_\_\_ TO THE BYLAWS AND POLICY COMMITTEE**

**VPO/**

Favour:

Oppose:

## **7.5. Budget and Finance Committee**

Candidates:

**MOTION TO APPOINT COUNCILLORS \_\_\_\_\_ AND \_\_\_\_\_ TO THE BUDGET AND FINANCE COMMITTEE**

**VPO/**

Favour:

Opposed:

#### **7.6. Governance Remuneration Advisory Committee**

Candidates:

**MOTION TO APPOINT COUNCILLOR \_\_\_\_\_ TO THE GOVERNANCE REMUNERATION  
ADVISORY COMMITTEE**

**VPO/**

Favour:

Oppose:

#### **7.7. Leadership and Review Committee**

Candidates:

**MOTION TO APPOINT COUNCILLORS \_\_\_\_\_ AND \_\_\_\_\_ TO THE LEADERSHIP  
REVIEW COMMITTEE**

**VPO/**

Favour:

Oppose:

#### **7.8. Health and Dental Sub-Committee**

Candidates:

**MOTION TO APPOINT COUNCILLOR \_\_\_\_\_ TO THE HEALTH AND DENTAL SUB-  
COMMITTEE**

**VPO/**

Favour:

Oppose:

#### **7.9. Awards Sub-Committee**

Candidates:

**MOTION TO APPOINT COUNCILLORS \_\_\_\_\_ AND \_\_\_\_\_ TO THE AWARDS SUB-  
COMMITTEE**

**VPO/**

Favour:

Oppose:

**7.10. Student Voice on Violence Elimination Sub-Committee**

Candidates:

**MOTION TO APPOINT COUNCILLORS \_\_\_\_\_ AND \_\_\_\_\_ TO THE STUDENT VOICE ON  
VIOLENCE ELIMINATION SUB-COMMITTEE  
VPO/**

Favour:

Oppose:

**7.11. Student Groups policy**

**MOTION TO APPROVE THE STUDENT GROUPS POLICY  
VPO/**

Favour:

Oppose:

**7.12.**

**8. Consultation**

**9. Evaluation**

**10. Recognition**

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**11. Adjournment**

**MOTION TO ADJOURN**

Next Meeting Date: December 21, 2022

Meeting adjourned at



## STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Minutes for the Students' Council Meeting of the  
Students' Association of MacEwan University  
October 19, 2022 at 6:00pm in Council Chamber

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### Voting Members:

Gabriel Ambutong, Councillor  
Abby Beka, Councillor  
Jayden Depeel, Councillor  
Freja Cartujano, Councillor  
Alex Hominiuk, Councillor  
Lisa Kotelniski, Councillor  
Joseph A. La Torre, Councillor  
Nhi Phan, Councillor  
Kendell Semotiuk, 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:*  
Matthew Yanish, Chair  
Alan Honey, Governance Advisor  
Grace Tsang, Governance Assistant

### Absent:

Myles Dykes, President  
Jordan Gable, Councillor  
Rayyah Sempala, Councillor

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Meeting called to order at 6:02pm.

<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 OCTOBER 19, 2022**

**LA TORRE/SEMOTIUK**

#### MOTION

**TO AMEND THE AGENDA TO ADD 8.1 THE LOOKOUT WITH THE SOLE QUESTION 'DO YOU THINK IT IS WORTH SAMU PURSUING OPENING THE LOOKOUT FOR STUDENTS WHEN NOT BEING USED'**

**LA TORRE/TESFAY**

#### MOTION

**TO TAKE A 3 MINUTE RECESS**

**VPO/LA TORRE**

**CARRIED**

**MOTION**            **TO AMEND THE AMENDMENT TO ADD “WITH THE SOLE QUESTION ‘DO YOU THINK IT IS WORTH SAMU PURSUING OPENING THE LOOKOUT FOR STUDENTS WHEN NOT BEING USED’”**

**LA TORRE/TESFAY**

Favour: Tesfay, Kotelniski, La Torre

Oppose: Semotiuk, Vpa, Vpo, Cartujano, Vpsl, Phan, Beka, Siddiqui, Vpsl, Vpe, Depeel, Ambutong

**DEFEATED**

Favour: Tesfay, Kotelniski, Depeel, La Torre

Oppose: Semotiuk, Vpa, Vpo, Cartujano, Vpsl, Phan, Beka, Siddiqui, Vpsl, Vpe, Ambutong

**DEFEATED**

**CARRIED**

**2.2 MOTION**            **TO APPROVE THE MINUTES OF SEPTEMBER 21, 2022**

**PHAN/CARTUJANO**

**CARRIED**

**3. Presentations**

**4. For Information**

**4.1. Reports**

**4.1.1. President**

**4.1.2. Vice President Academic**

As presented.

**4.1.3. Vice President External**

As presented.

**4.1.4. Vice President Operations & Finance**

As presented.

**4.1.5. Vice President Student Life**

As presented.

**4.1.6. Audit Committee**

As presented.

**4.1.7. BFC**

As presented.

**4.1.8. BPC**

As presented.

**4.1.9. GRAC**

As presented.

#### **4.1.10. EC**

As presented.

#### **4.2. Executive Committee Minutes**

Minutes of September 13, 20, and 27, 2022 provided.

### **5. Question Period**

#### **5.1. Written Questions**

Sempala - To all executives: This years election had a 6% student turnout. Are there any engagement strategies we can use to bring up student engagement within elections? If possible I also think this is something that we should consider putting within an actionable plan.

Vpo - SAMU engaged in new strategies this year to increase voter turnout on the marketing and governance office side, there were our usual Facebook and Instagram ads, but also, we had our polling clerks on voting days and promo squad out there pushing the elections, we handed out hundreds of handbills highlighting election events and the voting days. The Executive Committee ran GovWeek and pushed the elections at every event we attended this year, as well as handing out hundreds of handbills regarding the roles of a council and the elections themselves, while spending collectively at least a hundred hours planning GovWeek events. In regards to ensuring the elections are run impartially there may not be more direct ways for SAMU to engage.

In regards to overall strategy the Governance Office and Marketing Department are always looking at new ways to engage students and raise turnout for governance events. Putting something like this into an actionable plan is always discussed between the Governance Office and the Marketing Department and is out of the purview of Council, the Governance Office is always interested in sharing ideas on how to connect to students. Voter turnout has also been correlated to candidates as well, it has been seen in past elections that candidates themselves are an effective way to drive voter turnout. SAMU is only able to promote the elections in general, but candidates are able to say more and more actively engage with students on issues that they are running on that make students feel more inclined to vote.

The CRO may have some advice on the next elections that the Governance Office and Marketing Department will take into consideration, stay tuned for the CRO's report next month.

Sempala - To all executives: How will the maintenance fund for the student support room be used?

Currently we have a low turn out and we don't really use the tables as of now to my knowledge. How will the new purchasing of tables be beneficial to samu operations?

Vpo - The student support room is not a current room in the SAMU building. The maintenance fund was used to purchase the new room. This new room came to the Executive Committee as a request from operations as it has become apparent that currently SAMU does not have an appropriate place for students in crisis and distress to have a safe, readily available space to speak about their issues and immediate concerns. SAMU is currently seeing some private space issues for private meetings with students and our Student Advocacy and Policy Specialist (SAPS). These meetings require a private space where students confidential issues can be spoken about. SAMU has seen an immense spike up of usage of our Student Advocacy Centre over this past year and with returning to more in-person, the SAPS staff member will require a designated space to be able to serve those students to the best of their abilities without impeding all other SAMU functions. The Executive Committee felt that this request deals directly with a student need that occurs and approved the funds to have that room built. We are currently waiting on the supplies to come in to have this room actually built, hence why it is still not a space you can see in the SAMU building.

We are unsure about your statement regarding low turnout and students not using the tables as our building is consistently busy and students are utilizing the spaces within the building. The purchasing of new tables is beneficial to the SAMU building and SAMU operations as it provides us with more spaces for students to sit, it provides us with more tables of our own for events, and it provides us



with more tables for people who purchase advertising space in our building, which is generating alternative revenue sources.

We encourage you to reach out to the VP Operations and Finance regarding your concerns or questions regarding the building.

La Torre - VPA:

-Are the stakeholders in the library in support of the Textbook Cost Indicator? And as a follow-up question: has there been any "pushback" (any concerns against it) to the introduction of the Textbook Cost Indicator?

-What other parts, services, etc., of MacEwan, must be consulted before the TCI can be fully operational?

Vpa –

- I'm happy to inform you that we have a great deal of support from the library. For example. Dean Karen Keiller, Librarian Martina King, and Librarian Lori Walter. I will be working with these folks to implement the operational side of the project. For the external-facing side of the project, I've spoken to and have meetings with faculty in hopes of fostering grassroots support for the project. Some of these faculty include Dean Christie Raymond, Associate Professor Lucille Mazo, Associate Professor Melissa Hills, & Associate Professor Alissa Overend. I'm hoping that further collaboration will result in a faculty champion as per design.

-So far we have not had any direct opposition to the TCIP. However, after discussing the project with stakeholders we identified several possible gaps. Specifically these gaps may be:

-No collective agreement among faculty.

-Getting classes to self-identify as using OERs.

-Difficulty with faculty becoming familiar with using the digital supports for OER and labeling their classes with the cost-indicator.

-and a plateau of interest.

-Other portions of the campus that need to be consulted is the IT department in-relation to our version of PeopleSoft. PeopleSoft is a flexible program, but making sure we can contort it to the specifications of the project need to be further examined. After consulting our counterparts at the U of A we may have to check for gaps between MacEwan's and the U of A's version of Peoplesoft. A further consult with the UASU is being scheduled.

La Torre - VPE:

- What concerns were raised when the CASA members came to SAMU?

- Is there a tentative date when the report of the Foward Slash event will be released?

-In what capacity will SAMU be affiliated with the Alberta Mentorship Partnership? In other words, in what ways are we benefiting from the potential affiliation and in what ways are they benefiting?

-How effective has GOTV been in th past in getting students to vote?

Vpe -

- In short, I raised that I was concerned with the efficiency and meeting schedule of a particular committee, and how there is limited buy-in. Aside from that, we also discussed some of the ways we can better include staff in conferences. Overall, very specific stuff to the actions of CASA internally, but no concerns with the important advocacy work that CASA has been getting up to.

- I am going to create the report for EC for our next meeting at the end of October, and if you want to see it, Alan can give you a copy! Technically, I only have to submit it to EC, but I am happy to share it with any interested parties on SC.

-Well, pending availability of SC on November 18<sup>th</sup>, we are actually looking to have her come talk to us about public speaking, and run a workshop for the newly elected SC (again, pending some availability). So, our partnership will include events like this and others where she comes and facilitates some form of networking/leadership event with us. For AMP, they are fulfilling their mandate of creating a culture of mentorship and leadership in Alberta, and for us, we get the lovely Sarah Chan to come to events/host events and be an inspiring presence for students and student leaders.

-This is a tricky question to answer as "GOTV" can include what we do at the provincial, municipal, federal, or SAMU level. But in short, most of the time they are very effective, and if nothing else, I would be doing myself a disservice if I did not try to get my constituents to vote. GOTV efforts are key first and foremost to get students/young people in the know about how to vote and how they can take part in our political processes. We know from the data that people aged 18-24 are the least likely to vote, and as that demographic has huge overlap with our student population, we know that encouraging people to vote goes hand in hand with the government's ability to take our asks more seriously. So, while we cannot measure directly how many people vote as a result of our efforts, I can tell you that SAMU has been part of solo or collective efforts to get tens of thousands of people to vote, and we know in recent federal elections (that we also ran GOTV for) that we have seen increases in the amounts of 18-24 year old people voting.

La Torre - VPO:

-Was the feedback from the Town Hall meeting in September effective? If not, could we explore other avenues to receive feedback from students on the bylaws if none have been explored in the past?

Vpo - I am still working through all the feedback, some of it was quite useful, and I am looking forward to discussing your open feedback with the team as we work to develop the bylaw draft for the next town hall further. With the quick change in plans, I only expected Council to attend and provide feedback as the initial consultation was very open and Councillors had previously expressed to me that they wanted to change the Bylaws. I was looking for a little more feedback in regards to what exactly Council members wanted to change, but overall, it went as expected. When the actual bylaws are ready to be formally reviewed there is a draft strategy in my mind as to how I see Council and students more broadly engaging with the bylaws, though I am still working on it and am not ready to discuss it quite yet, if you have any ideas please feel free to reach out to me personally.

La Torre - VPSL:

- For the Healthy Campus Alberta Design Team's workshops, will they all be online?

- For the Student Mental Health Group, what other universities are committed to the Okanagan Charter? And how would MacEwan be committed to it? In other words, what changes, if any, would occur?

- How is the Fresh Friday team collecting students' perspectives and questions? Is this something council can help with?

Vpsl -

- Yes, because Healthy Campus Alberta is a community of practice that connects the entire province, all of their materials, resources, and webinars are accessible online. In my report, I included a link to their website; however, here is a link to access their listing of webinars: <https://www.healthycampusalberta.ca/webinars/>

- In my report, I included a link to the Okanagan Charter website, where the full document and list of committed institutions is housed. For reference, here is the link:

<https://healthpromotingcampuses.squarespace.com/network> Some committed institutions include Bow Valley College, Concordia University of Edmonton, Mount Royal University, SAIT, University of Alberta, University of Calgary, and University of Lethbridge - all in Alberta. Moreover, there are a

number of different changes that can and should occur now that MacEwan has signed onto the Okanagan Charter, which I would be happy to discuss at greater length in another capacity. No Campus is immune to change, and neither is MacEwan, but the diversity of changes that could occur is greater than I can list in my response.

- The Fresh Fridays Team connects with students across campus by finding free students to chat with about a number of subjects. In addition, they also have an awesome cart and swag to catch attention. In the past, Students' Council has entertained the idea of ongoing tabling; however, due to COVID-19, direct engagement via ongoing tabling has been limited. As Chair of Leadership and Review Committee (LRC), I would be more than happy to engage with Students' Councillors to brainstorm and organize ideas for direct engagement.

## **5.2. Oral Questions**

Topics include: Focus groups; CASA policy changes; WPS collaboration; Governance Investigations Committee; GM hiring; developing relationships with Faculty;

## **6. In Camera Period**

### **7. Motions & Business Orders of the Day**

#### **7.1. 2021-2022 SAMU Annual Report**

##### ***MOTION TO APPROVE THE 2021-2022 SAMU ANNUAL REPORT***

##### ***VPO/CARTUJANO***

Favour: Semotiuk, Vpa, Vpo, Cartujano, Vpsl, Phan, Beka, Siddiqui, Vpsl, Vpe, Ambutong, Depeel, La Torre, Kotelniski, Tesfay

***CARRIED***

#### **7.2. Elected Representatives Code of Conduct policy**

##### ***MOTION TO APPROVE THE ELECTED REPRESENTATIVES CODE OF CONDUCT POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE***

##### ***VPO/SIDDIQUI***

Favour: Semotiuk, Vpa, Vpo, Cartujano, Vpsl, Phan, Beka, Siddiqui, Vpsl, Vpe, Ambutong, Depeel, La Torre, Kotelniski, Tesfay

***CARRIED***

#### **7.3. Elected Representatives Disciplinary Action policy**

##### ***MOTION TO APPROVE THE ELECTED REPRESENTATIVES DISCIPLINARY ACTION POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE***

##### ***VPO/SIDDIQUI***

Favour: Semotiuk, Vpa, Vpo, Cartujano, Vpsl, Phan, Beka, Siddiqui, Vpsl, Vpe, Ambutong, Depeel, La Torre, Kotelniski, Tesfay

***CARRIED***

#### **7.4. Governance Investigations Committee Terms of Reference (Committee policy)**

##### ***MOTION TO APPROVE THE GOVERNANCE INVESTIGATIONS COMMITTEE TERMS OF REFERENCE IN THE COMMITTEES POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE***

##### ***VPO/SIDDIQUI***

Favour: Semotiuk, Vpa, Vpo, Cartujano, Vpsl, Phan, Beka, Siddiqui, Vpsl, Vpe, Ambutong, Depeel, La Torre, Kotelniski, Tesfay

***CARRIED***

**7.5. Conduct policy**

***MOTION TO RESCIND THE CONDUCT POLICY***

***VPO/TESFAY***

Favour: Semotiuk, Vpa, Vpo, Cartujano, Vpsl, Phan, Beka, Siddiqui, Vpsl, Vpe, Ambutong, Depeel, La Torre, Kotelniski, Tesfay

***CARRIED***

**7.6. 2021-2022 Councillor of the Year Award**

Vpa - congratulations to the 2021-2022 Councillor of the Year: Alem Tesfay.

**8. Consultation**

**9. Evaluation**

**10. Recognition**

**11. Adjournment**

***MOTION TO ADJOURN***

***SEMOTIUK***

***CARRIED***

Next Meeting Date: November 16, 2022

Meeting adjourned at 7:16pm.



## Students' Council Report

### President

**November 16, 2022**

Council,

Congratulations again to you all on your recent elections, and I'm eager to see what we get up to together this year! Students' Council training was an incredible time to get to know all of you, and to see everyone's dedication and passion for what we're here for. As this may be your first time reading a report, I wanted to explain some of the established norms around reporting. One role of the Executive Committee is to manage the flow of information to Students' Council, with the aim that the information is concise, quality/explanatory, and not duplicated across reports. I will normally report on items/meetings/projects supported or undertaken by all members of EC, but there may be some discrepancies when another EC member takes lead on the project, such as the Ponoka campus visit mentioned in the VP Student Life's report. Norms around reports organically evolve, as we update and modify them to improve the experience and readability for Council. If you have any suggestions for how we present the reports, let us know! Other than that, please see below for my report on my work between October 13 and November 9.

### **Executive Summary**

- Mid-year Retreat
- MacEwan Board of Governors Meeting



## **Student Experience & Engagement**

*The overall student experience is enhanced by the opportunities provided by SAMU*  
N/A.

## **Student Voice**

*The Student Voice is amplified by SAMU.*

### ESA Meeting with Councillors Paquette and Cartmell

*Strat Bullet Point (N/A)*

Following up from my last report, I've continued to meet with Edmonton City Councillors to cultivate the Edmonton Student Alliance's relationships with municipal government. Establishing the ESA as a topic expert on students and post-secondary issues has been a primary objective, as well as understanding the priorities of those governing our city. The city will be passing their operating and capital budgets soon, with both being released recently, and it's a series of hard choices with a lack of revenue streams. Similar to universities, city governments cannot present a deficit budget while having few methods of generating revenue other than increasing taxes or service fees. Ensuring the issues that students care about are reflected in the budget is a key priority, such as affordability, access to transit, and safe cities.



*Picture with City Councillor Cartmell after and during our meeting at City Hall.*



### Lunch with the Faculty Association

#### *Strat Bullet Point 2.4*

Building the relationship with the faculty association has been a priority for myself especially since returning in person, and the Executive Director of the Faculty Association has been eager to build the relationship as well. Our Executive Committee began to nurture the relationship when there was a possibility of faculty strikes this past winter semester, being proactive in trying to mitigate any effects on students.

Thankfully, the Faculty Association and the University have both approved the Faculty Collective Agreement, which is an agreement that details all terms of employment including salary, benefits, instructing hours, sabbatical leaves, and more. The lunch with the faculty association is a venue to continue building that relationship, getting to know our leaders interpersonally while sharing information mutually. We're aiming for organizing a lunch once a semester going forward.

### MacEwan University Board of Governors Meeting

#### *Strat Bullet Point (ex. 2.1)*

The Board Representative and I attended this meeting, where the majority of important motions took place in the closed session. Such items approved in the closed session were the faculty collective agreement and a memorandum of understanding for the sale of the Alberta College Campus. In the open session, the Board approved a motion that saw the termination of the Disabilities Studies: Leadership and Community program. Multiple factors led to this decision, such as enrollment issues across the province and a lack of educational standards for disability care meaning the wages are low. The consent agenda for the Board, which is a motion that approves multiple items at the same time, included the Board and Committees Terms of References and Workplans.



## CAUS Internal Oversight Committee Meeting

*Strat Bullet Point (ex. 2.1)*

[information briefing portion]

This committee of our provincial advocacy group was established after our Transformation Conference this past February. A small committee composed of three members, it is tasked with the broad mandate of internal oversight, which includes finances, operations, human resources, and more. As this was the second meeting our committee has had, we're still orienting ourselves but are finding our way. We discussed CAUS's internal operations manual and the required updating of it as well as financial management. After continuous problems with our current bank, CAUS is looking to explore alternate options with an added lens of environmentalism. In this committee, I will be taking on an organizing role as it's a small committee with little precedent. Having strong organizational and documentation processes will be critical in setting up this committee for success for the next membership.

## **Student Supports**

*Student supports provided by SAMU are responsive to unique and evolving needs.*

N/A

## **Strengthening SAMU Operations**

*SAMU is an innovative and sustainable organization with an engaging work environment*

### Mid-year Retreat

*Strat Bullet Point 4.1, 4.4, & 4.5*





The Mid-year Retreat for our Executive Committee is a critical point for our team, as we recalibrate and strategize for the next 6 months in office. One objective is to seek re-alignment in our shared priorities and ensuring we're set up for success in the next 6 months. As I'm writing this report, we're on the last scheduled day of retreat and there have been many great discussions held. The General Manager presented the first quarter financial statements for the year and we went over and discussed trends and variances, and other significant discussions included updates on the governance review, our portfolio-specific advocacy efforts, planning for Executive transition, and more. The conversations had at retreat can be difficult but are always necessary, and our team has had plenty of time to continue our teambuilding.

### **Closing Remarks**

Thank you all for reading my report! Reports are a crucial way that Executive Committee members are held accountable and Council can oversee our progress on the Strategic Plan and the workplans. The package may be intimidating at times, but we've curated the information to ensure it's what will be most useful for you all. If you have any questions, please don't hesitate to ask, whether by email/text or a question at Council.

Thanks,

Regards,

Myles Dykes (he/him),  
SAMU President 2022-2023  
[sapresident@macewan.ca](mailto:sapresident@macewan.ca)

## Students' Council Report

### VP External

**November 16<sup>th</sup>, 2022**

Hello Council! Here is my report for outcomes since the October meeting of Students' Council. We are using a new format, so I hope this makes your job of reading this easier. If you have any feedback for the format of this report, or questions about how we present the information, please let us know!

### **Executive Summary**

- Advocacy Committee Videos
- CASA Advocacy Week Prep
- OPEC Questions
- Time Capsule
- PIA Presentation
- AAC Interviews and Report

### **Student Experience & Engagement**

*The overall student experience is enhanced by the opportunities provided by SAMU*

N/A



## **Student Voice**

*The Student Voice is amplified by SAMU.*

### Canadian Alliance of Student Associations (CASA) Advocacy Week Prep

*2.3 Continue to build collaborative relationships with other Students' Associations and organizations to enhance the collective student voice with all government levels*

Every year, CASA facilitates an advocacy week with typically 100-150 meetings with committees, ministers, senators, and other decision makers at the federal level. This is the “Olympics” of our advocacy efforts, as the external advocacy team (for SAMU, that is myself, the President, and our Advocacy Coordinator) from all of CASA’s member organizations come to Ottawa, and champion the asks we came up with during the summer and earlier in our terms. In other words, CASA figures out who is going to lead the organization in early summer, then we figure out what we care about (our asks) in late summer, then we communicate those asks at advocacy week, and finally work on follow-up in the spring! Due to the high stakes of Advocacy Week, I have been spending a lot of time reviewing the asks, brushing up on strategy, and figuring out how to best deliver these asks to the federal government. I look forward to updating you all on how this goes at our December meeting!

### CASA Advocacy Videos

As part of my involvement with CASA, and as secretary of CASA’s National Advocacy Committee (NAC), we have decided to create advocacy “explainer” videos where we provide a sort of elevator pitch as to what we are bringing up with the federal government at Advocacy Week. This is part of my commitment to the student leader-led

training that empowers the membership with a variety of options to learn the necessary content for our advocacy meetings.

### Organizing and Public Engagement (OPEC) Questions

#### *2.3 Continue to build collaborative relationships with other Students' Associations and organizations to enhance the collective student voice with all government levels*

With my involvement with our provincial advocacy group, the Council of Alberta University Students (CAUS), I sit as the Chair of OPEC. While we have a larger workplan including work we are doing for general Get Out The Vote (GOTV) efforts, I spent this last month working on completing one of those items in the workplan with the help of the committee. In short, we developed questions for MLA's, as well as ones for party leaders, to give them an opportunity to communicate what they plan to do with the 114k students we represent. The idea is that we solicit these questions from relevant political actors, and then we communicate the answers to our membership. Look for communications from CAUS in the coming months with the answers from some of Alberta's politicians!

### Public Interest Alberta (PIA) Presentation

#### *2.3 Continue to build collaborative relationships with other Students' Associations and organizations to enhance the collective student voice with all government levels.*

PIA held a small "Better Way" tour where they sought to begin and perpetuate conversations around how we can set up the Alberta post-secondary landscape up for success. They stopped in Lethbridge, Calgary, and finally Edmonton where they invited non-academic staff, faculty, and student union/association representatives to speak about what we want to see





as an ideal post-secondary system in Alberta. I was chosen to speak on behalf of students in Edmonton, and I used it as an opportunity to champion concerns based on issues raised by MacEwan students. I touched on the importance of supports for survivors of sexual violence, aid for students to navigate the system, up-front grants for students, and the obligation we all have to ensure that we all work towards a sense of community on our campuses. If you want to read the speech, you can here:

[https://docs.google.com/document/d/19avTtDXsq9WTKHhJozSPuqU64AHxMYm\\_tc16tGDteLY/edit?usp=sharing](https://docs.google.com/document/d/19avTtDXsq9WTKHhJozSPuqU64AHxMYm_tc16tGDteLY/edit?usp=sharing)

## **Student Supports**

*Student supports provided by SAMU are responsive to unique and evolving needs*

N/A

## **Strengthening SAMU Operations**

*SAMU is an innovative and sustainable organization with an engaging work environment*

### Appointment Advisory Committee (AAC) Interviews and Report

As chair of AAC, myself and the committee met with 4 candidates for the vacant position on SC, and interviewed them to get a sense of their competencies and what they can offer to SAMU's governance efficacy. While the actual report of AAC's recommendation will be shared in camera (i.e. confidentially) with SC at this month's meeting, I just want to emphasize how impressed we were with all of the candidates, and how hard of a decision it will be for SC to decide who gets to fill the vacant seat. I

also want to stress that it has been about three years since we had the problem of more interested parties than vacant seats on SC!

### Time Capsule

Earlier in 2022, during my first term, I was lucky enough to be part of the EC team who opened up part of the MacEwan time capsule that was sealed away in 1993. It was wild to see how much had changed (or what stayed the same) since that time, and how SAMU used to operate. Now, SAMU got the opportunity this fall to add items to the new capsule (to be opened in 50 years at MacEwan's centennial celebration), and EC decided we wanted to add a package specifically from EC to the future EC. I was tasked with this, and spent a decent amount of time this last month or so interviewing members of EC, compiling their responses, thinking of topics students would care about in 50 years, explaining what matters to students now, and what we think might matter to them in the future. I also added some more jovial things, such as a breakdown of slang commonly used or some memes that EC found amusing. This project was an absolute privilege to work on, and truly something that I am honored to have been able to lead. While I do not wish to share it publicly, if you are interested in reading or seeing what I put in there, please let me know and you can come by the office to take a peek at it!

### **Closing Remarks**

Hello new SC! I am so excited to engage with you all at this month's meeting, and I hope you all feel as if you have been adequately prepared for this work! This will technically be the 7<sup>th</sup> (and final) Students' Council that I have been a part of, and I am so happy to see the levels of engagement and passion that you all are coming to the table with. I want to highlight that if there appears to be any gaps in your knowledge or anything you want to know more about, please reach out to me or anyone on EC and we can either get you answers, or direct you to where to find the answers. My only



“regret” when I first joined SC in 2018 was not reaching out and interacting with EC more, so I really encourage you all to do so!

In the last few weeks, you may have heard of some exciting new announcements from the federal government with respect to some student-facing policies. As CASA's pre-budget submission, we successfully have lobbied the federal government to eliminate interest on federal student loans, saving some students up to \$3-400 per year (roughly a 2.7 B investment). This is huge, and technically a faster rollout than CASA had asked for. Also, the Repayment Assistance Program (RAP) increased the repayment threshold to 40k from 25k, meaning that you do not have to start paying back your federal student loans until you earn 40k per year, rather than 25k. With CASA's Advocacy Week coming up, I am so excited to see what else we can get from the federal government to better serve students!

Thank you all for reading this far, and I hope you are all gearing up for your committee appointments! That is always an unavoidably stressful but incredibly important aspect of what we do at SAMU, and how we delegate the work of SC. If you have not already, please read about the committee descriptions/terms of reference here, and think about what you can best apply your skills to! <https://samu.ca/get-involved/committees/> Also, feel free to nominate other people if you think they are well-suited for the positions!

Lastly, make sure to stock up on butter and baking supplies soon, they get way more expensive closer to Christmas!

All the best,

Matthew Yanish

2022-2023 VP External



## **Students' Council Report**

### **Vice President Operations & Finance**

**November 16<sup>th</sup> 2022**

Welcome Council! I am thrilled to get to work with you all in the upcoming months. Our reports are structured by strategic plan goal and in the case that there is a specific strategy that the project/initiative or meeting aligns with, that has also been included to give you all a sense of what implementation of the strategic plan looks like at the Executive Committee level, without further ado, please see below for my report detailing the events that occurred from October 13<sup>th</sup> to November 8<sup>th</sup>, 2022.

#### **Executive Summary**

- SC Training
- Tuition and Fees Consultation
- General Manager Hiring

#### **Student Experience & Engagement**

*The overall student experience is enhanced by the opportunities provided by SAMU*

##### Open House

*1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and branding*





I worked with our Director of Marketing & Communications to plan for MacEwan's Open House on November 5<sup>th</sup>. Essentially, we gathered the materials needed and prepped the key messaging for the Open House. The Executive Committee then attended our booth for the Open House where we talked to potential students about what SAMU is, and what we provide to Students.

### Holiday Market

*1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students*

The VPSL and I have been in meetings and working to plan the second Holiday Market, we have been having multiple meetings between ourselves and with our Marketing Department. The call for vendors has been posted, if you know people looking to apply to be vendors, please visit the website!

## **Student Voice**

*The Student Voice is amplified by SAMU.*

### Tuition and Fees Consultation

*2.4 Foster positive relationships with MacEwan University to better serve students*

It is Tuition and Fees season between MacEwan and SAMU once again. Between Focus groups and data collection, to strategizing and being the student voice on the topic we are in full force representing students. I play a role in the group that goes to the table and presents our stance towards MacEwan. Council will receive a report regarding our asks and how the process went at our next SC Meeting.

### Meeting with UASU VP Operations & Finance, Julia Villosio



### *2.3 Continue to build collaborative relationships with other Students' Associations*

The VP Operations & Finance of UASU reached out to me to initially to discuss Councillor Remuneration as that is something that they are looking at potentially implementing. Though the majority of what we actually discussed ended up being Financial Management and the relationship our SC's, EC's and Departments have with the budgeting process and then financial oversight throughout the year.

## **Student Supports**

*Student supports provided by SAMU are responsive to unique and evolving needs*

## **Strengthening SAMU Operations**

*SAMU is an innovative and sustainable organization with an engaging work environment*

### Students' Council Training

*4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.*

*4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.*

A very significant chunk of my time this past month was spent to developing the Students' Council Training that you all attended at the end of October. Between putting together the handbook you all received, the training session package with all the pre-reading materials to the session planning. The majority of my time was spent ensuring that Council had an ideal transition.



### General Manager Hiring

*4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.*

EC is still trucking along with our timelines with the GM Hiring Process. Applications for the position closed October 31<sup>st</sup>. EC reviewed the applications and short-listed candidates. Interviews have been scheduled and I have been working on the questions for the interview process.

### EC Mid-Year Retreat

*4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence*

EC is currently on retreat, though reported on predominately in the President's report, I spent quite a bit of time developing the schedule and then prepping for my session, which included a governance review implementation update and pitching my committees proposal to the Executive Committee.

### SAMU x MacEwan Finance Meeting

*4.2 Document main policies and processes to support business continuity and transitions in leadership and staff*

Myself, our Acting General Manager, and the SAMU finance department met with MacEwan's finance department to touch base on how SAMU receives the fees MacEwan collects on behalf of us and some of the terms of our Service level Agreement with MacEwan. This was an informational meeting as there has been lots of turnover in both Finance Departments and we want to ensure that we at SAMU are being the best financial stewards of our money operationally and understanding the process fully will help us who work with the finances at the day-to-day level do as much.



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

### **Closing Remarks**

I hope you all have had fun reading through our reports for the first time! If you have any questions, comments, or concerns about anything regarding the structure of the reports please feel free to reach out to me. If you have any questions, or comments, about my report specifically, again please do not hesitate to reach out to me directly!

Cheers,

Larissa Williams, (she/her)  
VP Operations and Finance, SAMU 2022/2023  
[savpopoperations@macewan.ca](mailto:savpopoperations@macewan.ca)

## Students' Council Report

Chief Returning Officer  
November 8, 2022

### **RE: Outcomes of the Students' Association of MacEwan University (SAMU) 2022 Students' Council election**

#### **1.0 INTRODUCTION**

I, Josh Stock, was appointed as Chief Returning Officer (CRO) by the SAMU Students' Council in accordance with section 2 of the SAMU *Elections and Referenda* policy on June 15, 2022, via motion number 7.2 of that meeting. This report has been prepared and submitted in accordance with section 3 of the SAMU *Elections and Referenda* policy and in accordance with section 8 of the *Elections* procedure. A summary of the fourteen (14) "suggestions for future improvements" is included as an appendix at the end of this report.

#### **2.0 ELECTION PREPARATIONS**

Shortly after being informed of my appointment as CRO for a term ending on April 30, 2023, I was in contact with the Returning Officer (RO), Alan Honey, to review the current copies of the SAMU Bylaws, Policies, and Procedures, along with draft copies of the Nominations Handbook and proposed dates for key election events (e.g., the dates for the opening of nominations, forums, and the elections themselves, etc.). The noted dates were subsequently finalized to meet marketing and communications deadlines.

##### **2.1 Notable Decisions**

I requested the opening of nominations for the Students' Council election to be moved forward one (1) day to align with MacEwan University's New Student Orientation event. Traditionally, members of the Executive Committee are given the opportunity to speak at this event and I felt it would be a good opportunity to not only allude to the ability for new students to learn about the upcoming Students' Council election, but to also to begin the process of a nomination on the same day, should there be a desire.

The number of days over which voting occurs is not defined in the SAMU governing documents. Traditionally, voting has occurred over the span of two (2) days, but this was later changed to three (3) days. It is unclear if the additional day of voting has had a significant impact on voter turnout or equitable access to the voting process. To make future decisions based on data, I requested the number of days to vote in the Students' Council election be set at two (2) and the

number of days to vote in the Executive Committee election be set at three (3). This will allow for data to guide any future decisions.

Traditionally, email correspondence with the CRO has utilized one of the CRO's own email accounts or an account set up via a third-party, e.g., Gmail. I requested that a new SAMU CRO email address be created as this increases privacy and provides consistency, year over year.

In my opinion, the formatting of the calendar included in the Nominations Handbook has always been confusing for candidates, often resulting in candidates missing deadlines, as the calendar displays Monday as the first day of the week. While I was advised of the rationale for this formatting, I insisted on an improvement to its presentation. The result was that any holidays in the calendar are now shaded grey – this is a small, but important improvement to help prospective candidates with the election process.

## **2.2 Suggestions for Future Improvements**

I suggest that the number of days in which voting occurs for each SAMU election be defined in the SAMU governing documents. However, I strongly suggest any decisions on this topic be deferred until after the data from the 2023 Executive Committee election is available. I will provide further commentary in my report following that election.

## **3.0 NOMINATIONS PERIOD**

In discussions with the RO, it was noted the submission of nominations for the Students' Council election got off to a very slow start and most nominations were not received until the final day in which nominations were accepted.

At the time of the All-Candidates Forum, it was observed there were up to eighteen (18) SAMU members seeking a nomination for the Students' Council election for fourteen (14) seats on Students' Council. The official number of originally nominated candidates was later confirmed to be sixteen (16).

I spent some time modifying the existing PowerPoint presentation for the All-Candidates Forum to include a number of updates to the content, including the addition of a Land Acknowledgement. The visual appeal of the PowerPoint slide deck was also improved upon.

## **3.1 Notable Decisions**

At the conclusion of the All-Candidates Forum, it was brought to my attention that a record of a nomination for two (2) SAMU members in attendance at the meeting had not been received by SAMU prior to the deadline in the Nominations

Package. Section 17 of the SAMU *Elections* procedure states: "Nomination forms are not accepted after the end of the nomination period." The nominations period is defined in the Nominations Package as beginning on September 6, 2022 and closes at 4:00pm on September 26, 2022. The affected SAMU members were issued a CRO ruling on September 27, 2022 that they were not nominated as candidates for the Students' Council election. The CRO ruling included a list of ways for the affected SAMU members to be involved with SAMU in the future, e.g., the upcoming Executive Committee election, appointments onto Students' Council should a vacancy arise, or an appointment as a SAMU member onto either a SAMU or MacEwan University committee.

### **3.2 Suggestions for Future Improvements**

I suggest that Students' Council work with the Executive Committee to set clearer expectations for how SAMU communicates to its members through marketing and communication channels that nominations for elections are available, i.e., add further detail to section 39 of the *Elections* procedure. For example, is one (1) social media posting coupled with physical posters and banners around MacEwan University appropriate?

I suggest that the term "Campaigning" be clearly defined in the SAMU governing documents.

I suggest that Students' Council work with the Executive Committee to ensure any electronic submissions of elections-related forms on the SAMU website produce a timestamped "receipt" upon submission to serve as evidence of a submission to the SAMU website.

I suggest that the time for the deadline for nominations be clearly defined by way of an update to section 17 of the *Elections* procedure to be consistent with other sections of the same procedure, e.g., section 27.

I suggest any specific time of day associated with a submission deadline in the *Elections* procedure allude to the time noted being that in which the submission is received by SAMU to eliminate the possibility of a dispute pertaining to a lag in electronic submissions.

### **4.0 CAMPAIGN PERIOD**

This portion of the Students' Council election process was the most intensive for CRO activity, decisions, and rulings. Many candidates sought approvals for printed elections materials on the first day of the campaigning period. While section 14 of the *Elections* procedure provides the CRO with the ability to respond to any requests for interpretation or approval within 24 hours, I was able to respond to most requests within minutes and at all times of the day (and



night). Inquiries and approvals requests from candidates persisted throughout the entirety of the campaigning period.

The voting software, Simply Voting, was tested by the RO and myself during the campaign period, including proofing of test ballots, the final ballot, and of any confirmatory and reminder emails.

#### 4.1 Notable Decisions

Two (2) nominated candidates dropped out shortly after the start of the Campaigning Period. Section 38 of the *Elections* procedure states the withdrawal of one's candidacy must be submitted to the CRO, but in both instances, the notice was provided solely to the RO. As these notices of withdrawal would theoretically bring the number of candidates from sixteen (16) to fourteen (14) for an election to fill fourteen (14) openings, the format of the election would theoretically change from seeing the candidates with the most votes winning to a "yes/no" style vote. As CRO, I issued each of these candidates a reminder that any notice of withdrawal must be directed to the CRO, not the RO, and a failure to respond within a set time would result in their immediate withdrawal from the election. I deemed this to be the best course of action as it would be otherwise unfair to the remaining candidates who would likely be campaigning using terminology that was no longer correct. No responses were received by either candidate wishing to withdraw from the election so their requests were granted, and an email was subsequently sent to the remaining candidates that the formatting of the election vote would be changed to a "yes/no" style vote.

An infraction of sections 31 and 32 of the *Elections* procedure pertaining to posters was noted and a disciplinary warning was issued to one (1) candidate via a CRO ruling (written warning). The condition was confirmed to have been corrected in a reasonable time, as confirmed by the RO, so no further action was taken.

An infraction of sections 27 and 28 of the *Elections* procedure pertaining to the failure to submit a campaign expenditure report by the deadline was issued to one (1) candidate via a CRO ruling (disqualification). As the change in the number of candidates on the ballot did not further affect the "yes/no/abstain" format of the ballot, this disqualification was not circulated further to the remaining candidates.

While there is no requirement to do so, I encouraged the issuance of select reminder emails to all candidates to ensure key deadlines e.g., the deadline for expense reports, were top of mind.



## 4.2 Suggestions for Future Improvements

I suggest the SAMU governing documents be updated to clarify what information must be included on physical campaign materials, i.e., should these materials only allow the use of a candidate's full name or is the candidate's first name alone acceptable?

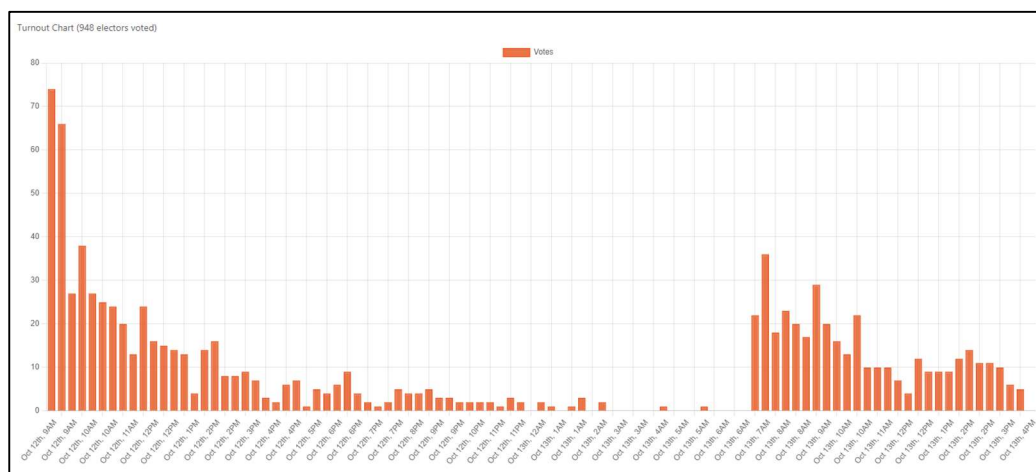
I suggest that section 38 of the *Elections* procedure be updated to indicate that a candidate's intention to withdrawal from the elections process can be submitted to either the CRO, RO, or DRO (if applicable).

I suggest the SAMU governing documents be updated to clearly indicate that campaigning materials that are not approved by the CRO are not eligible for reimbursement.

I suggest the SAMU governing documents be updated to state that digital posters displayed on the SAMU Building's television screens on behalf of candidates must be approved by the CRO prior to being displayed. The minimum requirements for the content to be displayed on these advertisements should also be clearly stated.

## 5.0 VOTING DAYS

The voting software, Simply Voting, used for the election worked as programmed without any issues. The voter turnout for the election was monitored by the RO and myself throughout the voting period. A report published by the software indicates 551 of 948 votes were cast on the first day of voting, which is just over 58%. The balance of the votes was recorded on the second day of voting, with a major spike in additional votes as soon as the first "reminder" pre-programmed email was sent out. This data will be useful for comparative purposes with the upcoming three (3) day 2023 Executive Committee election voting period.



*Export from Simply Voting software showing when votes were cast*

## **5.1 Notable Decisions**

None.

## **5.2 Suggestions for Future Improvements**

I suggest that Students' Council work with the Executive Committee to set clearer expectations for how SAMU communicates to its members through marketing and communication channels when a voting period is open, i.e., add further detail to section 39 of the *Elections* procedure. For example, is one (1) social media posting appropriate?

I suggest the time in which voting is opened and ended be clearly defined in the SAMU governing documents. I suggest the time for the opening of voting to be set at 9:00am on the first day of voting, to avoid any untimely emails being sent to SAMU members, and I suggest the time for the closing of voting to be set at 4:00pm on the final day of voting, to allow the compilation of unofficial results to occur during regular working hours for SAMU staff.

## **6.0 RESULTS OF ELECTION**

All thirteen (13) candidates on the ballot were successful in being elected to the fourteen (14) open seats on Students' Council for the term beginning on November 1, 2022. The unofficial results were issued approximately thirty (30) minutes after the polls closed on the final day of voting, October 13, 2022. No appeals were sought, so the unofficial results were declared official on October 17, 2022.

The turnout for the election was approximately 6.5%, which in my opinion, is on the lower end of an "average" turnout for a Students' Council election. Unfortunately, as noted earlier in this report, due to the withdrawal and disqualification of candidates, the number of candidates vying for fourteen (14) seats resulted in a "yes/no" style of vote – this tends to reduce the competitive nature of an election and voter turnout tends to be negatively impacted by this.

## **6.1 Notable Decisions**

I have been advised that prior CROs have conducted the compilation of the election results remotely. I opted to conduct this exercise in-person at SAMU, returning a day early from a conference in Seattle to do so.

I have also been advised that prior CROs have deferred the issuance of the unofficial and the official election results to the RO. I opted to issue the election results personally.

## **6.2 Suggestions for Future Improvements**

I suggest the SAMU governing documents be updated to clarify whether or not a “yes/no” vote should include the option for an abstention to be an explicit voting option, and if so, should an abstaining vote be counted or not (e.g., if the votes for a particular candidate are 30 yes, 20 no, 15 abstain, one measure of counting the ballots would see a successful candidate elected while the other measure of counting the ballots would see the same candidate unsuccessful. This may impact the competitiveness for “yes/no” style elections which may influence the nature of the campaign and voter turnout.

I recommend SAMU continue to allow the CRO to exercise discretion in how they conduct the compilation and issuance of election results.

## **7.0 CONCLUDING REMARKS**

In closing, I was very pleased with the SAMU team in execution of this election. I would like to thank the RO for his help in facilitating this election and I would also like to thank to the mobile polling station operators for operating on the “front lines” – spikes in voting were evident in the data when mobile polls were deployed.

In accordance with section 3.1 of the SAMU *Elections and Referenda* policy, I will be physically present at the Students' Council meeting at which this report is presented to answer questions on the content of this report or any other relevant topics.

Respectfully submitted,



Josh Stock  
Chief Returning Officer

## **APPENDIX: SUMMARY OF SUGGESTIONS FOR FUTURE IMPROVEMENTS**

As a reminder, none of these suggestions are binding on SAMU, and in many cases, they would require deliberation and discussion in an applicable SAMU committee of either Students' Council or the Executive Committee.

### *Suggestion #1*

I suggest that the number of days in which voting occurs for each SAMU election be defined in the SAMU governing documents. However, I strongly suggest any decisions on this topic be deferred until after the data from the 2023 Executive Committee election is available. I will provide further commentary in my report following that election.

### *Suggestion #2*

I suggest that Students' Council work with the Executive Committee to set clearer expectations for how SAMU communicates to its members through marketing and communication channels that nominations for elections are available, i.e., add further detail to section 39 of the *Elections* procedure. For example, is one (1) social media posting coupled with physical posters and banners around MacEwan University appropriate?

### *Suggestion #3*

I suggest that the term "Campaigning" be clearly defined in the SAMU governing documents.

### *Suggestion #4*

I suggest that Students' Council work with the Executive Committee to ensure any electronic submissions of elections-related forms on the SAMU website produce a timestamped "receipt" upon submission to serve as evidence of a submission to the SAMU website.

### *Suggestion #5*

I suggest that the time for the deadline for nominations be clearly defined by way of an update to section 17 of the *Elections* procedure to be consistent with other sections of the same procedure, e.g., section 27.

### *Suggestion #6*

I suggest any specific time of day associated with a submission deadline in the *Elections* procedure allude to the time noted being that in which the submission is received by SAMU to eliminate the possibility of a dispute pertaining to a lag in electronic submissions.

*Suggestion #7*

I suggest the SAMU governing documents be updated to clarify what information must be included on physical campaign materials, i.e., should these materials only allow the use of a candidate's full name or is the candidate's first name alone acceptable?

*Suggestion #8*

I suggest that section 38 of the *Elections* procedure be updated to indicate that a candidate's intention to withdrawal from the elections process can be submitted to either the CRO, RO, or DRO (if applicable).

*Suggestion #9*

I suggest the SAMU governing documents be updated to clearly indicate that campaigning materials that are not approved by the CRO are not eligible for reimbursement.

*Suggestion #10*

I suggest the SAMU governing documents be updated to state that digital posters displayed on the SAMU Building's television screens on behalf of candidates must be approved by the CRO prior to being displayed. The minimum requirements for the content to be displayed on these advertisements should also be clearly stated.

*Suggestion #11*

I suggest that Students' Council work with the Executive Committee to set clearer expectations for how SAMU communicates to its members through marketing and communication channels when a voting period is open, i.e., add further detail to section 39 of the *Elections* procedure. For example, is one (1) social media posting appropriate?

*Suggestion #12*

I suggest the time in which voting is opened and ended be clearly defined in the SAMU governing documents. I suggest the time for the opening of voting to be set at 9:00am on the first day of voting, to avoid any untimely emails being sent to SAMU members, and I suggest the time for the closing of voting to be set at 4:00pm on the final day of voting, to allow the compilation of unofficial results to occur during regular working hours for SAMU staff.



*Suggestion #13*

I suggest the SAMU governing documents be updated to clarify whether or not a “yes/no” vote should include the option for an abstention to be an explicit voting option, and if so, should an abstaining vote be counted or not (e.g., if the votes for a particular candidate are 30 yes, 20 no, 15 abstain, one measure of counting the ballots would see a successful candidate elected while the other measure of counting the ballots would see the same candidate unsuccessful. This may impact the competitiveness for “yes/no” style elections which may influence the nature of the campaign and voter turnout.

*Suggestion #14*

I recommend SAMU continue to allow the CRO to exercise discretion in how they conduct the compilation and issuance of election results.



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
October 5, 2022 @ 2:30pm**

**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:**

Alan Honey, Governance Advisor

1. Call to Order: 2:34pm
2. Approval of Agenda:  
**VPA/VPSL  
CARRIED**
3. Approval of Minutes for: September 27, 2022  
**VPA/VPO  
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Committee Appointments	<p>*tabled from last meeting</p> <p>SCE Dean Search Committee discussion.</p> <p>Vpsl – might be good to have EC see all the applications. Vpo – agreed, would like to see the applications prior to approving. Moving forward include applications in EC agenda. Vpa – need student for SCE Dean Search Committee but I can't do it. Be best to give it to a student of SCE. Will communicate with those students. Vpo – if we can find a SCE student that would be great but if we can't we can have more conversation about the topic. Gm – suggest we reply to MacEwan that we don't represent those students and encourage them to solicit a student to sit on the committee. Vpo – if their procedure indicates 'student' we should still try for a SCE student with a timeline to recruit for two weeks. Gm – if we don't find a SCE student we should find a student not directly involved with SAMU. Vpsl – we're not technically representing those students under the PSLA so agree with what we're recommending.</p> <p>SVPEC</p>	<p><b>MOTION</b></p> <p><b>TO REMOVE CELINA VIPOND FROM REB</b></p> <p><b>VPA/VPSL CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPOINT LETICIA ANIM KWARTENG TO FHCS, RIDHI THAKUR TO FAS, CINDY AUNG CHEN TO REB, SAADIA CHEEMA TO STUDENT AFFAIRS, AND ABBIGALE MASSAM TO REB</b></p> <p><b>VPA/VPE CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPOINT HAYLEY DICKS AND TO THE SEXUAL VIOLENCE PREVENTION</b></p>

			<b>AND EDUCATION COMMITTEE (SVPEC)</b>  <b>VPSL/VPO CARRIED</b>  Action: Vpa/GA to consolidate SAL committee listing into one place on Sharepoint
2.	Advo Committee Discussion	<p>*tabled from last meeting</p> <p>Vpe – there have been committees created in the past similar to what I’m considering, but don’t want to replicate those. I want to demystify the work that I do – a group that, in the spring, would help develop the priorities for the year in an advisory capacity. At end of Vpe term there could be a review of what was accomplished. Look like an ongoing focus group.</p> <p>Vpa – talked to any councillors yet?</p> <p>Vpo – hope to bring a committee restructuring plan to EC at retreat. Think what is described is too niche.</p> <p>Vpsl – need to look at an expanded level of what our committees do.</p> <p>Ga – concern that the group doesn’t really</p> <p>Vpsl – we already have a reporting structure to SC – that should be used more effectively. Tie some of the CASA/CAUS priorities to our EC workplan?</p>	
3.	EC Performance procedure	<p>Vpo – provided procedure for EC to review. Will submit CoC policy at the month’s SC meeting so some procedures will need to come quickly after that. This would be a team norms kind of document for the year. Provide feedback on anything missing, etc. See this document being reviewed at the beginning of every new EC’s elected term to identify their team norms. Hope to bring it forward around the time the policy goes to SC for approval.</p> <p>Vpsl – could we bring this to retreat to pilot it for the rest of the year? There might be changes needed before we leave office if some things don’t work out as we expected.</p> <p>Vpa – looking at professionalism for dress – be more specific to situations.</p> <p>Vpe – agree with last point. Define who decides on ‘dressing professional’ and when it’s defined.</p>	
4.	SC Training	Vpo – agenda provided. At next EC meeting will identify who is doing what so everyone’s clear on their role.	
5.	Tek Booth	Vpo – this is a proposal to acquire the Tek Booths we’ve previously discussed. Price will be increasing in approx. 10 days. Booths cost is \$28000, but there is electrical and other costs involved that will take us close to \$35000.	<b>MOTION</b>  <b>TO APPROVE UP TO \$38000 FROM THE MAINTENANCE FUND FOR THE TEK BOOTHS</b>  <b>VPO/VPSL CARRIED</b>



6.	Tuition policy	Tabled.	
7.	Healthy Campus Alberta Regional Gathering	Vpsl – costs have been provided. Registration just opened. Please review. Just have to ensure it's within budget. Vpo – we should have budget to cover this expense.	
8.	Project Updates	Updates provided from each exec.	Add Google Drive link to document to EC agendas going forward.  Action:  Vpa to share focus group questions with EC & confirm SC was informed.
9.	VP Operations and Finance's Report	Topics include: Tuition & MNIF conversation; Audit; Official position; ec retreat; GM timelines; ConEd; SC training; Gov Review; HR update; SAMU finances; Gallivan meeting;	
10.	VP Student Life's Report	Topics Include: Student Mental Health Committee; Health promotion; Mental Health Awareness Week; SRP; SC elections; EC retreat; SC swag;	
11.	President's Report	Topics include:	
12.	VP Academic's Report	Topics Include: The griff interview; Mental Health Workshop; MMIW event; Dean Search; Council of Student Affairs; Internal Grants training; NIAC conference;	Action: Vpa & Vpe to write & submit conference reports.
13.	VP External's report	Topics Include: T-shirts update; CASA; CAUS; SC elections;	
14.	General Manager's Report	Topics include: Building; offices; student groups; HR update; Covid; Annual Report; Furniture; The Pantry/Breakfast Club; AMICCUS-C;	
15.	Recognition		

#### 4. Adjournment

Time: 4:37pm



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
October 7, 2022 @ 5:03pm**

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**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:**

Alan Honey, Governance Advisor

TOPIC		DISCUSSION	ACTION/MOTION
			<b>MOTION</b>
1.	Office Door – p/t staff	Vpo – this is to enhance the security of the p/t staff office door.	<b>TO APPROVE \$3000.00 FROM THE MAINTENANCE FUND FOR THE PART-TIME OFFICE DOOR</b>  <b>VPO/VPA CARRIED</b>



Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
October 12, 2022 @ 1:30pm

**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:**

Alan Honey, Governance Advisor

1. Call to Order: 1:32pm
2. Approval of Agenda:  
**VPA/PRES  
CARRIED**
3. Approval of Minutes for: October 5 & 7, 2022  
**PRES/VPO  
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	Student Groups	MacEwan Pre-Dental Group	<b>MOTION</b>  <b>TO APPROVE THE MACEWAN PRE-DENTAL GROUP AND THE MACEWAN PUNJABI STUDENTS ALLIANCE</b>  <b>VPSL/PRES CARRIED</b>  Action: Vpsl to reach out to Jaime about not using acronyms in applications.
		MacEwan Punjabi Students Alliance  Vpsl – 2 applications submitted. Pres – need to evaluate risk when looking at these applications. Vpa – could look to get more info but I feel that we could approve them today. Vpsl – going forward need to identify acronyms.  <i>Student Groups procedure</i> Vpo – PSC reviewed this procedure yesterday to bring it in line with MacEwan's policy re minors on campus.	<b>MOTION</b>  <b>TO APPROVE THE STUDENT GROUPS PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE</b>  <b>VPSL/VPO CARRIED</b>

			Action: Vpsl to include an update in council report re. SG issues.
2.	HR		<b>MOTION</b>  <b>TO GO IN CAMERA</b>  <b>VPO/PRES CARRIED</b>  <b>MOTION</b>  <b>TO GO OUT OF CAMERA</b>  <b>VPO/VPA CARRIED</b>  Pres leaves at 2:50pm.
3.	EC Mid-Year Retreat	Tabled.	
4.	MCCRF		<b>MOTION</b>  <b>TO APPROVE THE MISSING CREDIT CARD RECEIPT FORM FOR MATTHEW YANISH IN THE AMOUNT OF \$24.58 DATED JULY 21, 2022</b>  <b>VPA/VPSL CARRIED</b>  <b>ABSTAIN: VPE</b>  <b>MOTION</b>  <b>TO APPROVE THE MISSING CREDIT CARD RECEIPT FORM FOR MYLES DYKES IN THE AMOUNT OF \$42.00 DATED AUGUST 12, 2022</b>  <b>VPSL/VPA CARRIED</b>
5.	Delegation of Pres Responsibilities	Vpe – delegation of responsibilities doc provided for while Pres is away on vacation. Vpo – Pres will be away for 7 days – this ensures important responsibilities are covered during this time.	
6.	Tuition Policy	tabled	
7.	Project Updates	Google Drive: <a href="#">Workplan &amp; Priorities Planning</a> folder	

8.	Outstanding Action Items		
9.	VP Student Life's Report	Mental health commission of Canada webinar; Anti-Racism week; elections; Dare2Dream meeting; tuition and fees marketing meeting; SAMU exec page;	
10.	President's Report		Action: Pres to provide written report for last 2 meetings.
11.	VP Academic's Report	Focus groups; GFC Exec meeting; KW consultation; Sharing circle; Rainbow Story Time;	
12.	VP External's report	KW fall feast; UofC grad student association meeting with counterpart; OPEC question development; Uber business account;	
13.	VP Operations and Finance's Report	Committees policy; GM position description; ConEd; Anti-racism week; Credit cards; SC training planning; SC submissions;	
14.	General Manager's Report	ConEd; budget work; credit cards; HR update;	
15.	Recognition		

#### 4. Adjournment

Time: 3:41pm



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
October 13, 2022 @ 8:30pm**

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**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:**

Alan Honey, Governance Advisor

TOPIC		DISCUSSION	ACTION/MOTION
			<b>MOTION</b>
			TO APPROVE THE MISSING CREDIT CARD RECEIPT FORM FOR STEPHAN VASQUEZ FOR \$23.28 FOR DEVILLE COFFEE MACEWAN & THE MISSING CREDIT CARD RECEIPT FORM FOR STEPHAN VASQUEZ FOR \$24.48 FOR DEVILLE COFFEE MACEWAN
1.	MCCRF		<b>VPO/VPA CARRIED</b>



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
October 19, 2022 @ 2:00pm**

**Voting Members:**

Myles Dykes, President (absent)  
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:**

Alan Honey, Governance Advisor

1. Call to Order: 2:03pm
2. Approval of Agenda:  
**VPA/VPO  
CARRIED**
3. Approval of Minutes for: October 12 & 13, 2022  
**VPA/VPSL  
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	GM Hiring	*GM & GA leave at 2:08pm.  Vpo –  *GM & GA return at 2:39pm.	
2.	Complaint Process Procedure	Vpo – hoping to have policies approved tonight at SC. This is a procedure to accompany that policy. Looking for approval pending SC approving the policy.	<b>MOTION</b>  <b>TO APPROVE THE COMPLAINT PROCESS PROCEDURE PENDING SC'S APPROVAL OF THE ELECTED REPRESENTATIVES CODE OF CONDUCT POLICY</b>  <b>VPO/VPSL CARRIED</b>
	EC Performance Procedure	Vpo – consulted you previously and made updates.	<b>MOTION</b>  <b>MOVE TO APPROVE THE EC PERFORMANCE PROCEDURE PENDING SC'S APPROVAL OF THE ELECTED REPRESENTATIVES CODE OF CONDUCT POLICY</b>

			<b>VPO/VPSL CARRIED</b>
3.	SAMU Open House	Vpo – happening November 5 from 10am-3pm. Met with Carl about we're doing. Not sure what #s will be like this year. We will provide info to students from the table we're set up at. How do we want to split up the day? Vpsl – can't be there for the whole time.	
4.	Sub-Committee Reports	Quarterly updates on sub-committees.  Vpo – H&DSC; PSC.  Vpsl – GASC; SVOVE.  Vpa – ASC;	
5.	SC Training	Vpo – update provided on where we're at. Will distribute final version by end of week.	
6.	Tuition Policy	Vpo – provide any feedback you might have to me. MacEwan has more policy coming through looking for feedback from us. Deadline is end of this week.	
7.	EC mid-year retreat	*update provided.	
8.	Student Groups	Vpsl – application submitted. Like that they plan to collab with external.	<b>MOTION  TO APPROVE THE MACEWAN FILM CLUB  VPSL/VPA CARRIED</b>
9.	Project Updates	Google Drive: <a href="#">Workplan &amp; Priorities Planning</a> folder  Updates provided by each exec.	
10.	Outstanding Action Items		
11.	President's Report	Tabled	
12.	VP Academic's Report	Focus group update. KW/SAMU consult. Provost meeting. School of ConEd meeting. Help I'm Stressed panel.	
13.	VP External's report	ASEC update. CAUS meeting. Met with Myrna Khan re potential collab. LRC update.	
14.	VP Operations and Finance's Report	SC training. GM hiring. Mid-year retreat. Gov Review. SoB Council update.	
15.	VP Student Life's Report	Mental Health Week committee. United Way Committee meeting. Anti-Sexual Violence Advo group update.	



		SC-PD social. Student Groups. Ponoka update.	
16.	General Manager's Report	Finance update. ELT update. Advanced Poll update. The lookout management. Building update. Student Groups.	
17.	Recognition		

#### 4. Adjournment

Time: 4:00pm



Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
October 26, 2022 @ 2:00pm

**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:**

Alan Honey, Governance Advisor

1. Call to Order: 2:21pm

2. Approval of Agenda:

**VPA/VPE  
CARRIED**

3. Approval of Minutes for: October 19, 2022

**VPA/VPSL  
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
		<b>MOTION</b>
		TO APPOINT ALEM TESFAY TO THE SCHOOL OF BUSINESS COUNCIL, BRIAN GULBRAA & GURYODH SINGH BRAR TO THE AUDIT COMMITTEE, BAO QUOC DANG & BRIAN GULBRAA TO THE BUDGET AND FINANCE COMMITTEE, KON KON & MOHD ALI YASA NAQVI TO THE BYLAWS AND POLICY COMMITTEE, MARIAM EHSAN & JOEHN TORRES TO THE LEADERSHIP AND REVIEW COMMITTEE, GABRIELLA AMESBURY TO THE HEALTH AND DENTAL SUB-COMMITTEE EFFECTIVE NOVEMBER 1, 2022
1. SAL appointments	Updated provide by Vpa on SoBC applications.  GA – <a href="#">SAMU SAL Committee applications.xlsx</a>	<b>VPSL/VPE CARRIED</b>
2. mitacs presentation	Vpe – facilitate WIL for students. If you see it fitting with your portfolio please review the presentation, ask me, or reach out	

		to them. Mostly work with grad students but trying to expand that. Vpa – curious if they offer opportunities across all faculties/programs. Vpsl – wouldn't be bad idea to promote, but there are other things we could promote already on campus.	
	Missing CC Receipts		<b>MOTION</b>  <b>TO APPROVE THE MISSING CREDIT CARD RECEIPT FORMS FOR LARISSA WILLIAMS IN THE AMOUNT OF \$50.00 DATED SEPTEMBER 16, 2022, \$12.00 DATED SEPTEMBER 20, 2022, AND \$50.00 DATED SEPTEMBER 16, 2022</b>  <b>VPSL/VPE CARRIED</b>
3.	Forward Slash Report	Vpe – report provided for information.	
4.	Ponoka Campus Visit Plan	Vpsl – schedule provided. Please be on time.  <a href="#">Ponoka Campus Visit Schedule</a>	Action: EC to send Myles breakfast choice by end of week.
5.	Project Updates	Google Drive: <a href="#">Workplan &amp; Priorities Planning</a> folder.  Notes - EC should continue trying to nurture relationship with KW. - Explore cost of providing honorarium to students who attend event.	
6.	Outstanding Action Items		
7.	President's Report	Tuition & Fees meeting update – notes shared with everyone. Team huddle. Catching up.	
8.	VP Academic's Report	Focus group update. Meetings update – GFC.	
9.	VP External's report	CASA update. Alberta tuition update. Janet Brown update. CAUS update.	
10.	VP Operations and Finance's Report	tabled	
11.	VP Student Life's Report	Debrief with Roxanne. MacEwan Indigenous Student Club meeting.	
12.	General Manager's Report	Building update. Gray Gallery update. HR update. 'Pods' update.	
13.	Recognition		

#### 4. Adjournment

Time: 4:24pm



# STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

## STUDENTS' COUNCIL MEETING SUBMISSION

### AGENDA ITEM INFORMATION

Meeting Date	Submitted By
November 16, 2022	Matthew Yanish, VP External, Appointment Advisory Committee Chair

**Agenda Item Title** Councillor Vacancy Appointment

**Action Requested**

☒ Motion

☐ Consultation Item

### AGENDA ITEM DETAILS

**Motion Title**

Motion to appoint \_\_\_\_\_ as a Councillor for a term ending October 31, 2023

**Background Information**

Students' Council currently has 1 vacancy and it's important to fill that seat. The Appointment Advisory Committee (AAC) began the recruitment process on October 14, 2022. At this point in time we've received 4 applications and interviewed all those candidates. A report will be provided during the In Camera session for members of Council to review.

**Alternative Considerations**

N/A - Per SAMU Bylaw 33, Students' Council solicits a qualified member to fill vacancies. The responsibility to find candidates has been taken on by the AAC, as authority was delegated by Students' Council through the Committees policy.

**Risk Management Considerations**

N/A

**Strategic Alignment**

☒ Attached Strategic Alignment Checklist is complete

**Implications**

Students' Council seats will be filled and the work of Council can be fulfilled. There are more voices present to attest to the student experience on campus.

**Related Documents**

Committees policy - committee TORs.

**Follow Up Action**

Students' Councillor Training for appointee.

**Review History**

n/a

## 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
<b>Student Experience &amp; Engagement</b>			
<b>The overall student experience is enhanced by the opportunities provided by SAMU.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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"/>
<b>Student Voice</b>			
<b>The Student Voice is amplified by SAMU.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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"/>
<b>Student Supports</b>			
<b>Student supports provided by SAMU are responsive to unique and evolving needs.</b>	<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"/>
<b>Strengthening SAMU Operations</b>			
<b>SAMU is an innovative and sustainable organization with an engaging work environment.</b>	<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 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 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"/>



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

**STUDENTS' COUNCIL MEETING SUBMISSION**

**AGENDA ITEM INFORMATION**

Meeting Date	Submitted By
November 16, 2022	Larissa Williams, VP Operations and Finance

**Agenda Item Title**    **Committee Appointments**

**Action  
Requested**

☒ Motion

☐ Consultation Item

**AGENDA ITEM DETAILS**

**Motion Title**

Motion to appoint Councillor \_\_\_\_\_ to the Appointment Advisory Committee

Motion to appoint Councillors \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to the Audit Committee

Motion to appoint Councillors \_\_\_\_\_ and \_\_\_\_\_ to the Bylaws and Policy Committee

Motion to appoint Councillors \_\_\_\_\_ and \_\_\_\_\_ to the Budget and Finance Committee

Motion to appoint Councillor \_\_\_\_\_ to the Governance Remuneration Advisory Committee

Motion to appoint Councillors \_\_\_\_\_ and \_\_\_\_\_ to the Leadership and Review Committee

Motion to appoint Councillor \_\_\_\_\_ to the Health and Dental Sub-Committee

Motion to appoint Councillors \_\_\_\_\_ and \_\_\_\_\_ to the Awards Sub-Committee

Motion to appoint Councillors \_\_\_\_\_ and \_\_\_\_\_ to the Student Voice on Violence Elimination Sub-Committee

**Background  
Information**

Per the Committees policy, councillor appointments to all standing & sub-committees happen at the regularly scheduled November meeting of Students' Council.

Time commitments to note for specific committees:

Budget & Finance Committee - will meet as needed but during Winter Reading Break the committee will meet approx 3 hours/day from Tuesday - Friday for budget presentations and deliberations.

	Awards Sub-Committee - deliberations on award winners will happen during the week of March 7, 2023. Generally there will be 2-3 two hour meetings scheduled.
Alternative Considerations	N/A
Risk Management Considerations	N/A
Strategic Alignment	<input checked="" type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>
Implications	Full committees are able to do their work while providing a greater diversity of student voices.
Related Documents	Committees policy - committee TORs.
Follow Up Action	n/a
Review History	n/a



## 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
<b>Student Experience &amp; Engagement</b>			
<b>The overall student experience is enhanced by the opportunities provided by SAMU.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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"/>
<b>Student Voice</b>			
<b>The Student Voice is amplified by SAMU.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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"/>
<b>Student Supports</b>			
<b>Student supports provided by SAMU are responsive to unique and evolving needs.</b>	<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"/>
<b>Strengthening SAMU Operations</b>			
<b>SAMU is an innovative and sustainable organization with an engaging work environment.</b>	<input type="checkbox"/>	<input checked="" 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"/>

## **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.

## **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.

## **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.



## **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.





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### **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.

## **Health and Dental Sub-committee**

### **Mandate**

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

### **Roles of Committee**

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

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

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

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

### **Composition**

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

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

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

### **Committee Operations**

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

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

## **Awards Sub-committee**

### **Mandate**

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

### **Roles of Committee**

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

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

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

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

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

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

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

### **Composition**

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

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

### **Committee Operations**

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

**11** Awards Sub-committee deliberations and minutes are confidential.

## **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.



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**STUDENTS' COUNCIL MEETING SUBMISSION**

**AGENDA ITEM INFORMATION**

Meeting Date	Submitted By
November, 16 <sup>th</sup> 2022	Larissa Williams, VP Operations & Finance

**Agenda Item Title** Student Groups Policy

**Action  
Requested**

☒ Motion

☐ Consultation Item

**AGENDA ITEM DETAILS**

**Motion Title**

Move to Approve the Student Groups Policy on the Recommendation of the Executive Committee

**Background  
Information**

The Executive Committee on the recommendation of the Procedure Sub-Committee made some changes to the Student Groups Procedure to change the line regarding the membership of Student Groups. This change was made to protect Student Groups and SAMU overall to a greater extent in regards to liabilities and risk. The change was made to include all members of Student Groups being SAMU members. This does not discourage Guests from attending Student Group events but instead protects SAMU more in regards to liabilities and risks.

This is coming through as a recommendation from the Executive Committee due to Bylaws and Policy Committee not being populated at the time.

**Alternative  
Considerations**

Remove the line from Policy completely. - We decided not to pursue this option as we believe the statement belongs at the policy level, changes will be made to the procedure pending approval to ensure we are not duplicating information in both documents

Do Nothing - this is always an option but not a consideration at this time due to the risk of having documents say different things

**Risk  
Management  
Considerations**

**If this change is not made, there is a risk to SAMU regarding the membership of Student Groups, which could result in bigger legal liabilities to the organization**

**Strategic  
Alignment**

☒ Attached Strategic Alignment Checklist is complete

**Implications**

Documents will be aligned and saying the same thing to protect the organization from bigger risks and liabilities

Related Documents	Student Groups Procedure
Follow Up Action	n/a
Review History	Executive 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
<b>Student Experience &amp; Engagement</b>			
<b>The overall student experience is enhanced by the opportunities provided by SAMU.</b>	<input type="checkbox"/>	<input 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"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>
<b>Student Voice</b>			
<b>The Student Voice is amplified by SAMU.</b>	<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 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 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 type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student Supports</b>			
<b>Student supports provided by SAMU are responsive to unique and evolving needs.</b>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>
<b>Strengthening SAMU Operations</b>			
<b>SAMU is an innovative and sustainable organization with an engaging work environment.</b>	<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 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 type="checkbox"/>	<input type="checkbox"/>
4.3 Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>



## Student Groups

### Rationale

A policy that outlines the responsibilities and benefits of Student Groups and protects the interests of both SAMU and its approved Student Groups by mandating their responsible creation and administration.

### Definitions

**Student Groups** refers to any group which has received SAMU approval to operate as a collective of students engaged in an interest-based or academic manner. Student Groups encompasses any of the following titles; Clubs, Organizations, Alliance, Fellowship, Outreach, Circle, Chapter, Network or Grad Committees.

**Grad Committee** refers to a group created for the sole purpose of fundraising to execute activities and events pertaining to graduating classes.

### Expectations

- 1 The existence and activities of Student Groups must not impose a legal liability, damage the interests, or negatively impact the reputation of SAMU.
- 2 Student Group activities are subject to SAMU approval.
- 3 Student Groups ensure that their membership is composed of current **SAMU Members**.
- 4 Student Groups maintain only those financial banking resources that are within SAMU control.
- 5 Student Groups are responsible for compiling and submitting an annual report to the Student Groups Manager by May 31<sup>st</sup> of each year.
- 6 Student Groups receive benefits including:
  - 6.1 the opportunity to apply for grants to support operations and event initiatives;
  - 6.2 assistance with student group administration, including financial management, event planning and promotion; and
  - 6.3 assistance in obtaining resources from MacEwan University.

**Deleted:** the majority of

**Deleted:** MacEwan University students



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Policy

### Fact Sheet

**Approvals:**

First Approval – February 20, 2019

Last Approval –

**Review Date:** February 20, 2020

**Source and Updates:**

August 20, 2014 – *Clubs* approved by Students' Council motion 2014-08-20-6.9 upon recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 19 – Clubs*.

February 20, 2019 – *Student Groups* approved by Students' Council motion 2019-02-20-7.2 on the recommendation of the Bylaws and Policy Committee to take effect July 1, 2019. Source material drawn from the *Clubs* policy. Clubs renamed 'Student Groups' to be more inclusive of all the various groups on campus.