



## STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

### Agenda for the Students' Council Meeting of the Students' Association of MacEwan University March 22, 2023 at 6:00pm in Council Chamber

---

#### Voting Members:

Gabriel Ambutong, Councillor  
Abby Beka, Councillor  
Jakob Cardinal, Councillor  
Freja Cartujano, Councillor  
Jayden Depeel, Councillor  
Myles Dykes, President  
Cierra Jacobs, Councillor  
Joseph A. La Torre, Councillor  
Mary-Excel Okey-Nwaka, Councillor  
Nhi Phan, Councillor  
Rayyah Sempala, Councillor  
Justine Tan, Councillor  
Alem Tesfay, Councillor  
Elaine Tran, Vice President Student Life

Stephan Vasquez, Vice President Academic  
Larissa Williams, Vice President Governance  
and Finance  
Matt Yanish, Vice President External  
Sonia Yusuf, Councillor  
Layal Zidan, Councillor

#### *SAMU Officials and Council Support:*

Timothy Jobs, Chair  
Darryl Kostash, General Manager  
Alan Honey, Governance Advisor

#### Absent:

---

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 MARCH 22, 2023**

#### 3. Motions & Business Orders of the Day

##### 3.1. Finance Policy

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

**VPO/**

Favour:

Oppose:

### **3.2. SAMU Strategic Plan**

**MOTION TO APPROVE THE EXTENSION OF THE SAMU 2021-2024 SAMU STRATEGIC PLAN BY 2 YEARS ON THE RECOMMENDATION OF THE EXECUTIVE COMMITTEE**

**VPO/**

Favour:

Oppose:

### **3.3. Governance Committee**

Nominees:

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

**VPO/**

Favour:

Oppose:

### **3.4. Finance Committee**

Nominees:

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

**VPO/**

Favour:

Oppose:

### **3.5. Strategy and Engagement Committee**

Nominees:

**MOTION TO APPOINT COUNCILLORS \_\_\_\_\_, \_\_\_\_\_, AND \_\_\_\_\_ TO THE STRATEGY AND ENGAGEMENT COMMITTEE**

**VPO/**

Favour:

Oppose:

### **3.6. Students' Council Operations Committee**

Nominees:

**MOTION TO APPOINT COUNCILLORS \_\_\_\_\_ AND \_\_\_\_\_ TO THE STUDENTS' COUNCIL OPERATIONS COMMITTEE**

**VPO/**

Favour:

Oppose:

### **3.7. Policy Updates**

***MOTION TO DIRECT THE GOVERNANCE OFFICE TO EDIT ALL COMMITTEE NAMES WITHIN POLICIES TO ALIGN WITH RECENT CHANGES TO THE COMMITTEES POLICY AND FOR EXECUTIVE COMMITTEE TO REPORT BACK TO COUNCIL WITH ALL CHANGES MADE***

***VPO/***

Favour:

Oppose:

### **3.8.**

## **4. Consultation**

### **8.1 Engagement Policy**

**La Torre –**

### **8.2**

## **5. Evaluation**

### **9.1**

## **6. Recognition**

•

## **7. Adjournment**

***MOTION TO ADJOURN***

Next Meeting Date: April 19, 2023

Meeting adjourned at



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

**STUDENTS' COUNCIL MEETING SUBMISSION**

**AGENDA ITEM INFORMATION**

Meeting Date	Submitted By
March 22nd 2023	Larissa Williams, Vice President Operations and Finance

**Agenda Item Title** Finance Policy

**Action  
Requested**

☒ Motion

☐ Consultation Item

**AGENDA ITEM DETAILS**

**Motion Title**

To Approve the Finance Policy on the recommendation of the Budget and Finance Committee

**Background  
Information**

In layman's terms we do not have enough unrestricted funds to meet our day-to-day operating needs. This issue stems from us realizing our Building Levy as revenue (we collected \$1.20 million last year), but not recognizing the lease payment that we make to MacEwan (\$1.46 million last year) as an expense. This means the full \$1.20 million in Building Levy is classified as surplus and as per our policy, we currently classify the surplus into restricted funds. This was flagged by our auditors and we want to fix it so that our surplus is what our actual surplus is and not including the building fund.

There were other small policy changes made on the recommendation of our Senior Finance Manager that we passed including, reducing the amount of funds in our operating fund, clarifying the clause on EC approving the maintenance fund and how we use our contingency reserve fund.

**Alternative  
Considerations**

We do not approve - not recommended as then we will continue to have an unrestricted fund deficit

**Risk  
Management  
Considerations**

**Medium - We may continue to run into cash flow problems if we do not fix this change in policy.**

**Strategic  
Alignment**

☒ Attached Strategic Alignment Checklist is complete

**Implications**

We will be able to get an actual surplus number accurately per policy.

Related Documents	MNP Audit Report
Follow Up Action	Implementation affects new fiscal year
Review History	BFC

## 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 checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Student Voice</b>			
<b>The Student Voice is amplified by SAMU.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>



## Finance

### Rationale

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

### Definitions

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

### Expectations

#### General

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

**Deleted:** any subsequent budget enacted by SAMU

#### Maintenance Fund (Internally Restricted)

- 7 The Maintenance Fund is dedicated to Furniture, Fixtures, and Equipment (FF&E), leasehold improvements, and building renovations.
- 8 [Expenditures from the Maintenance Fund require formal approval by Executive Committee and will be reported to Students' Council at their next regularly scheduled meeting.](#)

**Deleted:** Expenditures from the Maintenance Fund may must be approved by the Executive Committee and will be reported to Students' Council

#### SAMU/MacEwan Major Expenditures Fund (Jointly Restricted)

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



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

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

#### **Contingency Reserve Fund (Internally Restricted)**

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

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

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

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

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

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

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

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

#### **Health and Dental Reserve Funds**

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

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

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

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





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

#### **Student Groups Fund**

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

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

#### **USD Fund**

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

#### **Transit Fund**

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

Deleted: h

#### **SAMU Cares Endowment Fund**

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

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

**20.1** Distribution of funds is managed by SAMU.

#### **Operating Fund**

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

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

Deleted: four

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

#### **Operating Savings Fund**

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

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



STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY

Policy

### Operating Surplus

**26** Any operating surplus (excluding amortization expense [and building levy revenue](#)) at the end of the fiscal year will be allocated as follows:

- 70% to the Maintenance Fund
- 30% to the SAMU/MacEwan Major Expenditures Fund

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

**Fact Sheet****Approvals:**

First Approval – August 21, 2013

Last Approval – June 15, 2022

**Date of Last Review:** June 15, 2022

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

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

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

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

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

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

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

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

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

June 15, 2022: *Finance* approved by Students' Council motion 2022-06-15-7.1 on the recommendation of the Budget and Finance Committee. Substantial updates include: removal of Building Fund due to completion of SAMU building, identifying that the Contingency Fund



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

Policy

can be used for short-term cash flow shortages, addition of the Student Groups, USD, and Transit Funds, identifying the principal amount of \$1,000,000 for the SAMU Cares Endowment Fund, addition of the Operating Savings Fund, and updates to how an operating surplus is allocated.



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

**STUDENTS' COUNCIL MEETING SUBMISSION**

**AGENDA ITEM INFORMATION**

Meeting Date	Submitted By
March 22nd 2023	Larissa Williams, Vice President Operations and Finance

**Agenda Item Title** SAMU Strategic Plan

**Action  
Requested**

☒ Motion

☐ Consultation Item

**AGENDA ITEM DETAILS**

**Motion Title**

To Approve the Extension of the SAMU 2021-2024 SAMU Strategic Plan by 2 years on the recommendation of the Executive Committee.

**Background  
Information**

The General Manager approached the Executive Committee with the recommendation that we extend the strategic plan, due to the heartiness of the plan and COVID-19 being a major disruption for the past 2 years, there are a lot of good things within the Strategic Plan that can still be worked on but unfortunately were not able to be fully actualized in the time provided due to the pandemic halting the roll out of some of the goals within the strategic plan.

The Strategic Plan was built and approved in a time where we believed that the pandemic wouldn't last much longer. Our Operational team consulted the Executive Committee on the idea of extending the Strategic plan so we have more time to make more progress on some of those goals.

Given the circumstances surrounding the pandemic and the belief that the Strategic Plan is still relevant to students' the Executive Committee unanimously agreed that the extension of the strategic plan was a feasible option for SAMU

**Alternative  
Considerations**

Remain with the current strategic plan as it expires this year then have to begin the process of a new strategic.

**Risk  
Management  
Considerations**

**Low - Cost of Renewing the Strategic Plan**

**Strategic  
Alignment**

☒ Attached Strategic Alignment Checklist is complete

Implications	SAMU will not have to spend funds on a new Consultant to conduct the strategic plan review
Related Documents	SAMU Strategic Plan 2021-2024
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 checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Student Voice</b>			
<b>The Student Voice is amplified by SAMU.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>

## 2021-2024 Strategic Plan

### Recognizing our past and planning our future

#### INTRODUCTION

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

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

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

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

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

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

#### SAMU History

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

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

*1995 – SAMU's Peer Support program began*

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

*1998 – Health and Dental Benefits Referendum*

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

*2007 – First U-Pass Referendum*

*2009 – College becomes University, and SAMU name is changed*

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

*April 2017 – Ground-breaking ceremony for new SAMU Building*

*January 2020 – SAMU Grand Opening Ceremony*

*March 2020 – 2021 – SAMU's operations were adapted to serve students during a global*



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

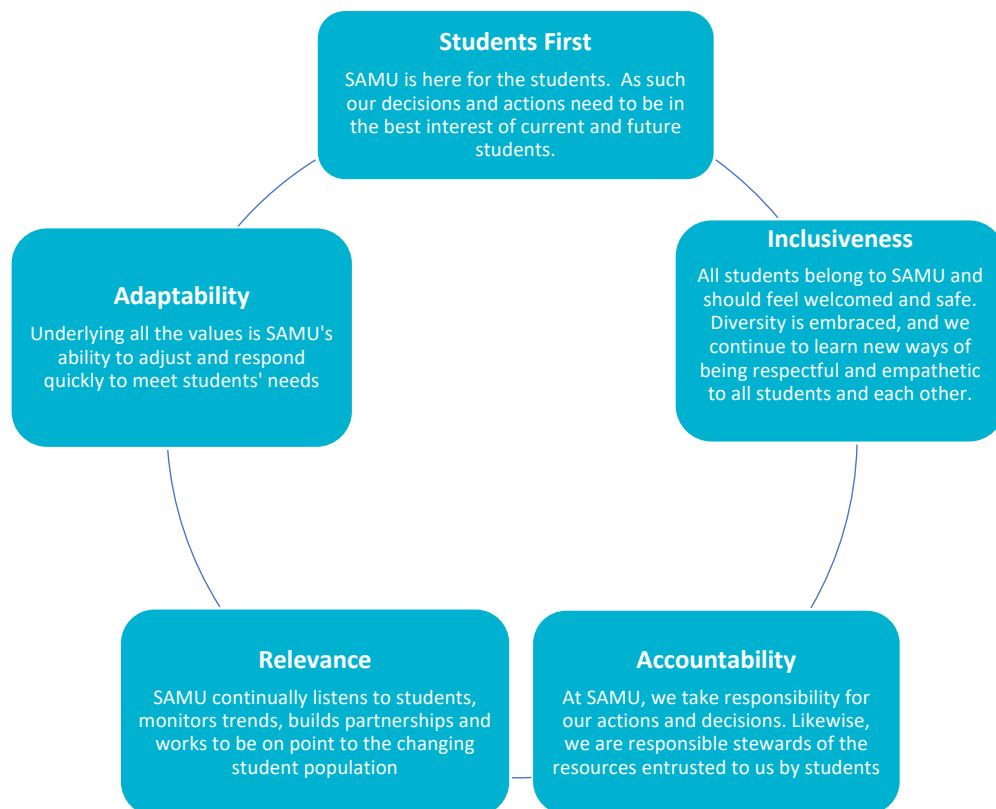
## VISION, MISSION AND ORGANIZATIONAL VALUES

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

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

### Values:

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



## GOALS & STRATEGIES

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

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

### WHAT SUCCESS LOOKS LIKE:

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

## Strategies

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

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

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

*WHAT SUCCESS LOOKS LIKE:*

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

**Strategies**

2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.

2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation.

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

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

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

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

**WHAT SUCCESS LOOKS LIKE:**

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

**Strategies**

3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.

3.2 Evaluate and assess student supports to remain relevant and accountable to students.

3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.

3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives.

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

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

*WHAT SUCCESS LOOKS LIKE:*

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

**Strategies**

4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.

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

4.3 Diversify revenue streams to reduce reliance on student fees.

4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability

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



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

**STUDENTS' COUNCIL MEETING SUBMISSION**

**AGENDA ITEM INFORMATION**

Meeting Date	Submitted By
March 22nd 2023	Larissa Williams, Vice President Operations and Finance

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

**Action  
Requested**

☒ Motion

☐ Consultation Item

**AGENDA ITEM DETAILS**

**Motion Title**

See Agenda for the Motions

TO APPOINT COUNCILLORS \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, AND \_\_\_\_\_ TO THE GOVERNANCE COMMITTEE

TO APPOINT COUNCILLORS \_\_\_\_\_ AND \_\_\_\_\_ TO THE FINANCE COMMITTEE

TO APPOINT COUNCILLORS \_\_\_\_\_, \_\_\_\_\_, AND \_\_\_\_\_ TO THE STRATEGY AND ENGAGEMENT COMMITTEE

TO APPOINT COUNCILLORS \_\_\_\_\_ AND \_\_\_\_\_ TO THE STUDENTS' COUNCIL OPERATIONS COMMITTEE

**Background  
Information**

As per the New Committees Policy, we need to appoint Council to committees as per policy.

**Alternative  
Considerations**

If the Committees policy is not approved at Council these motions are void.

**Risk  
Management  
Considerations**

N/A

**Strategic  
Alignment**

☒ *Attached Strategic Alignment Checklist is complete*

Implications	Council can fill its new committees
Related Documents	Committees Policy
Follow Up Action	Committees Meet to discuss workplans
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 checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Student Voice</b>			
<b>The Student Voice is amplified by SAMU.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<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 type="checkbox"/>	<input checked="" type="checkbox"/>
4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.3 Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability.	<input type="checkbox"/>	<input 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"/>



## **Governance Committee**

### **Mandate**

1. The Governance Committee ensures the relevance and consistency of SAMU Bylaws and Policy and assists in governance process development.

### **Roles of Committee**

2. The Governance Committee ensures the proper and timely review of SAMU Bylaws and Policy.
  - 2.1. The Governance Committee utilizes the policy review regulations set in the Governing Documents Policy
3. The Governance Committee may recommend amendments to a current bylaws or policies.
4. The Governance Committee may create new policies.
5. The Governance Committee ensures the alignment of Policy with the SAMU Bylaws, Vision, and Mission.
6. The Governance Committee consults with SAMU staff in the course of its deliberations where the creation and revision of policies affects department operations.
7. The Governance Committee may be consulted regarding process development for Students' Council and the Executive Committee

### **Composition**

8. The voting members of Bylaws and Policy Committee are the Vice President Operations and Finance, four Councillors, and two students-at-large.
9. The resource officials of Bylaws and Policy Committee are the Governance Advisor
  - 9.1. The Governance Committee may call on the Chair of Students' Council to provide feedback or advice to the committee.
10. Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

### **Committee Operations**

10. The Vice President Operations and Finance serves as Chair of Governance Committee.
11. Meetings of the Governance Committee are held at least quarterly.
12. The Committee Chair may call additional meetings as required.

## **Finance Committee**

### **Mandate**

1. Finance Committee assists Students' Council in fulfilling its financial oversight responsibilities through budgetary deliberations, reviewing SAMU fees and monitoring the financial well-being of the organization.

### **Roles of Committee**

2. Finance Committee reviews and recommends the annual SAMU Operating budget to Students' Council for approval
3. Finance Committee monitors, evaluates, advises, and makes recommendations on policies and practices related to internal financial controls.
4. Finance Committee provides recommendations regarding new or current SAMU fees.
5. Finance Committee monitors and recommends changes to the SAMU Membership Fee.
6. Finance Committee reviews the quarterly financial statements of the organization, reviewing any allocation adjustments over a 5% variance.
7. Finance Committee monitors the financial well-being of SAMU.

### **Composition**

8. The voting members of Finance Committee are the President, the Vice President Operations and Finance, the Vice President Student Life, two Councillors and two students-at-large.
  - 8.1. Preference will be given to students-at-large with financial experience.
9. The resource officials of Finance Committee are the General Manager and a full-time staff member of the Finance Department
10. Any Member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

### **Committee Operations**

11. The Vice President Operations and Finance serves as Chair of Finance Committee
12. Meetings of the Finance Committee are held at least quarterly.
13. The Committee Chair may call additional meetings as required.

## **Strategy and Engagement Committee**

### **Mandate**

1. The Strategy and Engagement Committee (SEC) strives to maximize student engagement with Students' Council, provides leadership development opportunities to members of Students' Council and acts as a consultation body for strategic priorities.

### **Roles of Committee**

2. SEC develops a plan for Student Council to engage with SAMU members.
3. SEC creates opportunities for members of Students' Council to develop leadership skills by:
  - 3.1. researching and implementing professional development opportunities for members of council; and
  - 3.2. developing team building opportunities for Students' Council
4. Strategy and Engagement Committee may be consulted by Executives on advocacy priorities relating to their portfolios to ensure alignment with Strategic Plan, topics may include but is not limited to:
  - 4.1. External organization advocacy priorities
  - 4.2. Sexual Violence Prevention advocacy
  - 4.3. Mental health advocacy
  - 4.4. Equity, Diversity and Inclusion advocacy
  - 4.5. Academic advocacy
5. Strategy and Engagement Committee may also be consulted about other strategic matters relating to SAMU.

### **Composition**

6. the voting members of Strategy and Engagement Committee are the Vice President Student Life, one Executive, three Councillors and two Students-At-Large
7. The resource officials of Strategy and Engagement Committee are the Advocacy Coordinator and the Executive Coordinator
8. Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

### **Committee Operations**

9. The Vice President Student Life serves as chair of Strategy and Engagement Committee

10. Meetings of Strategy and Engagement Committee are held at least quarterly.

11. The Committee Chair may call additional meetings as required.

## **Students' Council Operations Committee**

### **Mandate**

1. Students' Council Operations Committee advises and reviews Students' Council, interviews and vets candidates for appointments made by Students' Council, and annually reviews the remuneration and compensation provided to Councillors, Executives, and other Students' Council appointments performing governance roles at SAMU.

### **Roles of Committee**

2. Students' Council Operations Committee reviews Students' Council's decisions in relation to their adherence to SAMU Bylaws and Policies.
  - 2.1. Students' Council Operations Committee may call a re-vote on a decision where it deems the decision was a violation of Bylaws or Policies.
  - 2.2. Members of Students' Council may request a review of a decision in relation to its adherence to Bylaws and Policies.
    - 2.2.1. Requests must be made in writing to the Chair of Students' Council Operations Committee within 10 business days of the disputed decision.
    - 2.2.2. Students' Council Operations Committee will have 30 days to respond in writing to Students' Council with its decision.
3. Students' Council Operations Committee reports on the effectiveness and progress of Students' Council.

### **Students' Council Appointments**

4. The committee reviews all applications for appointments made by Students' Council and ensures candidates considered for appointment meet the criteria for positions laid out in SAMU's bylaws and policies.
5. The committee develops additional criteria for appointed positions consistent with SAMU's bylaws and policies.
6. The committee interviews all appropriate candidates for positions appointed by Students' Council.
7. The committee provides candidates with further information regarding the position upon request.
8. The committee provides written recommendations on all vacancies.
9. The committee communicates to all candidates regarding the outcome of Students' Council appointments.

## **Governance Appointments**

10. Students' Council Operations Committee provides recommendations to Students' Council on the appointment of the Chair of Students' Council
11. Students' Council Operations Committee reviews the performance of the Chair of Students' Council.
12. Students' Council Operations Committee provides recommendations to Students' Council on the appointment of the Chief Returning Officer of SAMU

## **Governance Remuneration**

13. Students' Council Operations Committee decides on the remuneration and compensation of Councillors and Executives,
14. Students' Council Operations Committee seeks relevant internal and external data related to remuneration and compensation, including:
  - 14.1. the current and future financial capacity of SAMU to support new levels of remuneration;
  - 14.2. remuneration and compensation offered at other comparable Alberta-based students' associations/unions;
  - 14.3. the effectiveness of the current level of remuneration in securing representatives; and
  - 14.4. the fairness of remuneration based on factors such as workload, time commitment, etc.
15. Students' Council Operations Committee reviews Executive wages as per Remuneration of Elected Representatives.

## **Composition**

16. The voting members of Students' Council Operations Committee are the Vice President Operations and Finance, and two Councillors.
  - 16.1. Regarding Executive Remuneration another Executive may replace the Vice President Operations and Finance as a voting member if the Vice President Operations and Finance plans to run in the upcoming Executive election.
    - 16.1.1. The Executive who may become a voting member in place of the Vice President Operations and Finance must be an individual not running in the upcoming Executive election.
17. The resource official of Students' Council Operations Committee is the Governance Advisor.
  - 17.1. A full-time staff member of the Finance Department serves as an additional resource to the committee during remuneration discussions.

## **Committee Operations**

18. The committee appointment deliberations and recommendations are confidential.
19. Meetings of Strategy and Engagement Committee are held at least twice per quarter.
20. The Committee Chair may call additional meetings as required.



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

**STUDENTS' COUNCIL MEETING SUBMISSION**

**AGENDA ITEM INFORMATION**

Meeting Date	Submitted By
March 22nd 2023	Larissa Williams, Vice President Operations and Finance

**Agenda Item Title** Policy Updates

**Action  
Requested**

☒ Motion

☐ Consultation Item

**AGENDA ITEM DETAILS**

**Motion Title**

To direct the Governance Office to edit all committee names within policies to align with recent changes to the Committees policy and for Executive Committee to report back to council with all changes made.

**Background  
Information**

In line with the changes in the Committees policy we are beginning to make some edits to the Committee names within policies. There are no structural changes to these policies just renaming the committees.

**Alternative  
Considerations**

wait until these policies are reviewed to make these changes.

**Risk  
Management  
Considerations**

**If these committees are not renamed some processes may be challenges**

**Strategic  
Alignment**

☒ *Attached Strategic Alignment Checklist is complete*

**Implications**

committees can complete their functions without issue

**Related  
Documents**

Committees Policy / Committee TOR's

**Follow Up Action**

n/a

**Review History**

Governance Advisor  
VP Operations & Finance



## 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 checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Student Voice</b>			
<b>The Student Voice is amplified by SAMU.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

**STUDENTS' COUNCIL MEETING SUBMISSION**

**AGENDA ITEM INFORMATION**

Meeting Date	Submitted By
March 22nd, 2023	Joseph A. La Torre, Student Councillor

**Agenda Item Title** Engagement Policy

**Action  
Requested**

☐ Motion

☒ Consultation Item

**AGENDA ITEM DETAILS**

**Motion Title**

n/a

**Background  
Information**

From the governance review, it was concluded that "engagement and communication within SAMU's governance structure do not appear to be successful." That said, my focus will be on engagement in this consultation item and not communication. Nevertheless, it would seem that we would need to fill the gap of engagement, so my proposed solution to that is to create an engagement policy that details all the opportunities to engage with the student body.

As it currently stands, the only engagement where Students' Council can engage with the student body are Town Hall meetings (minimum once a year). And further, since most of the student body doesn't know, or even interact with their elected representatives enough, it is difficult for them to see the overall value of taking part in governance and care about voting in our elections.

So, what I am proposing to do is to clarify and detail how and when councillors and the executive committee engage with the student body in a councillor and executive committee capacity. Students' Council does a lot of back-end work; however, it is lacking front-end representation - the SAMU building is just an impersonal building, and what is just as important, or even more important, is the elected representatives being represented personally to the student body.

Ultimately, if we are to want different results, we must be willing to attempt different methods to obtain new results, especially when it comes to engagement.

It is one small step for SAMU but one giant leap for engagement.

This leads me to my question: Is an engagement policy necessary for SAMU to fill the gaps of engagement ?

Alternative Considerations	Do nothing because there is no gap in Students' Council engagement.
Risk Management Considerations	n/a
Strategic Alignment	<input checked="" type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>
Implications	n/a
Related Documents	Town Halls Policy, Roles and Responsibilities of Elected Representatives
Follow Up Action	Start work on Engagement Policy
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 type="checkbox"/>	<input checked="" type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<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 type="checkbox"/>	<input checked="" 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 checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.3 Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability.	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>