



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
May 17, 2023 at 6:00pm in Council Chamber**

Voting Members:

Gabriel Ambutong, President
Abby Beka, Councillor
Jakob Cardinal, Vice President External
Freja Cartujano, Councillor
Jayden Depeel, Councillor
Cierra Jacobs, Vice President Student Life
Joseph A. La Torre, Vice President Governance
and Finance
Nhi Phan, Councillor
Nathan Poon, Councillor
Sasha Ryzhova, Councillor
Rayyah Sempala, Councillor
Joehn Torres, Councillor
Chioma Uzor, Councillor

Stephan Vasquez, Vice President Academic
Sonia Yusuf, Councillor
Layal Zidan, Councillor
vacant, Councillor
vacant, Councillor
vacant, 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 MAY 17, 2023

2.2 MOTION

TO APPROVE THE MINUTES OF APRIL 19, 2023

3. Presentations

3.1.

4. For Information

4.1. Reports

4.1.1. President

4.1.2. Vice President Academic

4.1.3. Vice President External

4.1.4. Vice President Operations & Finance

4.1.5. Vice President Student Life

4.1.6. Students' Council Operations Committee (in camera)

4.1.7.

4.2. Executive Committee Minutes

Minutes of April 5, 19, 25, and May 3, 2023 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

6. In Camera Period

6.1 Chief Returning Officer Appointment

MOTION TO GO IN CAMERA

VPGF/

7. Motions & Business Orders of the Day

7.1. Chief Returning Officer Appointment

***MOTION TO APPOINT _____ AS THE SAMU CHIEF RETURNING OFFICER, FOR A
TERM ENDING APRIL 30, 2024, ON THE RECOMMENDATION OF THE
STUDENTS' COUNCIL OPERATIONS COMMITTEE***

VPGF/

8. Consultation

8.1

9. Evaluation

9.1

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: June 21, 2023

Meeting adjourned at pm.



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Minutes for the Students' Council Meeting of the
Students' Association of MacEwan University
April 19, 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

Meeting called to order at pm.

<Intros>

1. Treaty 6 Land Recognition

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2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR APRIL 19, 2023

ZIDAN/JACOBS

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF MARCH 15 AND 22, 2023

JACOBS/AMBUTONG

CARRIED

3. Presentations

4. For Information

4.1. Reports

4.1.1. President

4.1.2. Vice President Academic

4.1.3. Vice President External

4.1.4. Vice President Governance & Finance

4.1.5. Vice President Student Life

Healthy Campus Alberta – June Summit.

4.1.6. Students' Council Operations Committee (In Camera)

4.1.7. Budget and Finance Committee

4.1.8. Bylaws and Policy Committee

4.1.9. Governance Remuneration Advisory Committee

4.1.10. Chief Retuning Officer

4.1.11. Leadership and Review Committee

4.1.12. Executive Committee

4.2. Executive Committee Minutes

Minutes of March 1, 8, 14, 22, and 29, 2023 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

Topics Include: Sunday exams deferral fee; mental health services to students; prerequisites for classes; anti-sexual violence student group training; U-Pass; student insurance coverage for mental health; issues for students re. class cancellations; CRO report suggestions; elections; textbook transparency project;

6. In Camera Period

MOTION TO GO IN CAMERA

VPGF/JACOBS

Carried

**Ambutong declares conflict re. 6.1 and leaves room.*

6.1. Councillor Appointments

**Ambutong returns.*

6.2. Governance Investigations and Reinstatement Committee Report

MOTION TO GO OUT OF CAMERA

PRES/AMBUTONG

CARRIED

7. Motions & Business Orders of the Day

7.1. Councillor Appointments

MOTION TO APPOINT JOEHN TORRES AS A COUNCILLOR FOR A TERM OF MAY 1, 2023 TO OCTOBER 31, 2023

VPGF/JACOBS

Favour: Ambutong, Beka, Cardinal, Cartujano, Depeel, Pres, Jacobs, La Torre, Okey-Nwaka, Phan, Sempala, Tan, Tesfay, Vpsl, Vpa, Vpgf, Vpe, Yusuf, Zidan

CARRIED

MOTION TO APPOINT CHIOMA UZOR AS A COUNCILLOR FOR A TERM OF MAY 1, 2023 TO OCTOBER 31, 2023

VPGF/TAN

Favour: Ambutong, Beka, Cardinal, Cartujano, Depeel, Pres, Jacobs, La Torre, Okey-Nwaka, Phan, Sempala, Tan, Tesfay, Vpsl, Vpa, Vpgf, Vpe, Yusuf, Zidan

CARRIED

MOTION TO APPOINT NATHAN POON AS A COUNCILLOR FOR A TERM OF MAY 1, 2023 TO OCTOBER 31, 2023

VPGF/ZIDAN

Favour: Ambutong, Beka, Cardinal, Cartujano, Depeel, Pres, Jacobs, La Torre, Okey-Nwaka, Phan, Sempala, Tan, Tesfay, Vpsl, Vpgf, Vpe, Yusuf, Zidan

CARRIED

MOTION TO APPOINT ALEXANDRA RYZHOVA AS A COUNCILLOR FOR A TERM OF MAY 1, 2023 TO OCTOBER 31, 2023

VPGF/CARTUJANO

**Ambutong declares conflict*

Favour: Beka, Cardinal, Cartujano, Depeel, Pres, Jacobs, La Torre, Okey-Nwaka, Phan, Sempala, Tan, Tesfay, Vpsl, Vpa, Vpgf, Vpe, Yusuf, Zidan

Abstain: Ambutong

CARRIED

MOTION TO RECESS FOR 5 MINUTES

VPGF/PRES

CARRIED

7.2. Audit Committee

Nominees: Uzor, Poon

MOTION TO APPOINT NATHAN POON TO THE AUDIT COMMITTEE FOR A TERM OF MAY 1 TO OCTOBER 31, 2023

VPGF/ZIDAN

Favour: Ambutong, Beka, Cardinal, Cartujano, Depeel, Pres, Jacobs, La Torre, Okey-Nwaka, Phan, Sempala, Tan, Tesfay, Vpsl, Vpa, Vpgf, Vpe, Yusuf, Zidan

CARRIED

7.3. Governance Committee

Nominees: Uzor, Torres

MOTION TO APPOINT CHIOMA UZOR AND JOEHN TORRES TO THE GOVERNANCE COMMITTEE FOR A TERM OF MAY 1 TO OCTOBER 31, 2023

VPGF/LA TORRE

Favour: Ambutong, Beka, Cardinal, Cartujano, Depeel, Pres, Jacobs, La Torre, Okey-Nwaka, Phan, Sempala, Tan, Tesfay, Vpsl, Vpa, Vpgf, Vpe, Yusuf, Zidan

CARRIED

7.4. Governance Investigations and Reinstatement Committee Report

MOTION TO MAKE PUBLIC THE GOVERNANCE INVESTIGATIONS AND REINSTATEMENT COMMITTEE REPORT DATED MARCH 23, 2023

VPGF/TAN

Favour: Ambutong, Beka, Cardinal, Cartujano, Depeel, Pres, Jacobs, La Torre, Okey-Nwaka, Phan, Sempala, Tan, Tesfay, Vpsl, Vpa, Vpgf, Vpe, Yusuf, Zidan

CARRIED

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

VPGF

CARRIED

Next Meeting Date: May 17, 2023.

Meeting adjourned at 8:01pm.

Students' Council Report

Vice-President Academic

May 17th, 2023

Good afternoon SC! Transition has been going well and I'm excited to work on both new and ongoing projects. While this is our first few weeks as your new EC, we have hit the ground running with training and taking the first steps for project planning.

Please see below for my report.

Executive Summary

- AI2 Working Group
- Calendar Advisory Group
- mēskanās Governance Committee Meeting
- Committee on Teaching & Learning
- Peer Support Training
- EDI Day
- Center for Sexual and Gender Diversity Focus Group Consultations
- Textbook Transparency Project Update



Student Voice

The Student Voice is amplified by SAMU.

AI2 Working Group

Strat Bullet Point 2.4

AI and how students use it has become a heated topic on our campus. To address concerns about AI text generators, the AI2 Working Group has begun shopping for a AI plagiarism detection tool. This tool would be plugged into mēskanās and be used to uphold academic integrity. At the last meeting, we received a demo for Copyleaks, an AI plagiarism detection tool. However, major concerns were raised about its lack of transparency on why it flags parts of a document as AI plagiarism, how the student data is stored, how/if the student data is used to train the AI tool, and what country this server data is stored in. I've begun consultations with stakeholders across our campus to learn more about the possible risks to students and begun building support for advocating for a more privacy-friendly tool.

Furthermore, there have been continued consultations around AI use in courses and academic integrity rules. One model provides instructors with 3 choices for AI use, Unlimited AI use (Possibly with or without citations), Limited AI use (with citations), or no AI use. Consultations are likely to continue into the summer until a consensus is reached.

Calendar Advisory Group

Strat Bullet Point 2.4

We discussed the addition of an international nursing program bridging course for MacEwan. The program would be built from scratch, cover a 1-year certificate, and be designed as a 'one-stop shop'. Currently, Government money has been earmarked for

this program so it will move forward with planning. A timeline for this program is still pending further consultations.

mêskanâs Governance Committee Meeting

Strat Bullet Point 2.4

Canadian copyright law allows for a few choices for how copyright is used for educational purposes and class assignments. Our policy on these topics is covered under our MacEwan University Fair Dealing Guidelines and Copyright and Fair Dealing. To keep students informed on how they can use class material and how to obtain permissions, this committee has added a copyright statement for class use and on our website.

To keep MacEwan in-line with other grading schemes in Alberta we've added the A+ letter grade to the standard letter grading list. A+ includes grades of 95% or higher and may be retroactively applied to your course. Instructors and departments still retain the ability to set their own letter-grade-to-score as they see fit.

Discussions on how long student and course data should be retained by our institution. By retaining class data students are empowered to review class material years later. The timeframe for retention is between 1-10 years. Discussions and consultations are ongoing.

Committee on Teaching and Learning

Strat Bullet Point 2.4

Reporting in the AI2 working group and Accessibility and Universal Design for Learning Committee were reported. Both are new committees and are still finding their footing. I highlighted my concerns for the AI2 working group tool selection and how that impacts student privacy and copyright to the committee. The UDL group finished their Terms of



Reference document and are beginning to take steps to promote UDL on campus. I've volunteered to help members of this committee by participating in new instructor orientation (with a focus on open education resources), student surveys on UDL, and general advocacy. Discussions are scheduled for the next week.

EDI Day

Strat Bullet Point 2.3, 2.4

I was invited by the CSGD to join a Equity, Diversity, and Inclusivity workshop for faculty. The topics included how to make a safe space for marginalized students, how to handle difficult conversations, how a lack of EDI can impact student retention, and several other topics. At this workshop I spoke of my experiences as a student and to why we should encourage EDI in the classroom. It was very encouraging to see so many faculty taking time to learn these skills from the CSGD. I'm looking forward to continuing to help advocate for EDI in the future.

Student Supports

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

Peer Support Training

Strat Bullet Point 3.1

As a part of my position as VPA, I've begun reading and training how to offer peer support to students in need. So far, I've just begun, but the skill book is very applicable and I'm glad to receive this training.



Center for Gender and Sexual Diversity Focus Group Consultations

Strat Bullet Point 3.2, 3.3

To better assist marginalized students, I've begun initial consultations with different organizations and groups on campus. One of these groups is the Center for Sexual and Gender Diversity. 25% of MacEwan students report that they identify as LGBTQIA2S+ so it is important to uncover what gaps exist in their support. I've just begun meeting with stakeholders across our campus to organize a survey, focus group, or meta-analysis of student data and needs. I'm looking forward to reporting on how these consultations evolve.

Textbook Transparency Project Update

Strat Bullet Point 3.2, 3.3

The textbook transparency project was met with support from multiple committees and is progressing to its next stage. The Enterprise Resource Planning group has been provided with data on this project and will be brought up at their next meeting. Until then, I'm continuing with research on sister projects across Canada and working with different stakeholders across campus to promote open educational resources for classes.

Closing Remarks

So much has been started that it feels a bit dizzying. However, I'm happy to start the year running and look forward to future reports.

Cheers!

Stephan Vasquez

Roles Report to Students' Council

[Date Report's Submitted]

Page 5 of 5

Students' Council Report

Vice President Governance & Finance

May 17th, 2023

Greetings Council!

I hope the start of Spring is going well for all of you, even if you are taking spring class. I am very excited to give you all my first ever report as the Vice President Governance & Finance, or as the acronym VPGF may stand for to some: Vice President Girl Friend. Anyways, my first week and a half in office has been great. I was able to meet most of the staff and supports, settle into my office, and start getting up to speed on many things. Also, I decided to make a few changes to my breakfast. Instead of having just black coffee, I am starting to eat oatmeal with some peanut butter, brown sugar, cinnamon, and I will eventually start adding some protein powder to get adequate protein intake. Ultimately, I am grateful for this opportunity to serve students in an executive capacity, and I hope to do my best this upcoming year with all your support and accountability.

Nevertheless, this report will consist of my first week and a half as VPGF – from May 1st – 11th. However, I will briefly outline some noteworthy meetings and things I got to attend with Larissa during the last two weeks of April for transition:

- Procedure Sub-Committee Meeting – there were changes to a few procedures.
- Meeting with Maureen – initial meet and greet with Maureen my counterpart at MacEwan.



- EC Retreat – we had a chance to bond, and overall, learn more about what it means to be part of the Executive Committee.

Executive Summary

- Transition
- Media Training
- Health and Dental Plan Upgrade Update
- Policy Changes Regarding Committee Names
- SCOC Meetings

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.

n/a

Student Supports

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



Health and Dental Update

Strat Bullet Point 3.2

As noted in the last SC meeting, the Health and Dental plan has increased its benefits without increasing the cost to students. This is an update to let you know that we are working on marketing the increase in benefits to students. Gallivan, our student health & wellness provider, has their own marketing campaign so they are working on that, and I am looking to find out how our marketing department can help or collaborate, too.

Strengthening SAMU Operations

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

Transition

Strat Bullet Point 4.2

My transition into the role has been great thanks to my predecessor. Currently, I am getting up to date on all the documents, emails and potential projects to do in the future, so I am as prepared as I can be for the upcoming school year.

Media Training

Strat Bullet Point 4.5

During my first week in office, I had the chance to get media training by Shawna Randolph Communications. The training was the whole day which consisted of media



training in the morning and mock interviews in the afternoon. I was able to experience being a spokesperson in my mock interview, and suffice to say, it is more difficult than I thought it would be, but it was great practice for whenever I would need to make a statement on SAMU's behalf regarding an issue or concern regarding my portfolio.

Policy Changes Regarding Committee Names

Strat Bullet Point 4.2

In the March Students' Council Meeting, there was a motion to change the committee names within policies to align with the new committee changes; this is an update to let you all know that we updated them to the following policies:

- Roles and Responsibilities of Elected Representatives Policy
- Role and Responsibilities of the Chair of Students' Council Policy
- Remuneration of Elected Representatives Policy
- Finance Policy
- Elected Representatives Disciplinary Action Policy
- Budget Approval Policy

Our website should be updated within the next few days for these policies.

Students' Council Operations Committee Meetings (SCOC)

Strat Bullet Point 4.2

This committee is tasked with interviewing and giving a recommendation to Students' Council for the CRO appointment. Ultimately, the committee came to a decision to recommend a candidate to appoint the upcoming year's CRO (further information will be provided in camera).



Closing Remarks

So far, it still has not hit me yet that I've been elected to be the Vice President Governance & Finance. I joke by saying "one I am in sitting in the office, it will hit me" but I am still waiting on it. It'll probably hit on some random Tuesday or something while I'm in the shower or doing something mundane. Anyways, I hope you all enjoy reading my first report, there will be more. And I will try my best to not slip in the word "libations" into any of my reports moving forward.

Kind Regards,

Joseph A. La Torre, (He/Him)

VP Governance and Finance, SAMU 2023/2024

Students' Council Report

VP Student Life

May 17, 2023

Welcome to my first official report as VPSL! I am honoured to share with you all how I've been settling in. The past 2 weeks have absolutely flown by. It's a change to not be studying in the library for hours on end and preparing for exams but I'm happy the sun has been shining ☀️ and that SAMU's air conditioner works super well ❄️. Below is my report for what I have accomplished May 1 – May 11. 🌸

Executive Summary

- Sexual Violence Awareness Week (SVAW)
- Meeting with Sydney Bennell, Health Promotion Specialist at Wellness and Psychological Services (WPS)
- Grants and Awards Sub-Committee (GAASC)
- Transition

Student Voice

The Student Voice is amplified by SAMU.

Sexual Violence Awareness Week (SVAW)

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

I had my first meeting with the SVAW planning committee. It was great to start discussing ideas for potential events during the week of October 2-6. I was able to ask questions about what worked last year and what events could be improved to not only



engage students, but importantly how we can support students during a heavy week that may trigger vulnerable individuals and give space for those who need to process and decompress. We have our next meeting set for May 29 to start ironing out details.

Meeting with Sydney Bennell, Health Promotion Specialist at Wellness and Psychological Services (WPS)

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

Sydney is the Health Promotions Specialist at WPS and a Registered Nurse. We met for the first time to discuss areas of collaboration in areas like mental health on campus and harm reduction. We will be working together on the Mental Health Week planning as well as the Student Mental Health Working Group (SMHWG) and I'm looking forward to leaning into her expertise in seeking resources for student needs and potential projects in her realm.

Strengthening SAMU Operations

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

Grand and Awards Sub-Committee (GAASC)

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

I chaired my first GAASC meeting and it went great! I was able to practice my chairing skills and collaborate with my team, specifically in updating our portion of the Committees Policy so that it makes sense for students and reflects better our aim. I'm looking forward to continuing the work this committee achieves in assisting students and being financial stewards for SAMU.



Transition

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

Most of my time over the past two weeks has been dedicated to learning the ins and outs of this role. I've been working closely with Elaine, getting to know all the lovely SAMU staff and building working relations with the executive team and our crucial support staff. It has been a busy time but I'm getting more and more excited for what I can accomplish this term with each new piece of the puzzle (and literally helping to finish the puzzle in the finance office). From reading SAMUs bylaws, policies, and procedures to meeting with every department for getting the run down on the operations to meeting with all of my teammates to bounce ideas and strategize plans, it has been a great introduction.

In our first EC meeting, I was appointed to many committees (including ones in this report: GAASC, SVAW and SMHWG) within SAMU and MacEwan. These are all listed in our minutes and if you have any questions about them, please reach out!

Elaine has graciously booked all my meetings with MacEwan departments and stakeholders and the two of us are getting familiar with my goals and expectations within the role. We have been lucky enough to plan my first solo retreat for the Healthy Campus Alberta Wellness Summit in June, with the assistance of Alan, and are looking into more workshops that will add to my development of serving students on campus.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Closing Remarks

Thank you for taking the time to read my report!

The student experience is informed by the student voice, and I always welcome yours!

Please do not hesitate to contact me via email at savpstudentlife@macewan.ca

Cheers,

Cierra Jacobs (she/her)

VP Student Life, SAMU 2023/2024



Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
April 5, 2023 @ 2:00pm

Voting Members:

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

Resource Officials:

Darryl Kostash, General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Alan Honey, Governance Advisor

1. Call to Order: 2:02pm
2. Approval of Agenda:
**VPSL/VPGF
CARRIED**
3. Approval of Minutes for: March 29, 2023
**VPA/VPE
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	Board of Governors Appointment	VPGF – applications were provided for your review.	MOTION TO APPOINT ABNORA BEKA TO THE BOARD OF GOVERNORS FOR A TERM OF MAY 1ST 2023 – APRIL 30TH 2024 VPGF/VPSL CARRIED
2.	Missing Receipts		MOTION TO APPROVE THE MISSING CREDIT CARD RECEIPT FORMS FOR MATTHEW YANISH IN THE AMOUNT OF \$208.96 DATED FEBRUARY 15, 2023 AND IN THE AMOUNT OF \$28.87 DATED FEBRUARY 16, 2023 VPGF/VPA CARRIED

3.	EC Minimums	Vpe – we've been talking about things we need to accomplish with our successors prior to leaving office. These are what I've come up with based on discussions with everyone here. Encourage everyone to use this to provide these bare minimums as far as info sharing with the elected folks.	
4.	VP Governance and Finance's Report	Transition. SC vacancies interviews. Branding meeting.	
5.	VP Governance and Finance's report	Transition. SC vacancies interviews. Branding History Month debrief. OHRDE update. GOTV tabling. Social media briefing meeting. Awards Night. Non Academic Appeal hearing meeting. Retreat meeting. GAASC meeting.	
6.	VP Student Life's Report	Transition. Black History Month debrief. OHRDE update. CASA attendance. Debrief with GM. GOTV tabling. Social media briefing meeting. Alumni Class gift selection meeting. Student Affordability Response Group update. Awards Night. Non Academic Appeal hearing meeting. Retreat meeting. GAASC meeting.GOTV tabling. Annual report meeting. Chancellor speaker series attendance. Met with GA. Branding proposal meeting.	
7.	President's Report Academic's Report	CASA attendance. Debrief with GM. GOTV tabling. Alumni Class gift selection meeting. Student Affordability Response Group update. Awards Night. GOTV tabling. Annual report meeting. Chancellor speaker series attendance. Met with GA. Branding proposal meeting.TCI program update. Restorative resolution research. Academic integrity update. Indigenous Learners Circle report. Internal grants adjudication update.	
8.	VP Academic's Report report	TCI program update. Restorative resolution research. Academic integrity update. Indigenous Learners Circle report.	

		Internal grants adjudication update. GoA - Ministry of AE meeting. Federal budget presentation. Wins & opportunities discussion. EC minimums work. CAUS update.	
9.	VP External's report	GOTV tabling update. GoA - Ministry of AE meeting. Federal budget presentation. Wins & opportunities discussion. EC minimums work. CAUS update.	
10.	General Manager's Report	Megan has started as Director of P&S. Q3 closed. SG update. HR update. Update on MacEwan master plan.	
11.	Recognition		

4. Adjournment

Time: 3:31pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
April 19, 2023 @ 2:00pm**

Voting Members:

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

Resource Officials:

Darryl Kostash, General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Alan Honey, Governance Advisor

1. Call to Order: 2:02pm
2. Approval of Agenda:
**VPGF/VPE
CARRIED**
3. Approval of Minutes for: April 5, 2023
**VPE/VPGF
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	CAUS Review	Vpgf – for changeover conference we need to have it on record about sending outgoing execs to this conference – didn't plan for it in the upcoming budget. Vpe – believe we should continue to send both incoming and outgoing Pres/Vpe. Gm – if we need to find money for next year I think we can find it. Vpa – believe it's a valuable use	Action: Plan to send both incoming/outgoing execs to CAUS Changeover in the future.
2.	Procedures		MOTION TO APPROVE THE COMPUTER EQUIPMENT PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE VPGF/VPE CARRIED MOTION TO APPROVE THE EMPLOYEE REMUNERATION PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE

			<p>VPGF/VPE CARRIED</p> <p>MOTION</p> <p>TO APPROVE THE FINANCIAL REPORTING PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB- COMMITTEE</p> <p>VPGF/VPA CARRIED</p> <p>MOTION</p> <p>TO APPROVE THE KEYS PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE</p> <p>VPGF/VPE CARRIED</p> <p>MOTION</p> <p>TO APPROVE THE MOBILE PHONES REIMBURSEMENT PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE</p> <p>VPGF/VPE CARRIED</p> <p>MOTION</p> <p>TO APPROVE THE RECRUITMENT, SELECTION, AND HIRING PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB- COMMITTEE</p> <p>VPGF/VPA CARRIED</p> <p>MOTION</p> <p>TO APPROVE THE TRAVEL AND ACCOMODATIONS PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE</p>
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			VPGF/VPE CARRIED MOTION TO APPROVE THE VACATION ENTITLEMENT PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB- COMMITTEE VPGF/VPA CARRIED
3.	Online Office Hours	Vpgf – approached by M&C to decide if it’s something we want to do going forward. Vpe – good idea that solves an issue that doesn’t exist anymore.	
4.	Elections Filming	Vpgf – for outgoings, scripts have been provided and we’re scheduled to film on May 25 – please mark that in your calendar. Let me know if you have a conflict.	
5.	Period Products	Vpsl - After follow-up and meetings with MacEwan about the cost and maintenance of offering period products on campus, SAMU is empowered to increase access to period products on campus, including within our own building. As such, we would like to request funds from the Maintenance Fund to facilitate the purchase and installation. On a personal note, though I will not see the project to completion (thank you, supply chain demands), I am excited to know that barriers will be removed for students who menstruate.	MOTION TO APPROVE AN EXPENSE OF UP TO \$5,000.00 FROM THE MAINTENANCE FUND TO PURCHASE AND INSTALL PERIOD PRODUCT DISPENSERS VPGF/VPE CARRIED
6.	Unbudgeted Expense	Vpgf – due to rising costs and budgeting error we need to approve this budget line to potentially go over.	MOTION TO APPROVE AN UNBUDGETED EXPENSE OF UP TO \$4000 TO G/L 506000 VPGF/VPA CARRIED
7.	Flex time	Vpgf – do we want to track this via BambooHR? This is an option. Vpe – good idea – one less place for us to have to go to. Pres – support move to BambooHR. Better accountability for us.	
8.	GM Review		MOTION TO GO IN CAMERA VPGF/VPE CARRIED MOTION TO GO OUT OF CAMERA

			VPA/VPE CARRIED
9.			
10.	EC retreat responsibilities check in (Standing Item)		
11.	EC Priorities (Standing Item)		
12.	Project Updates (Standing Item)	Google Drive: Workplan & Priorities Planning folder	
13.	Outstanding Action Items		
14.	VP Student Life's Report		
15.	President's Report	CAUS board meeting. Touched based with Fund Development. Convocation Advisory Committee meeting update. Retreat prep. GOTV filming. CAUS ED review. Report writing. Met with GM. MacEwan Means Business launch. Student Affairs meeting. PSC meeting. GFC meeting.	
16.	VP Academic's Report	Academic misconduct meetings. Distinguished Researcher Award update. Textbook costs program update. SSJOC meeting. GFC meeting. Work Integrated Learning update. Dean of ConEd update. Teaching and Learning report update.	
17.	VP External's report	CAUS updates. Retreat prep. UEQ conference update. Chamber of Commerce Task Force update.	
18.	VP Governance and Finance's Report	SCOC meeting update. Transition work. Work with incoming. Q3 budget meeting. PSC meeting. Met with Maureen from MacEwan - update provided re. Pantry donation, security stations on campus. SSJOC update.	
19.	General Manager's Report	Staff fatigue update. Director of Security update. Oilers tickets update. Gallivan meeting.	

		Signing wall & Legacy update. Credit card update.	
20.	Recognition		

4. Adjournment

Time: 4:11pm



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
April 25, 2023**

Voting Members:

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

Resource Officials:

Darryl Kostash, General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Alan Honey, Governance Advisor

TOPIC		DISCUSSION	ACTION/MOTION
1.	MCCRF		MOTION TO APPROVE THE MISSING CREDIT CARD RECEIPT FORM FOR ELAINE TRAN IN THE AMOUNT OF \$148.52 FOR A PURCHASE MADE FEBRUARY 17, 2023 VPGF/VPE CARRIED



Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
May 3, 2023 @ 2:00pm

Voting Members:

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

Resource Officials:

Darryl Kostash, General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Alan Honey, Governance Advisor

1. Call to Order: 2:01pm
2. Approval of Agenda:
VPSL/VPGF
CARRIED
3. Approval of Minutes for: April 19 & April 25, 2023
VPGF/VPSL
CARRIED

TOPIC		DISCUSSION	ACTION/MOTION
			MOTION
1.	Committee Appointments	*need to appoint one exec to the Strategy and Engagement Committee (committee TOR provided)	TO APPOINT STEPHAN VASQUEZ TO THE GENERAL FACULTIES COUNCIL (GFC), GFC EXECUTIVE COUNCIL, GFC COUNCIL ON STUDENT AFFAIRS, GFC ACADEMIC STANDARDS – CALENDAR & CURRICULUM, GFC ACADEMIC PLANNING & QUALITY ASSURANCE, GFC COMMITTEE ON TEACHING & LEARNING, GFC COMMITTEE ON SCHOLARLY ACTIVITY, INFORMATION & TECHNOLOGY MANAGEMENT COMMITTEE (ITMC), DISTINGUISHED TEACHING AWARD (DTA), DISTINGUISHED RESEARCHER AWARD (DRA), PRESIDENT'S MEDAL AWARD (PMA), STUDENT SYSTEMS JOINT OPERATIONS COMMITTEE (SSJOC), AND STUDENT TECHNOLOGY FEE

			<p>COMMITTEE (STFC) FOR A TERM ENDING APRIL 30, 2024</p> <p>VPO/VPSL CARRIED</p> <p>MOTION</p> <p>TO APPOINT GABRIEL AMBUTONG TO GFC, GFC COUNCIL ON STUDENT AFFAIRS, FACILITIES ADVISORY COMMITTEE, CONVOCAION PLANNING COMMITTEE, AND STFC FOR A TERM ENDING APRIL 30, 2024</p> <p>VPSL/VPE CARRIED</p> <p>MOTION</p> <p>TO APPOINT CIERRA JACOBS TO THE UNITED WAY COMMITTEE, BOOK OF THE YEAR COMMITTEE, INDIGENOUS ADVISORY COUNCIL, FOOD ADVISORY COMMITTEE, STUDENT COMMUNITY ENGAGEMENT GRANT COMMITTEE, BLACK HISTORY MONTH COMMITTEE, SOCIAL INNOVATION INSTITUTE COMMITTEE, SEXUAL VIOLENCE PREVENTION AND EDUCATION COMMITTEE (SVPEC), SEXUAL AND GENDER MINORITY ADVISORY COMMITTEE, CARNEGIE GROUP, SEXUAL VIOLENCE AWARENESS WEEK COMMITTEE, STUDENT TECHNOLOGY FEE COMMITTEE, STUDENT MENTAL HEALTH WORKING GROUP, EDI DATA ENGAGEMENT COMMITTEE, COMPOSTING COMMITTEE, HEALTHY RELATIONSHIPS WEEK COMMITTEE, MENTAL HEALTH WEEK COMMITTEE, AND PRIDE COMMITTEE FOR A TERM ENDING APRIL 30, 2024</p> <p>VPE/VPSL CARRIED</p>
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			<p>MOTION</p> <p>TO APPOINT JOSEPH A. LA TORRE TO THE ITMC, SSJOC, FACILITIES ADVISORY COMMITTEE, FOOD ADVISORY COMMITTEE, SAMU BUILDING OPERATIONS COMMITTEE, AND STFC FOR A TERM ENDING APRIL 30, 2024</p> <p>VPE/VPSL CARRIED</p> <p>MOTION</p> <p>TO APPOINT JAKOB CARDINAL TO THE STFC & SEC FOR A TERM ENDING APRIL 30, 2024</p> <p>VPSL/VPGF CARRIED</p>
2.	Norms	<p>Time in office; Dress code; Communication channels; Submission for EC meeting agenda items (due date)</p> <p>Vpsl – want to discuss our norms in a formal setting. Office Etiquette procedure provided so everyone could review it. Also want to have a general discussion about how we want to present ourselves within the community.</p> <p>Vpe – have wardrobe in my office available as needed. Believe we should be united in how we present ourselves externally.</p> <p>Vpsl – suggest we agree to be business casual for externally.</p> <p>Gm – for MPs/MLAs you may want to be business professional. Just keep in mind who you are meeting with.</p> <p>Vpsl – suggest we communicate via Teams officially, not Telegram.</p> <p>Vpgf – Teams is the way to go for all professional communication. Telegram is useful for personal communication.</p> <p>Gm – if it's a business function please use Teams.</p> <p>Vpsl – if on Teams about business we shouldn't expect immediate response.</p> <p>Vpsl – calendars should reflect time off as listed in Bamboo in my opinion.</p> <p>Pres – we should identify our expected office hours to be accountable.</p>	<p>Action:</p> <p>Pres to communicate expectations to Vpa.</p> <p>GM to set up EC WFH on BambooHR.</p> <p>Add Vpsl HCA item to next EC meeting.</p> <p>Expectations:</p> <p>Casual in office; business casual in community; business formal when required.</p> <p>One day response timeline for Teams; Two days for email.</p> <p>Outside of business hours there is no expectation on a specific timeline for response.</p> <p>Office hours: 9-5 (Cierra, Steph), 8:30-4:30 (Joe, Gabe, Jakob).</p> <p>Work from home: be accessible during your office hours when not working in the SAMU office. No more than 7 hours/week WFH.</p>

		<p>Gm – can add something to BambooHR that can track WFH hours.</p> <p>Vpsl – suggest cutoff is a day prior to the meeting for submissions.</p>	<p>No negative balance for flex time.</p> <p>WFH – notify team one day prior.</p> <p>EC meeting submissions due noon the day prior – hard cutoff.</p>
3.	Team Huddles	<p>Who's going to book them and when to have them (weekly/bi-weekly)?</p> <p>Vpsl – we've informally agreed we believe it's important to continue these, but we should discuss further.</p> <p>Gm – suggest creating a TOR for the meetings so everyone is clear on what the meetings are for.</p> <p>Vpe – weekly.</p> <p>Vpgf – weekly.</p> <p>Vpsl – weekly.</p> <p>Vpa – weekly.</p> <p>Pres – weekly.</p>	<p>Action: Pres to book standing meetings throughout the summer.</p>
4.	Flex Time	*general discussion.	
5.	EC Priorities (Standing Item)		
6.	Project Updates (Standing Item)		
7.	Outstanding Action Items		
8.	President's Report	Met with Dr. Trimbee – introductory - Discussed affordability & mental health.	
9.	VP Academic's Report	<p>Restorative Resolutions.</p> <p>Artificial Intelligence Working group – Discussed software, how it's used, and how it's stored.</p>	
10.	VP External's report	<p>Relationship building within MacEwan community.</p> <p>Will attend State of City event next week.</p>	
11.	VP Governance and Finance's Report	CRO hiring update provided.	
12.	VP Student Life's Report	Chaired first GAASC meeting – reviewed Grants procedure.	
13.	General Manager's Report	<p>Summertime WFH & vacation update.</p> <p>Vending machine update.</p> <p>Composting update.</p> <p>Kitchen cleaning reminder.</p> <p>BambooHR update.</p> <p>Front desk reminder.</p>	
14.	Recognition		

4. Adjournment
VPSL
CARRIED

Time: 4:05pm



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
May 17, 2023	Joseph A. La Torre, VP Governance and Finance

Agenda Item Title Chief Returning Officer Appointment

**Action
Requested**

☒ Motion

☐ Consultation Item

AGENDA ITEM DETAILS

Motion Title	Motion to appoint _____ as the SAMU Chief Returning Officer for a term ending April 30th, 2024, on the recommendation of the Students' Council Operations Committee (SCOC).
Background Information	The CRO job posting went up in mid-April and closed on May 2. We received a total of four applications. Students' Council Operations Committee (SCOC) reviewed the applications and conducted the appropriate interview(s). SCOC is bringing a recommendation to Students' Council for appointment of the CRO for the upcoming year. Details of who was interviewed and the recommendation will be provided during the In Camera portion of the May 2023 Students' Council meeting.
Alternative Considerations	We leave it vacant for now, or look at the other candidates.
Risk Management Considerations	n/a
Strategic Alignment	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete
Implications	Filling the CRO position will enable election planning to begin for the coming year.
Related Documents	Elections Policy and Elections Procedure.
Follow Up Action	

Strategic Alignment Checklist

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

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

Focus Areas	Not consistent	N/A	Consistent
Student Experience & Engagement			
The overall student experience is enhanced by the opportunities provided by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strengthening SAMU Operations			
SAMU is an innovative and sustainable organization with an engaging work environment.	<input type="checkbox"/>	<input 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"/>