



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
November 15, 2023 at 6:00pm in Council Chamber**

Voting Members:

Gabriel Ambutong, President
Jakob Cardinal, Vice President External
Delaney Huhtala, Councillor
Cierra Jacobs, Vice President Student Life
Ian Kamenwa, Councillor
Mayank Kaushik, Councillor
Joseph A. La Torre, Vice President Governance
and Finance
Maade Okai, Councillor
Nhi Phan, Councillor
Nathan Poon, Councillor
Inder Singh, Councillor
Alem Tesfay, Councillor
Joehn Torres, Councillor
Chioma Uzor, Councillor

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

SAMU Officials and Council Support:

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

Meeting called to order at 6:00pm.

<Intros>

1. Treaty 6 Land Recognition

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

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

2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR NOVEMBER 15, 2023

2.2 MOTION

TO APPROVE THE MINUTES OF OCTOBER 18, 2023

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

4.1.6. Students' Council Operations Committee (In Camera)

4.1.7. Chief Returning Officer

4.1.8. Governance Investigations and Reinstatement Committee (In Camera)

4.2. Executive Committee Minutes

Minutes of October 18, 20, 25, and November 2, 2023 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

6. In Camera Period

MOTION TO GO IN CAMERA

6.1 Councillor Vacancy

Vpgf –

6.2 Councillor Reinstatement

MOTION TO GO OUT OF CAMERA

7. Motions & Business Orders of the Day

7.1. Councillor Vacancy

MOTION TO APPOINT _____ AS A COUNCILLOR FOR A TERM ENDING OCTOBER 31, 2024

VPGF/

Speakers List:

7.2. Strategy and Engagement Committee

Nominees: Okai,

**MOTION TO APPOINT COUNCILLORS _____, _____, AND _____ TO THE
STRATEGY AND ENGAGEMENT COMMITTEE**

VPGF/

Speakers List:

7.3. Audit Committee

Nominees: Zidan, Poon,

**MOTION TO APPOINT COUNCILLORS _____, _____, AND _____ TO THE
AUDIT COMMITTEE**

VPGF/

Speakers List:

7.4. Finance Committee

Nominees:

**MOTION TO APPOINT COUNCILLORS _____ AND _____ TO THE FINANCE
COMMITTEE**

VPGF/

Speakers List:

7.5. Students' Council Operations Committee

Nominees: Huhtala,

MOTION TO APPOINT COUNCILLORS _____ AND _____ TO THE STUDENTS' COUNCIL OPERATIONS COMMITTEE

VPGF/

Speakers List:

7.6. Governance Committee

Nominees: Zidan, Kamenwa,

MOTION TO APPOINT COUNCILLORS _____, _____, _____, AND _____ TO THE GOVERNANCE COMMITTEE

VPGF/

Speakers List:

7.7.

8. Consultation

8.1

9. Evaluation

9.1

10. Recognition

-

11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: December 20, 2023

Meeting adjourned at pm.



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Minutes for the Students' Council Meeting of the
Students' Association of MacEwan University
October 18, 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

Meeting called to order at 6:00pm.

<Intros>

1. Treaty 6 Land Recognition

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

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

2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR OCTOBER 18, 2023

TORRES/ZIDAN

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF SEPTEMBER 20, 2023

CARTUJANO/VPSL

CARRIED

3. Presentations

4. For Information

4.1. Reports

4.1.1. President

PVP meeting rescheduled. BOG update. Joy Shaw – previous – recently passed away.

4.1.2. Vice President Academic

As presented.

4.1.3. Vice President External

Thank you to SC members who represented students at City Hall re. zoning bylaw renewal. Myself & Pres have to attend meeting with Mayor during training.

4.1.4. Vice President Governance & Finance

As presented.

4.1.5. Vice President Student Life

As presented.

4.1.6. Audit Committee (AC)

Cartujano – as presented.

4.1.7. Executive Committee (EC)

Pres – as presented.

4.1.8. Strategy and Engagement Committee (SEC)

Vpsl – as presented.

4.1.9. Finance Committee (FC)

4.1.10. Governance Committee (GC)

4.1.11. Students' Council Operations Committee (SCOC)

4.2. Executive Committee Minutes

Minutes of September 6, 20, 27, and October 4, 2023 provided.

5. Question Period

5.1. Written Questions

Cartujano - For President: Do you have estimated percentages on the engagement from MacEwan students during the Campus Clash (i.e., how many people attended or website clicks to get tickets)?

Pres – I spoke with Carl Knowler, our Director of Marketing & Communications about our engagement during Campus Clash. Here is his response:

“The newsletter article about Campus Clash in the Sept 18th newsletter received 292 clicks. A total of 727 MacEwan section tickets were purchased (MacEwan came in second behind U of A for most amount of tickets sold). MacEwan promoted the event to faculty and staff to attend as well. The Edmonton Elks provided a kick back for every ticket sold, which we donated to The Pantry, which was \$1454. A pre-game party was held at Towers and we estimate about 80 students attended. Free shuttles to the game were provided for those attending the pre-game party.”

Cartujano – For VPA: A student told me they had to pay the deferred exam fee since they had to miss their test due to a medical emergency. The student complained to the exam centre, and they said they couldn't do anything about it. How could this student move forward since it is 1) a medical emergency, 2) it was out of her control, and she could not foresee this incident?

Vpa - As this is more of an operational question, I encourage you to reach out to the Student Advocacy Center here at SAMU if they need help processing the deferred examination request form or access to emergency funding.

In terms of advocacy, affordability is paramount on the minds of students and my agenda. While the possibility of paying a surprise \$75 fee is not ideal, we have focused on saving students money through the Don't go Textbook Broke program (average annual cost of textbooks is about \$900 in Canada), the Textbook Transparency Project (which has saved millions when it was implemented in the U of A), and negotiating reducing barriers to SABs (Scholarships, awards, and bursaries).

Cartujano – For VPA: Do we have an approximate idea of how effective the handbills were for the Academic Integrity tabling? What if there are trifold poster boards since the students should be brought awareness, and an infographic in front of them would help them remember?

Vpa - Well, we did run out of the 200 bookmarks I originally had and burned through another 100-150 ish of the handbills. Due to the sheer volume of students passing through, and previous experience from last year, having a quick blurb, draw prize, and handbill/book marks with a QR code, is the most effective way to get the info to the student. Furthermore, the handbills and bookmarks are intended to be taken with the student so they can look up the resources and links at another time after the initial conversation. We didn't go for the trifold boards because we had a tv take over to display information around the SAMU building on the nuances of the initiative.

Cartujano – For VPA: Do you happen to have any updates on the textbook transparency project?

Vpa - The completion date is still in accordance with the SSJOC ERP completion date of next may. Discussions on expediting this are still ongoing.

Cartujano – For VPE: How does the UDI event strengthen SAMU operations?

Vpe - The ability to be informed on what is going on in our own backyards so to speak is imperative when advocating. We learnt invaluable information regarding student accommodation in the city that will help advocating efforts. More specifically, when advocating at the municipal level regarding zoning, as well, being informed goes of what is happening in your own city goes miles at the provincial and federal levels.

Cartujano – For VPE: Are there any updates on “[reinforcing] SAMU’s municipal advocacy?”

Vpe - Yes! I can give an update on Municipal advocacy. Municipally we have been talking with the mayor's office to set up a dinner with student leaders. At which we will be able to discuss priorities and further joint advocacy efforts. I'd like to give a shout out to the members of the Students Council who joined I & the ESA earlier this week at city hall! Sonia, Nhi, Layal, Nathan and Chioma have been stellar advocates representing SAMU at the municipal level! The zoning bylaw renewal has the potential to affect every student in the city.

Cartujano – For VPSL: Could you speak more on the WPS pilot project module? Do you know if the module is interactive? Is there a tentative date for releasing it?

Vpsl - I did go through the online module and there are parts that are interactive. It has both video and interactive components along with reading portions. There will also be an opportunity to attend an in-person workshop. I completed both online and in person which had time to practice supporting yourself and others with mental health in given scenarios using tools and resources presented. WPS is hoping to have this launch in January, so we can look forward to the official launch in the winter term.

Cartujano – For VPGF: You held a great GovWeek! What were some gaps that could be improved for future GovWeek events?

Vpgf - The one gap that comes to mind is when tabling for campaigning 101 and build your platform. There was not enough time to thoroughly explain the information on the handbills we gave students. The idea was to give those handbills with key points on campaigning and building a platform, and they could scan the QR code on the handbill for further information.

Cartujano – For VPGF: What are some activities planned for the EC for a Day event?

Vpgf – Currently, I have to EC for a Day to be formatted similarly to Councillor Q&A where students will have an opportunity to speak to current and past EC members and ask them questions on their specific portfolio and experiences serving on EC. With how much foot traffic the Student Lounge gets, I plan on having it there because it is easy for students to access while walking through the SAMU building.

Zidan – For VPA, re. FFAC-SAMU Meeting: Increasing affordability with SAB would be such a remarkable initiative and it is gonna be appreciated by the students since many of them shared with me their financial situation specially with the tuition increase. My question is how welcoming was Rose to this initiative and what is her inputs and responses to this suggestion?

Vpa - Rose was very receptive to reducing the barriers to funding. She was not aware, as that is not specifically, her portfolio but after explaining the data we have from the Spring Surveys, affordability response survey, and Tuition and Fees survey she was much more willing to work with us. Building

that lateral support, instead of going top-down, is essential to move these projects forward. I have a second meeting set for the near future to discuss more FFAC-related affordability measures, as well as which other senior administration I will discuss this with.

Zidan – For Vpa, re. FFAC-SAMU Meeting: What makes you think that we need to work on FFAC students integration with the rest of campus? Where your concerns come from?

Vpa - survey data and self-reports show that FFAC students underutilize SAMU and MacEwan resources and services. This means less financial, mental health, social, wellbeing, and academic support since they are unaware. FFAC cohorts stick together on breadth requirements which limits further integration. Lastly, if a FFAC student has serious academic or non-academic concerns there is a concern that they may not report it as they don't know they have access to a strong social support network through SAMU, the OSVPER, ADR, ect. Discussions and FFAC consultations on how to do so are on-going.

Zidan – For VPE, re. Dean of library Reappointment: I greatly admire Samu for participating in this process. Can I please request some clarification regarding the perspective of the students that was incorporated throughout this procedure?

Vpe - Of course, you can request clarification. The process details are confidential and so I cannot go into specifics of what exactly had been done. But I can say that the library is a main hub for students of all faculties, ensuring that the library was a place for all students was top of mind, all the while maintaining the adaptability to meet the needs of future students.

Zidan – For VPE, re. UDI event: I was looking for and expecting a picture as you usually provide! My question is what is the importance of participating in events like this, and how does attending such events influence SAMU's image?"

Vpe - I apologize for no photo; I will be sure to include on next month. The Urban Development Institute (UDI) has played a role in highlighting student specific housing, among other increases in mixed use zoning. Participating in events such as the UDI field trip, give SAMU that firsthand knowledge on what is happening in our own backyard. Being better informed on the development for students helps influence and increase SAMU's image.

Zidan – For VPSL, re. Intergenerational Resilience Screening: Thank for sharing these resources. What other contributions has samu made regarding National Day for Truth and Reconciliation and what resources did/do samu offer to students?

Vpsl – SAMU is involved in advocacy and presence throughout our Executive Committee and working to build the relationship with kihêw waciston through many portfolios, Student Life, Academic and External. We each approach our relationship with our Indigenous Students through different lenses. Our operational side, programs and services, helped to facilitate and volunteer with bead crafting with kihêw waciston during Truth and Reconciliation Day. Furthermore, SAMU offers support through Peer Support and has the connection with kihêw waciston to specifically support students during the day and week of Truth and Reconciliation.

Vpe - At SAMU we are working on furthering our reach into Indigenization on campus. Work is being done to foster an institutional relationship between KW & SAMU. For National Day for Truth and Reconciliation, SAMU further disseminated the resources created by KW.

Zidan – For VPGF, re. operations Committee: I appreciate your commitment in preforming your duties in despite your sickness. You have mentioned that a clearer definition of attending Council meetings remotely is needed. Can you elaborate on that and what steps are going to be taken regarding this matter?

Vpgf - Currently, there are no clear expectations when a councillor attends meetings remotely, and remotely in this context means virtually. We've noticed instances where councillors would call into the

meeting and that would account for their attendance; however, to meaningfully engage and contribute to the meeting is up for question in those instances. Regarding the next steps, I will be working with the Governance Committee on creating clear expectations on what remote attendance means by creating a policy or procedure or adding remote attendance to the Students' Council Meeting Policy. Ultimately, this is on our radar and to be brought to Council.

Zidan – For VPGF, re. Gov week: Great job on Gov Week! I have a question though regarding how effective campaigning 101, and build your platform events were on candidates who ran for the first time? I am asking this because last year I found campaigning 101, and build your platform events was super helpful for me?

Vpgf - I can only speak to how many students asked further questions about campaigning and building a platform during GovWeek, and some of those students have now been elected, but I do not think just from those events they ran a campaign for Students' Council. However, I think it helped give them some direction on creating a campaign and a platform. This year with GovWeek, I wanted to create a low-effort way for students to be informed about the upcoming Students' Council elections and tabling for three days to inform students while giving out handbills fulfilled just that. Also, to check if the GovWeek campaigning 101 and build your platform events were effective for first-time candidates, I will ask for their feedback.

Zidan – For VPGF, re. Tuition/MNIF Meeting #2: It is unfortunate that MacEwan did not corporate with SAMU and did not provide you with the necessary documentation and information. My question is how beneficial are these meetings, what outcomes should we expect, and how capable SAMU is when it comes to make a change in the tuition increase and achieving what it is best for students?

Vpgf - As part of the Tuition and Fee Regulations and part of the Post-Secondary Learning Act, universities must meaningfully consult with their Student Association annually on Tuition and Mandatory Non-Instructional Fees (MNIFs). To answer your first question, these meetings are beneficial because they are a means for MacEwan to have a meaningful consultation with SAMU on tuition and MNIFs, and for us to state our principles and position because SAMU is the official voice for students, and this is one advocacy avenues for us to voice student issues and concerns. Furthermore, another reason these meetings are beneficial is because we can gather information and ask them directed questions on the allocation of their funds, especially if there is an increase, asking if any of it will be allocated towards student supports or services.

Regarding your second question, since this is a consultation, the only outcomes to expect is that SAMU has been adequately and meaningfully consulted on Tuition and MNIFs, and that we've stated our principles and position in these meetings. After this consultation, the final decision-makers on any tuition or fee increases go to the Board of Governors, where it is determined if the tuition and/or MNIFs are to increase or not.

Onto your last question, SAMU is not the only students' association that is being affected by tuition increases, and although we advocate as best as we can through the right channels within MacEwan administration, it also concerns provincial advocacy. Creating change requires further provincial advocacy because the university will need to adhere to the government's regulations, and as a result, provincial advocacy is essential in that change. SAMU is part of CAUS, The Council of Alberta University Students, which consists of universities in Alberta where they do good work advocating to the provincial government on student issues and their needs. That's all to say, SAMU is a capable students' association on its own when advocating to MacEwan we do not support any tuition increases; however, to create change, it will requires a collaborative team effort with other post-secondary institutions in Alberta to advocate to the provincial government.

*Sempala arrives at 6:06pm.

5.2. Oral Questions

Topics include: Councillor of the year awards; Advocacy on tuition increases; BOG orientation; Associate Dean of FFAC meeting; Library Dean reappointment; Student Leadership Week; Restorative Justice and Sexual Violence Prevention Committee; International student lunch and learn; Governance Review Implementation; SCE students; potential investment policy; Student

Research; Restorative Justice process; EC Flex report; report submission; community engagement; collaborative events; engaging students across all campus buildings; Academic Integrity Tabling; Textbook cost event; EC for a Day; MNIF meeting; Tuition and fee consultation; mental health & wellbeing e-learning module; elections & campaigning; city council consultation process; transitional fee costs; avenues for providing information to students re. mental health module, etc; student refugee program; student research & funding; community engagement grant & training and learning grant; meetings with city councillors;

Pres & Zidan leave at 6:37pm.

Pres returns at 6:38pm.

Zidan returns at 6:39pm.

6. In Camera Period

7. Motions & Business Orders of the Day

7.1. 2022-2023 SAMU Annual Report

MOTION TO APPROVE THE 2022-2023 SAMU ANNUAL REPORT

VPGF/ZIDAN

Favour: Ryzhova, Pres, Sempala, Depeel, Vpa, Beka, Poon, Phan, Vpe, Uzor, Torres, Cartujano, Yusuf, Zidan, Vpsl, Vpgf

CARRIED

7.2. 2022-2023 Councillor of the Year Presentation

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

CARTUJANO

CARRIED

Next Meeting Date: November 15, 2023

Meeting adjourned at 7:27pm.



Students' Council Report

President

November 15th, 2023

Council,

Please see the report on my work as President from October 18th to November 8th.

Executive Summary

- Mid-Year Retreat

Strengthening SAMU Operations

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

Mid-Year Retreat

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

The retreat served as an opportunity to observe current practices and assess SAMU's direction. The goal was to look for potential areas of growth and to pivot accordingly. Sessions include: Department 12 (Governance) consultation, overall budget for the organization, advocacy update, governance engagement, Executive Committee (EC) capacity update, project management, team building, transition audit, formalizing process, EC supports, and an EC meeting. Some gaps identified through the sessions



include sustainability and short-term institutional memory (addressed through formalizing and operationalizing EC transition), increasing emphasis on meaningful student representation and advocacy (addressed through pivoting EC's priorities), and increasing institutional advocacy capacity and efforts (operations team is currently looking at ways to address this concern).

Closing Remarks

I appreciate you taking the time to read my report. I try to ensure that I only report on high-level items that are relevant to council. If you have any questions or concerns, please reach out. I am always happy to clarify or elaborate either virtually or in-person. Thank you!

Kind regards,

Gabriel Ambutong (He/Him)

SAMU President 2023-2024

sapresident@macewan.ca



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Students' Council Report

Vice President Academic

November 15th 2023

Good evening folks, I hope that by the time this reaches you all the snow is still abated. It's a pleasure to see a turning of the guard at SC, as well as some veterans. I'm sure we are going to have a great year working together!

Please see below for my report.

Executive Summary

- General Faculties Council
- Council on Student Affairs
- Artificial Intelligence 2 Working Group



Student Voice

The Student Voice is amplified by SAMU.

General Faculties Council

Strat Bullet Point (2.4)

At General Faculties Council (GFC) we covered some adjustments to the School of Continuing Education bylaw revisions, Standing committee budget, a 2023-2025 Bachelor of Science action plan, and an academic standing policy addition. The BSc action plan was overall positive but highlighted several areas of growth. The areas of growth included program design, HR, broader courses, more instructors, experiential learning, and 21 more recommendations. The BSc program is experiencing great growth and so implementation of these changes will be reported on as they are presented at the lower committee level and at the GFC level.

The academic standing policy addition seeks to readjust the rate at which one's academic standing is presented based on the number of grade point value (GPV) courses one takes. While it was suggested that this will have positive affects on some nursing students, we are looking into these claims and the policy's possible affects on part-time students.

Council on Student Affairs

Strat Bullet Point (2.4)

At the Council on Student Affairs (CoSA) approved a revision of the Student Mental Health Working Group (SMHWG) and an extension of their mandate to September 2024. SMHWG is designed to forward the overall mental wellbeing of students across campus and posited a advocacy framework, campus wide consultations, and examining



best practices. Mental wellbeing is an acute need for students, seeing this group's good work be recognized and extended is a step towards meeting that goal.

AI2 Working Group

Strat Bullet Point (2.4)

The policy recommendation of the committee was postponed following issues regarding academic integrity concerns. GrammarlyGO is a fantastic tool, but discussion on giving all students a subscription while some instructors forbid its use for their classes may send mixed messaging to students. Further discussions, research, and consultations with campus stakeholders are currently underway.

Closing Remarks

It has been a busy month with retreat, open house, committees, and our special projects. I wish you folks the best for your own projects, classes, and exams yourselves!

Cheers,

Stephan Vasquez~

Students' Council Report

Vice-President External

Date of Meeting Nov 15th, 2023.

Hello Council! I welcome each of you to our first meeting with open arms! I hope you are finding the balance needed to be successful both in and out of the classroom.

Here is a summary of the work of the VPE portfolio up until Nov 7th.

Executive Summary

CAUS: Advocacy Week

ESA: Zoning Bylaw Renewal

MacEwan Day on the Hill

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.

Edmonton Student Alliance (ESA)

Zoning Bylaw Renewal in the city has passed! The first update to zoning in over 60 years! I thank those student council members who took time out of their day to push forward the student message. The mayor of Edmonton and numerous city council members have explicitly stated to me that the student voice was a factor in the passing of the Zoning Bylaw Renewal. Thank you. *Part of the many changes to zoning in the city will include an increase in densification of housing. It is important to know that the ZBR by itself will not create affordable housing. But it is a necessary first step to increase the speed of development and to further realize the City's goal to make the City of Edmonton a place for all Edmontonians, students included.*

If you have any questions regarding Zoning Bylaw Renewal, please do reach out.

I will continue to look for relevant ways that Students Council can be involved with advocacy, both internal and externally. If you have any of your own ideas, I welcome the discussion, please come down to my office and we can talk advocacy!

CAUS Advo Week

At the provincial level, CAUS, the Council of Alberta University Students has just started our advocacy week. Priorities for CAUS for the 2023/2024 school year are as follows:

- Affordability
- Mental Health
- Honouring Treaties
- Reducing Sexual and Gender-based violence

We will be meeting with MLA's (Member of Legislative Assembly) and various Ministers throughout the week to discuss and advocate on behalf of the 114,000 students that CAUS does represent.

MacEwan Day on the Hill.

I had the opportunity to join MacEwan executives on a joint advocacy trip between MacEwan and SAMU to Parliament Hill. We had discussions with Parliamentarians

and other relevant stakeholders on the future of MacEwan. Particularly MacEwan growing out from our humble beginnings and growing into one of the premier undergraduate universities in the nation. Topics of discussion included:

- Infrastructure funding (New Business Building)
- Addressing Affordability Challenges (Student Financial Aid, Student Housing, Food Security)
- Investing In Research and Innovation (Mission-driven and collaborative, inter-disciplinary research)
- Building Healthy Communities (Student well-being)

Student Supports

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

N/A

Strengthening SAMU Operations

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

Closing Remarks

Thank you for taking the time to read my report and being an engaged Students Council. I do appreciate and recognize the time spent ensuring the student body is adequately represented.

The student experience is informed by the student voice, and I always welcome yours! Please do not hesitate to contact me via email at savpexternal@macewan.ca or schedule an appointment.

Your friend,

Jakob Cardinal.

Students' Council Report

Vice President Governance & Finance

November 15th, 2023

Greetings Council!

Welcome to the new term, Council! I am excited to be working with you all during these upcoming months. Our reports are informed by our strategic plan, and we align a specific strategic goal to what we report on each month. Nonetheless, you can find my report from October 13th – November 8th.

Executive Summary

- Town Hall Prep Meetings
- Students' Council Operations Committee (SCOC) Interviews

Student Experience & Engagement

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

Student Voice

The Student Voice is amplified by SAMU.



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

Town Hall Prep Meeting

We met to discuss and finalize the format and topics for the upcoming Town Hall meeting, which, as per policy, all of Council must attend to communicate and engage with the student body because this is one of the opportunities for students to interact with their elected representatives. Further information will be sent out towards the end of this month.

Student Supports

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

N/a

Strengthening SAMU Operations

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

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

Students' Council Operations Committee (SCOC) Interviews

SCOC met four times this month, starting on October 13th to interview candidates for the vacant councillor position. After the interviews, we came to a decision from our



deliberations to recommend a candidate to Council. You will be given a report from SCOC during the in-camera period of the Council meeting.

Closing Remarks

I am excited to see what this Council will do in the upcoming months and the experiences we will share together.

Nonetheless, please do not hesitate to email me or set up a meeting if you have any further questions or if you would like me to elaborate on anything.

Kind Regards,

A handwritten signature in black ink, reading 'JALaTorre', is positioned below the 'Kind Regards,' text.

Joseph A. La Torre, (He/Him)

VP Governance and Finance, SAMU 2023/2024

savpoperations@macewan.ca



Students' Council Report

Vice President Student Life

11-15-23

Hello Council!

Welcome to your first official meeting of this SC term! I regret that I cannot be in attendance. Please see my report on my activity in the office from October 13 – November 8. I look forward to answering any questions and engaging with campus life again when I return!

Executive Summary

- Student Mental Health Working Group (SMHWG)
- Mental Health & Well-Being Pilot Project
- Brain Freeze Festival
- Meeting with Careers and Experience
- National Addictions Awareness Week (NAAW)

Student Supports

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

Student Mental Health Working Group (SMHWG)



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

The SMHWG met on October 13th to discuss our ongoing work. The majority of our time was spent discussing that the Terms Of Reference for the working group needed to be updated and submitted to Council of Student Affairs (CoSA) for approval to continue our work until September 2024. We also discussed best ways to consult with students on the Mental Health Framework and the details of the consultation will be ironed out in future meetings.

Mental Health & Wellbeing Pilot Project

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

Wellness and Psychological Services (WPS) is launching their online Mental Health and Wellbeing module through mēskanās. I completed the online portion and attended the in-person workshop. These sessions are catered to recognizing the mental state of attendees and those around them. The in-person sessions have participants run through practice scenarios of situations. We collaborated on ways to support ourselves in difficult times and for our peers. The online modules will be launched in January, with in-person sessions to follow.

Brain Freeze Festival

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

SAMU's Director of Marketing, Carl Knowler, and myself have been invited to contribute in a partnered event called Brain Freeze Festival. We are hosting this event on December 6th, 2023 and the idea is to have a fun, stress-free event for students as the



term ends and finals start up. SAMU has been contributing in planning through engaging in ways we can show up during the event through providing swag, support for students and good vibes. We will have more specific details of the events but some ideas we will have are a market of vendors, PAWWS, axe throwing, smores with outdoor firepits, along with food and other outdoor games.

Meeting with Careers and Experience

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

I met with Crystal Yusyk, Experience & Events Coordinator, about hosting a professional development session for Students' Council through the Strategy and Engagement Committee (SEC). We discussed how we can collaborate to host a resume and networking session for Students' Council. We also discussed an opportunity to collaborate with regard to the Student Experience Record, potentially having there be an opportunity for SAMU to be added to this experience record with the Governance side of SAMU.

National Addictions Awareness Week (NAAW)

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

I was invited to join The Coalition for Harm Reduction at MacEwan (CHARM) and partake in the planning process for NAAW. Unfortunately, I will not be able to attend as I will not be on campus for the following two weeks; however, I am happy to report all the events of the week. The week's events are running November 20-24 and details can be found on the MacEwan events page [here](#) or CHARM's official site [here](#).



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Closing Remarks

The student's voice informs the student experience, and I always welcome yours!

Please hesitate to contact me via email at savpstudentlife@macewan.ca

Cheers,

Cierra Jacobs (she/her)

VP Student Life, SAMU 2023/2024



Students' Council Report

Chief Returning Officer
November 8, 2023

**RE: Outcomes of the Students' Association of MacEwan University (SAMU)
2023 Students' Council election.**

1.0 INTRODUCTION

I, Josh Stock, was appointed as Chief Returning Officer (CRO) by the SAMU Students' Council in accordance with section 2 of the SAMU *Elections and Referenda* policy on May 17, 2023, via motion number 7.1 of that meeting. This report has been prepared and submitted in accordance with section 3 of the SAMU *Elections and Referenda* policy and in accordance with section 8 of the *Elections* procedure. A summary of the four (4) "suggestions for future improvements" is included as an appendix at the end of this report.

2.0 ELECTION PREPARATIONS

Planning for the Executive Committee election began in May 2023, immediately after my re-appointment as CRO, and continued through the summer months via contact with the Returning Officer (RO), Alan Honey. This included a review of the Nominations Handbook, the slide deck for the All-Candidates Meeting, updates to the revised *Elections* procedure, and proposed dates for key election events (e.g., the dates for the opening of nominations, forums, and the elections themselves, etc.). These items were largely finalized by late August 2023.

3.0 NOMINATIONS PERIOD

The nominations period was quite uneventful. I was in occasional contact with the RO to check in on the number of candidates for each position.

3.1 Notable Decisions

Upon review of SAMU.ca, I noted that a reasonable person would be unable to deduce that nominations for Students' Council were ongoing. I flagged this to the RO, noting that section 39.3 of the *Elections* procedure requires that information on the nominations period be "featured prominently on the SAMU website". This was corrected immediately.



3.2 Suggestions for Future Improvements

It is not the role of the CRO to enforce the marketing and communications requirements laid out in the *Elections* procedure. While I do periodically share my experiences, these are not binding. I encourage the marketing and communication requirements be enforced much more rigorously.

4.0 CAMPAIGN PERIOD

This portion of the Students' Council election process was the most intensive for CRO activity, decisions, and rulings. Surprisingly, there did not seem to be a rush by the candidates to seek approvals for printed elections materials in time for the first day of the campaigning period. The unforeseen holiday Monday may have been a factor in this. While section 14 of the *Elections* procedure provides the CRO with the ability to respond to any requests for interpretation or approval within 24 hours, I was able to respond to most requests within minutes and at all times of the day (and night). Inquiries and approvals requests from candidates persisted throughout the entirety of the campaigning period.

No requests for clarification pertaining to the rules of campaigning were sought. In accordance with section 14.1 of the *Elections* procedure, a summary of clarifications would have been shared with all candidates, as needed.

I had planned to pilot a new process for sharing requests for clarifications with candidates via updates made to a shared document and a daily reminder to check the shared document when changes are made. This will allow candidates to see determinations made in real time. As no such requests were received, I was unable to pilot this. I will test this again during the next election.

4.1 Notable Decisions

One candidate communicated their intent to withdraw from the election and this request was granted. The same person then attempted to re-enter the election, but this request was denied as the nominations period had lapsed.

An infraction of section 30 of the *Elections* procedure pertaining to the placement of a poster prior to it being submitted for review and approval by the CRO was noted. While the Elections procedure provided guidance to penalize such an infraction of "up to disqualification", I opted it would be more appropriate to not have such a drastic penalty in this instance, instead deciding that such posters would be deemed approved but not eligible for reimbursement.



4.2 Suggestions for Future Improvements

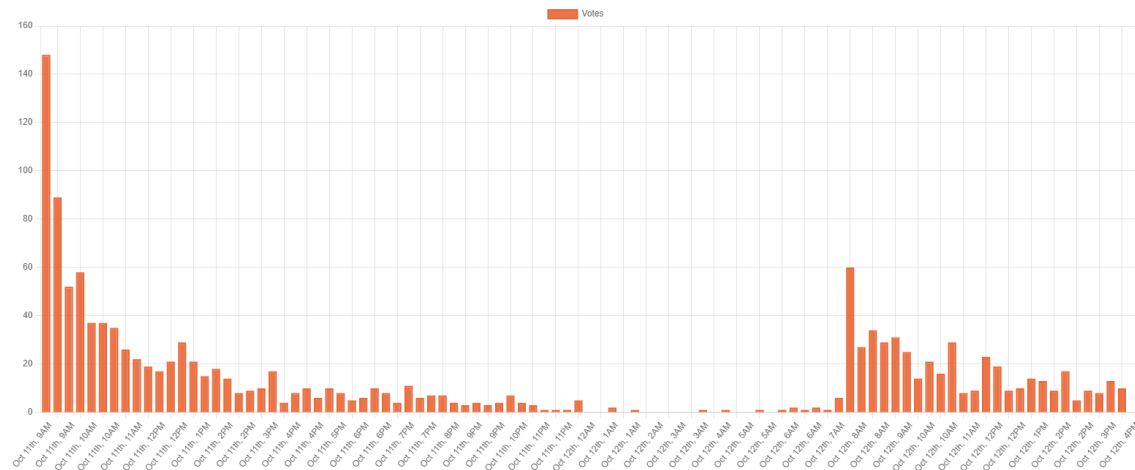
The definition of "Campaign materials" in the Elections procedure has been updated to include "digital posters", but this term is quite vague, and I have interpreted it to include both the imagery on the SAMU Building TV screens and anything posted to social media that resembles a physical poster. I suggest the addition new section be added to the Elections procedure to help define "digital posters" in greater detail.

Several candidates were struggling with the submission of the expenditure report, specifically with the merging of all documentation into a single PDF. I suggest that the SAMU website submission form be updated to allow for multiple documents to be submitted (this should include all required submissions, not just the expenditure report).

5.0 VOTING DAYS

The voting software used for the election, Simply Voting, worked as programmed without any issues with the software itself. The voter turnout for the election was monitored by the RO and I throughout the voting period. A report published by the software indicates 847 of the 1333 votes cast were recorded on the first day of voting, which is approximately 64% of the votes cast. 486 of 1333 votes cast were recorded on the second day of voting, with a major spike in additional votes recorded as soon as the "reminder" pre-programmed email was sent out.

Turnout Chart (1333 electors voted)



Export from Simply Voting software showing when votes were cast in the election.



5.1 Notable Decisions

None.

5.2 Suggestions for Future Improvements

None.

6.0 UNOFFICIAL RESULTS OF THE ELECTION

The unofficial results for the Executive Committee showed that all thirteen (13) candidates were successful in receiving more “yes” votes than “no” votes. The unofficial results were issued approximately fifteen (15) minutes after the polls closed on the final day of voting, October 12, 2023. Per my preference, I was physically present at SAMU to tabulate the unofficial results of the election with the RO.

The voter turnout for this election was 8.6%, a two-percentage point increase from the 2022 Students' Council election (6.5%). It is noteworthy that the Students' Council election voter turnouts have historically been much lower than those for the Executive Committee elections – for reference, the voter turnout for the last Executive Committee election was 15.2%. I attribute this gap in voter turnout to the competitive nature, or lack thereof, of an election. This year, for example, with 13 people vying for 14 seats, there is not much incentive for candidates to go “above and beyond” in their engagement with the student population (though I recognize that some candidates certainly did – kudos).

In accordance with the updates made in summer 2023 to the Elections procedure, the unofficial results became official 48 hours after the polls closed, on Saturday, October 14, 2023 at 4pm.

Upon review of SAMU.ca, I noted that a reasonable person would be unable to locate the results of the election. This does not appear to be compliant with section 39.3 of the Elections procedure requires the election results to be “featured prominently on the SAMU website”. It is also unclear to me if the results were conveyed via posters, banners, and on SAMU social media, as communicating the elections results via these mediums are also required by section 39 of the *Elections* procedure.

6.1 Notable Decisions

None.



6.2 Suggestions for Future Improvements

It was noted some 57 ballots were not issued to students as they have opted out of email-based communication in accordance with Canadian “spam” regulations. While it is the right for these students to make this choice, they should be advised that this opt-out also strip them of their democratic right (if they are not already advised of such). I encourage the Executive Committee to review the messaging associated with “opting out” of emails to see if students are aware they will not receive a ballot. I also encourage some exploration into how these students can participate in the democratic process in a manner that does not involve emails, e.g., a list of students on the “opt-out” list could be eligible for a paper ballot and marketing materials could advise these students how to obtain such a ballot.

Again, it is not the role of the CRO to enforce the marketing and communications requirements laid out in the *Elections* procedure. While I do periodically share my experiences, these are not binding. I encourage the marketing and communication requirements be enforced much more rigorously.

7.0 CONCLUDING REMARKS

As always, a huge thank you to the RO, and to the SAMU members who worked the election. “Getting out the vote” is always a challenge and these efforts are not un-noticed. I also wanted to note that I was very impressed with the “Gov Week” initiative – amazing!

For those who have read my reports before, you may notice that the “suggestions for future improvements” list is shorter. I am pleased that several of the recommendations previously identified have been adopted, hence the shortened list.

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

Respectfully submitted,

Josh Stock
Chief Returning Officer



APPENDIX: SUMMARY OF SUGGESTIONS FOR FUTURE IMPROVEMENTS

As a reminder, none of these suggestions are binding on SAMU. I believe the Executive Committee is best tasked with reviewing these suggestions.

Suggestion #1

It is not the role of the CRO to enforce the marketing and communications requirements laid out in the *Elections* procedure. While I do periodically share my experiences, these are not binding. I encourage the marketing and communication requirements be enforced much more rigorously.

Suggestion #2

The definition of “Campaign materials” in the Elections procedure has been updated to include “digital posters”, but this term is quite vague, and I have interpreted it to include both the imagery on the SAMU Building TV screens and anything posted to social media that resembles a physical poster. I suggest the addition new section be added to the Elections procedure to help define “digital posters” in greater detail.

Suggestion #3

Several candidates were struggling with the submission of the expenditure report, specifically with the merging of all documentation into a single PDF. I suggest that the SAMU website submission form be updated to allow for multiple documents to be submitted (this should include all required submissions, not just the expenditure report).

Suggestion #4

It was noted some 57 ballots were not issued to students as they have opted out of email-based communication in accordance with Canadian “spam” regulations. While it is the right for these students to make this choice, they should be advised that this opt-out also strip them of their democratic right (if they are not already advised of such). I encourage the Executive Committee to review the messaging associated with “opting out” of emails to see if students are aware they will not receive a ballot. I also encourage some exploration into how these students can participate in the democratic process in a manner that does not involve emails, e.g., a list of students on the “opt-out” list could be eligible for a paper ballot and marketing materials could advise these students how to obtain such a ballot.



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
October 18, 2023 @ 3:00pm**

Voting Members:

Gabriel Ambutong, President
Stephan Vasquez, VP Academic
Jakob Cardinal, VP External
Joseph A. La Torre, VP Governance & Finance
Cierra Jacobs, VP Student Life

Resource Officials:

Darryl Kostash, General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Alan Honey, Governance Advisor

1. Call to Order: 3:02pm

2. Approval of Agenda:

VPSL/VPGF

CARRIED

3. Approval of Minutes: October 4, 2023

VPGF/VPE

CARRIED

TOPIC		DISCUSSION	ACTION/MOTION
1.	Student Groups	*concerns voiced about whether the SAC is different than the AHAC.	MOTION TO APPROVE THE MACEWAN DATA ANALYTICS CLUB, MACEWAN INDIAN ALLIANCE, MACEWAN WELLNESS CLUB, AND STUDIO ARTS CLUB VPSL/VPA CARRIED
2.	SAMU Committees	Finance Committee (2 SALs required) Governance Investigations and Reinstatement Committee (1 SAL required)	MOTION TO APPOINT OLADAYO AYODEJI TO THE FINANCE COMMITTEE, FOR A TERM OF NOVEMBER 1, 2023 TO OCTOBER 31, 2024 AND TO APPOINT MABEL ADESOPO TO THE GOVERNANCE

			INVESTIGATIONS AND REINSTATEMENT COMMITTEE
			VPA/VPSL CARRIED
3.	Audit Committee report expectations re. TOIL, spending, etc.	*Discussion about being explicit when claiming TOIL or with credit card expense reports.	
4.	Project Updates (Standing Item)		
5.	Outstanding Action Items		
6.	VP Student Life's Report	Brain Freeze event update. Careers & Experience Office meeting re. SC PD. OSVPER – discussed SC PD. SMHWG meeting update. MHWPC update. Will be reviewing MacEwan committees I currently sit on to identify any opportunities to have SALs take some on. ESVWC update.	
7.	President's Report	BOG orientation & event attendance. BOG meeting update.	
8.	VP Academic's Report	SSJOC update. SC training work. Accessing UDI Committee update. Transition plan meeting. COSA meeting update. COTL meeting update. Academic Integrity meeting. Provost appointment update. BOG dinner. GFC meeting.	
9.	VP External's report	CAUS update. AVPR appointment. Met with Griffins Athletics. Municipal advo work. Zoning Bylaw renewal.	
10.	VP Governance and Finance's Report	Met with MacEwan VPFA. Senior Development Officer meeting, w/Pres. SCE update.	
11.	General Manager's Report	Update provided re. Joy Shaw. Cell phone reimbursement update. Training platform update. OUR update. HR update.	
12.	Recognition		

4. Adjournment

Time: 4:15pm.



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
October 20, 2023**

Voting Members:

Gabriel Ambutong, President
Stephan Vasquez, VP Academic
Jakob Cardinal, VP External
Joseph A. La Torre, VP Governance & Finance
Cierra Jacobs, VP Student Life

Resource Officials:

Darryl Kostash, General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Alan Honey, Governance Advisor

TOPIC		DISCUSSION	ACTION/MOTION
1.	Missing Credit Card Receipt Form		MOTION TO APPROVE THE MISSING CREDIT CARD RECEIPT FOR FOR JAKOB CARDINAL FOR A PURCHASE IN THE AMOUNT OF \$35.00 DATED SEPTEMBER 11, 2023 VPE/VPSL CARRIED



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
October 25, 2023 @ 2:00pm**

Voting Members:

Gabriel Ambutong, President
Stephan Vasquez, VP Academic
Jakob Cardinal, VP External
Joseph A. La Torre, VP Governance & Finance
Cierra Jacobs, VP Student Life

Resource Officials:

Darryl Kostash, General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Alan Honey, Governance Advisor

1. Call to Order: 2:00pm

2. Approval of Agenda:

VPSL/VPGF

CARRIED

3. Approval of Minutes: October 18 and 20, 2023

VPSL/VPGF

CARRIED

TOPIC		DISCUSSION	ACTION/MOTION
1.	SC Training – Docs Review	Pres – want to confirm we're all ready to go. Any thoughts on presentations? Vpa – some crossover, should we try to streamline? Or leave it as is and be fluid with script to reinforce ideas being presented. Vpsl – think we can streamline for future presentations but keep as is for this one.	Action: Add SC training debrief at next EC meeting. After SC Training each exec to upload key messaging & support docs to Sharepoint. GA to follow up with Vpe re. SC teambuilding.
2.	Project Updates (Standing Item)		
3.	Outstanding Action Items		
4.	President's Report	COSA SG Mingler State of the University address.	
5.	VP Academic's Report	COSA. AI2 Working Group.	
6.	VP External's report	Tabled.	
7.	VP Governance and Finance's Report	Councillor vacancies update. Town Hall in progress.	

8.	VP Student Life's Report	HCA Design Team orientation meeting. Brain Freeze event update. OSVPP update. Holiday cards update.	
9.	General Manager's Report	Open House November 4. Q1 financials. New chairs are out in building. Lots going on with staff. HR update. MacEwan/SAMU programs & services.	
10.	Recognition		

4. Adjournment

Time: 2:34pm.



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
November 2, 2023 @ 1:30pm**

Voting Members:

Gabriel Ambutong, President
Stephan Vasquez, VP Academic
Jakob Cardinal, VP External
Joseph A. La Torre, VP Governance & Finance
Cierra Jacobs, VP Student Life

Resource Officials:

Darryl Kostash, General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Alan Honey, Governance Advisor

1. Call to Order: 2:20pm
2. Approval of Agenda:
**VPSL/VPGF
CARRIED**
3. Approval of Minutes: October 25, 2023
**VPSL/VPE
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	SC Training Debrief	<p>Pres –</p> <ul style="list-style-type: none"> - Tired after long day - Group liked it being condensed to 2 days - was better than 3 days - Breaks good. - Opportunity to ask questions after was good. - Group wanted 3 days instead of 2 - Focus on unified voice was liked. - Opportunity for questions. - Councillors felt good to ask questions in the space. - Noted less group activity than previous. - Desire more engagement throughout – ‘learning games’ - Ethics activity last year – bring back? - Food near the end might be good. - Liked the interactivity. - Like being able to ask questions throughout. - Jenn & Carolyn were great. - Interactive is good. - Focus on strat plan was great. - Dinner at end of Saturday. - Ensure we focus on capacity re., committees. - 	
2.	Audit Committee Request	GA – Feedback from AC – request that for TOIL execs indicate the day & time they worked.	

3.	Reporting to SC on recurring items	Pres -	Action: GA to include info about reporting/EC minutes in next SC agenda email.
4.	Project Updates (Standing Item)		
5.	Outstanding Action Items		
6.	VP Academic's Report	SC training. Pres Medal selection. EC retreat.	
7.	VP External's report	SC Training. MacEwan's Day on the Hill advo. EC retreat. CAUS/CASA work.	
8.	VP Governance and Finance's Report	SC training. EC retreat.	
9.	VP Student Life's Report	SC training. EC retreat. Booking meeting with Chandelle. SC PD training update.	
10.	President's Report	SC training. EC retreat.	
11.	General Manager's Report	EC retreat. Furniture update.	
12.	Recognition		

4. Adjournment

Time: 2:53pm.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
November 15, 2023	Joseph A. La Torre VP Governance and Finance, Students' Council Operations Committee Chair

Agenda Title	Item
	Councillor Vacancy Appointment

Action Requested	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Consultation Item
------------------	--	--

AGENDA ITEM DETAILS

Motion Title	Motion to appoint _____ as a Councillor for a term ending October 31, 2024
Background Information	<p>Students' Council currently has 1 vacancy and it's important to fill that seat. The Students' Council Operations Committee (SCOC) began the recruitment process on October 13, 2023. We've received 3 applications and interviewed all those candidates.</p> <p>The committee conducted the interviews by asking each of the candidates the same questions. Once all the interviews were complete the committee deliberated about which candidate to recommend to Council.</p> <p>Please remember, Students' Council has delegated the responsibility of recruiting and interviewing candidates, and has tasked the committee with providing a recommendation about who to appoint for consideration by Students' Council.</p> <p>If you have any questions I encourage you to ask them during the In-Camera Period. I also recommend that the focus of your questions should be about the PROCESS that was used in SCOC making a recommendation and less about the individual candidates themselves.</p>
Alternative Considerations	N/A - Per SAMU Bylaw 42, Students' Council solicits a qualified member to fill vacancies.
Risk Management Considerations	N/A

Strategic Alignment	<input checked="" type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>
Implications	Students' Council seats will be filled and the work of Council can be fulfilled. There are more voices present to attest to the student experience on campus.
Related Documents	Committees policy - committee TORs.
Follow Up Action	
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
Student Experience & Engagement			
The overall student experience is enhanced by the opportunities provided by SAMU.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strengthening SAMU Operations			
SAMU is an innovative and sustainable organization with an engaging work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.3 Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
November 15, 2023	Joseph A. La Torre, VP Governance and Finance

Agenda Title	Item
	Committee Appointments
Action Requested	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Consultation Item

AGENDA ITEM DETAILS

Motion Title	<p>Motion to appoint Councillor _____, _____, and _____ to the Strategy and Engagement Committee</p> <p>Motion to appoint Councillors _____, _____, and _____ to the Audit Committee</p> <p>Motion to appoint Councillors _____ and _____ to the Finance Committee</p> <p>Motion to appoint Councillors _____ and _____ to the Students' Council Operations Committee</p> <p>Motion to appoint Councillors _____, _____, _____, and _____ to the Governance Committee</p>
Background Information	<p>Per the Committees policy, councillor appointments to all standing committees happen at the regularly scheduled November meeting of Students' Council.</p> <p>Time commitments to note for specific committees:</p> <p>Finance Committee - will meet as needed but during Winter Reading Break (February 20-24). The committee will meet approx 3 hours/day on the mornings of Tuesday - Friday for budget presentations and deliberations.</p>
Alternative Considerations	N/A

Risk Management Considerations	N/A
Strategic Alignment	<input checked="" type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>
Implications	Full committees are able to do their work while providing a greater diversity of student voices.
Related Documents	Committees policy - committee TORs.
Follow Up Action	n/a
Review History	n/a

Strategic Alignment Checklist

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

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

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

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 Students' 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.

Audit Committee

Mandate

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

Authority

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

Roles of Committee

3. Audit Committee monitors, evaluates, advises, and makes recommendations on:
 - 3.1. matters affecting external, internal, or special audits;
 - 3.2. policies and practices related to internal controls; and
 - 3.3. compliance with legal, statutory, and regulatory requirements.

Standing Orders

4. Audit Committee reviews Executive spending and work, vacation, and sick hours quarterly.
5. Audit Committee reviews budget variances quarterly.
6. Audit Committee reviews out-of-budget and exceptional authorizations or expenses.
7. Audit Committee reviews compliance with recommendations made by SAMU's auditors.
8. Audit committee may add to its work plan any item of concern relating to its mandate or roles which has been brought to its attention by committee members, Councillors, Executives, SAMU staff, SAMU members, or SAMU's auditors.
 - 8.1. The identity of any individual who brings a concern before Audit Committee is kept confidential and is not disclosed during Audit Committee investigations, in minutes or in reports.

Composition

9. The voting members of Audit Committee are three Councillors and two students-at-large.
 - 9.1. If voting positions of the Audit Committee cannot be populated by Councillors, students-at-large will fill the remaining positions.
 - 9.2. Preference will be given to students-at-large with financial experience.
10. The resource officials of Audit Committee are a public member with professional accounting experience and a full-time staff member of the Finance Department.

11. No SAMU official with signing authority may serve on Audit Committee.
12. Any Councillor is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

13. Audit Committee selects a Chair from among the Councillors on the committee.
14. Regular quarterly meetings of Audit Committee are held once per fiscal quarter, on dates determined at the first meeting following the initial appointment of Councillors to committees.
 - 14.1. Voting members who fail to attend a regular quarterly meeting are automatically removed from the committee.
15. 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.

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 Students' Council Operations Committee are held at least twice per quarter.
20. The Committee Chair may call additional meetings as required.

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 Governance Committee are the Vice President Operations and Finance, four Councillors, and two students-at-large.
9. The resource officials of Governance 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.