



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
January 17, 2024 at 6:00pm in the 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
Abby Beka, Councillor
Katherine MacDonald, Councillor

SAMU Officials and Council Support:

Timothy Jobs, Chair
Darryl Kostash, General Manager
Alan Honey, Governance Advisor
Afroz Adam, Admin Support

Meeting called to order at.

<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 JANUARY 17, 2024

2.2 MOTION

TO APPROVE THE MINUTES OF DECEMBER 20, 2024

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 Governance & Finance

4.1.5. Vice President Student Life

4.1.6. Executive Committee

4.1.7. Students' Council Operations Committee

4.1.8. Governance Committee

4.1.9. Strategy and Engagement Committee

4.1.10.

4.2. Executive Committee Minutes

Minutes of December 13, 2023 and January 3, 2024 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

6. In Camera Period

7. Motions & Business Orders of the Day

7.1. SAMU Fees Policy

MOTION TO DISREGARD CLAUSE 4.3 OF THE SAMU FEES POLICY FOR THE 2024-2025 FISCAL YEAR

VPGF/

Favour:

Oppose:

7.2. Remuneration of Elected Representatives Policy

MOTION TO APPROVE THE REMUNERATION OF ELECTED REPRESENTATIVES POLICY ON THE RECOMMENDATION OF THE STUDENTS' COUNCIL OPERATIONS COMMITTEE

VPSL/

Favour:

Oppose:

7.3. Governing Documents Policy

**MOTION TO APPROVE THE GOVERNING DOCUMENTS POLICY ON THE
RECOMMENDATION OF THE GOVERNANCE COMMITTEE**

VPGF/

Favour:

Oppose:

7.4. Honourary Membership Policy

**MOTION TO APPROVE THE HONOURARY MEMBERSHIP POLICY ON THE
RECOMMENDATION OF THE GOVERNANCE COMMITTEE**

VPGF/

Favour:

Oppose:

7.5. Town Halls Policy

**MOTION TO APPROVE THE TOWN HALLS POLICY ON THE RECOMMENDATION OF THE
GOVERNANCE COMMITTEE**

VPGF/

Favour:

Oppose:

7.6. Policies Policy

MOTION TO RETIRE THE POLICIES POLICY

VPGF/

Favour:

Oppose:

7.7.

8. Consultation

8.1

9. Evaluation

9.1.

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: February 21, 2024

Meeting adjourned at



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Minutes for the Students' Council Meeting of the Students' Association of MacEwan University December 20, 2023 at 6:00pm via Zoom

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
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Sonia Yusuf, Councillor
Layal Zidan, Councillor
Abby Beka, Councillor
Katherine MacDonald, Councillor

SAMU Officials and Council Support:
Timothy Jobs, Chair
Darryl Kostash, General Manager
Alan Honey, Governance Advisor
Afroz Adam, Admin Support

Meeting called to order at 6:02pm.

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 DECEMBER 20, 2023

TORRES/OKAI

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF NOVEMBER 15, 2023

ZIDAN/TORRES

CARRIED

3. Presentations

3.1. Canadian Alliance of Student Associations

4. For Information

4.1. Reports

4.1.1. President

Will share interview I did with Taproot publishing.

4.1.2. Vice President Academic

Written report will be submitted soon.

4.1.3. Vice President External

4.1.4. Vice President Governance & Finance

4.1.5. Vice President Student Life

Mental Health Week Planning Committee; Student Mental Health Consultation Sub-Committee.

4.1.6. Students' Council Operations Committee Work Plan

4.1.7. Audit Committee Work Plan

4.1.8. Executive Committee Work Plan

4.1.9. Governance Committee Work Plan

4.1.10. Finance Committee Work Plan

4.1.11. Strategy and Engagement Committee Work Plan

4.2. Executive Committee Minutes

Minutes of November 8, 15, 29, and December 6, 2023 provided.

5. Question Period

5.1. Written Questions

Zidan - President: CAUS: Does the stepping down impact your work when it comes to the ability to represent students voice?

PRES - No, CAUS's ability to represent the student voice will not be diminished. The Vice-Chair's position has already been filled. Athabasca University's Students' Union's President was recently elected as Vice-Chair.

Zidan – President: SAMU and MacEwan: Executives Meeting: What outcomes can we expect from this meeting? To what extent do macewan take steps towards these students concerns

PRES - The nature of these meetings makes it difficult to determine what we can expect from administration. Although we do our best to represent students, nothing is ever guaranteed. However, all conversations SAMU has with MacEwan's administration serve as advocacy avenues, providing more opportunities for the Student Voice to be heard.

- To provide context, prior meetings have led to administration being made aware of student concerns around affordability. As a result of SAMU's affordability advocacy, some actions taken by MacEwan after our meetings has included the following:
 1. Ponoka Campus nursing students being provided access to free, clean drinking water.
 2. Tuition for international students being set at 2% (matching the provincial maximum of 2% for domestic students), despite administration being able to charge up to 10%.
 3. Waiving of the Mandatory Non-Instructional Sports and Wellness Fee for the upcoming Winter Term. In the announcement administration sent an email to all students, it was stated that, "We are taking this action for the upcoming term in response to students' concerns about affordability." This decision results in a reduction of \$1.2 million in student fees, a clear indication of our success in our advocacy.
 4. Increased Scholarships, Awards, and Bursaries (SABs) by \$1 million.
 5. Freezing rates as MacEwan Residence.
- In terms of our previous meeting, we were able to gain information on SABs, which we intend to use to inform our advocacy. Whether it be removing barriers, extra requirements, or advocating for increased funding. We also intend to follow-up with administration on some priorities such as mental health (which the VPSL will be taking the lead on) and budget allocation discussions (which the VPGF will be taking the lead on).

- The extent to which MacEwan takes action varies, but ongoing advocacy by SAMU provides much needed context and pressures to ensure that administration listens to the Student Voice.

Zidan - Executives:

Can I have more clarification on MacEwan Committees – Teaching Awards Sub-Committee and the appointment of VPA to it

Exec(?) –

Huhtala - I notice that some committees have no training periods. Are there any planned initiatives to implement training for these committees?

VPGF - Currently, we have a focus on budget training for the Finance Committee because they will be shown budget presentations from all the SAMU departments to then recommend the next fiscal year's budget to Council. Training for other committees is something we will look into, as it is important to give Councillors as much support and training as they need in other committees.

Huhtala - For Pres: I'm sorry to hear of the 2% tuition increase. Do we know what this is in response to (inflation, cut funding, etc.)? If so, can we use this information to create a plan for avoiding tuition increases in the future?

PRES – Post-Secondary Institutions, including MacEwan, rely on 3 main sources of funding (grants, domestic student tuition, and international student tuition). Government grants account for 45%, while domestic and international tuition accounts for 43%, the rest is covered by ancillary service revenue and investments. To answer your question about funding cuts, institutions like MacEwan risk reductions in grant funding from the government when they do not opt for the 2% is the domestic tuition cap set by the provincial government. In terms of international student tuition fees (which is not regulated by the provincial government), MacEwan decided that this 2% increase was reasonable, in order to fund operating expenses for next year. SAMU disagrees with this increase because MacEwan has consistently had surpluses in recent years, making it difficult to justify the need for an increase in international student tuition. It is unclear if it is going to be feasible to avoid tuition increases, but we are taking steps to improve our institutional advocacy planning, capacity, and efficacy.

Tesfay – Pres: First, I applaud you for voting against the motion that would cause tuition increases for both domestic and international students. Second, item 2.4 of your report mentioned a discussion focused on student life. The topic of support for students impacted by global conflicts was brought up in that discussion. What was the result of that conversation, and in what ways will MacEwan and SAMU support those students?

PRES – MacEwan has not indicated any specific targeted supports, and I cannot speak on behalf of MacEwan. But SAMU intends to further look into internal, institutional, and community-based supports. So far, have been increasing marketing of supports, but we feel that there is still further work to be done. SC will be updated as necessary.

Phan - VPE: When's the busiest time of the year for VPE and why?

VPE –

Phan – Vpe: The joint advocacy from Quebec: What's the chance of the government re-proposing the increase again in the future? What can SRC do about this potential?

APSN: What are some of the highlights of the conversations with presidents from across provinces?

VPE –

Phan – Vpe: How can the waiver on the 20-hour limit for int' students be a win if they double the financial proof to apply for a study permit from 10k to more than 20k?

VPE –

Phan - Pres: Macewan Board of Gov Meeting: Thank you for the informative report. What is the correlation between the increase in tuition and in SABs

PRES - The correlation between tuition increases and SABs is an operational matter and does not concern SC at this time. When looking at SABs SAMU's advocacy primarily looks at student need vs SABs supplied.

Phan - Can you provide the statistics on tuition increase for domestic and international students in the past 4 years?

PRES - No, a breakdown of this information is currently not relevant to SC. However, the statics and other data regarding tuition increases have been used to inform SAMU's advocacy. At a high-level, we've seen tuition increase by more than 30% over the last 4 years.

Phan – Pres: SAMU+Mac Exec meeting: What was the discussion on the feasibility of transferring some of MacEwan's surplus funds into SABs?

PRES - In the interest of improving MacEwan's awareness of student concerns, they want to hear more from SAMU. It was noted that there has already been an increase in Scholarships, Awards, and Bursaries (SABs) by \$1 million, but the feasibility of transferring some of MacEwan's current surplus funds into SABs is unclear. However, SAMU intends to continue to advocate towards administration when it comes to mid-year injection of surpluses.

Phan – Pres: Did Macewan mention whether their decision (regards the above issues) is impacted by the new development of the Business building?

PRES - They mentioned that accumulated surpluses will be directed to capital investments such as the School of Business building. But they did not mention whether their decision is directly impacted by the development of the School of Business building.

Phan - VPGF: What are some of the highlights of the committees that you chair (Governance + Finance), for example: how's the work different/similar to the prior year or new focuses for the upcoming 2024 year?

VPGF - For the committees I chair, we have only met so far to discuss the TOR, work plan and planned training for one of the committees. The work of the committee will be similar to years past – such as the Finance Committee recommending the next fiscal year's budget to Council, SCOC reviewing Remuneration of Elected Representatives, and the Governance Committee reviewing policies that ensure its relevance.

Phan - VPSL: Thanks for adding the cushion to the main stairs area! How will this affect SAMU's budget?

VPSL – This would be considered an operational question in nature. However, you can rest assured that the cost is within the budget and will not have any negative effects.

Phan – Vpsl: Congrats on the win at the water situation on the Ponika campus! What were the solutions or steps that MacEwan took to rectify the situation? Why haven't they done it earlier? Will this free access to clean water be permanent?

VPSL – Thank you! I do not have the answer on what they did on their side, other than they were able to connect the proper people to care for the cost. I cannot speak to why it was not done earlier – likely because of budget changes and a possible miscommunication on their end. We hope this will be a permanent change, I can't see why they would change it in the future, but we are taking the necessary steps to ensure that future executives are checking in with the Ponoka students and know what needs to be monitored.

Phan - for anyone: How long will the expense of \$28,000 for The Griff intend to last (1 year or more, one-time expense or renewable)?

VPGF - Your question is operational in nature; however, from my understanding of your question and the way you phrased it, it is a one-time expense.

5.2. Oral Questions

Topics include: events in the library; MacEwan tuition hike advocacy; Brain Freeze event; tuition increase;

6. In Camera Period

6.1 Honourary Membership

Motion to go in camera

HUHTALA/ZIDAN

CARRIED

MOTION TO GO OUT OF CAMERA

VPSL/VPE

CARRIED

7. Motions & Business Orders of the Day

7.1. Honourary Membership

MOTION TO GRANT HONOURARY MEMBERSHIP TO JOY SHAW

VPGF/TESFAY

Favour: Pres, Vpe, Huhtala, Vpsl, Kaushik, Kamenwa, Vpe, Okai, Phan, Poon, Singh, Tesfay, Torres, Uzor, Vpa, Zidan, Yusuf, Beka, MacDonald

Carried

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

ZIDAN

CARRIED

Next Meeting Date: January 17, 2023

Meeting adjourned at 7:15pm.



Students' Council Report

President

January 17th, 2024

Council,

Please see the report on my work as President from December 20th to January 8th.

Executive Summary

- Winter New Student Orientation (NSO)
- Meet SAMU
- CBC Radio Active Affordability Interview

Student Experience & Engagement

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

NSO

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

SAMU was invited to participate in this year's winter NSO. As the official spokesperson for SAMU, I went on stage to welcome new students to our campus, and I spoke a bit about what SAMU does. I was joined on stage by the VPA, VPGF, and the VPSL. The purpose of SAMU's participation is to increase awareness of SAMU and let new students know that we are an ally.

President's Report to Students' Council

Submitted on January 8th, 2024

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Meet SAMU

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

SAMU holds this event every Fall and Winter to welcome students to campus and showcase the various programs, services, opportunities, and events we offer. The Executive Committee (EC) participated and highlighted SAMU's governance. The purpose of EC's participation is to increase awareness and interest in SAMU governance related matters.

Student Voice

The Student Voice is amplified by SAMU.

CBC Radio Active: Affordability Interview

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

As part of SAMU's advocacy efforts, I participated in an interview to speak on the affordability concerns on our campus. Our advocacy efforts are informed by surveys where MacEwan students have indicated that affordability is the primary concern. This narrative is supported by increased usage of SAMU's Pantry service (which is essentially a foodbank). Media is an avenue we can use to pressure administration and government to act in support of asks. Increasing pressure improves the likelihood of SAMU being able to have meaningful discussions with administration and government, in hopes of delivering concrete outcomes to students.

Interview Link:

<https://www.cbc.ca/listen/live-radio/1-52-radio-active/clip/16032969-student-financial-struggles>

President's Report to Students' Council

Submitted on January 8th, 2024

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**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

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



Students' Council Report

Vice President Academic

January 17th, 2024

Happy winter term folks!

It was a pleasure to see you folks again at Meet SAMU and the New Student Orientation events. Even though it has been only a few weeks, this new year is already launching with some exciting projects I am happy to share with you all.

Please see below for my report.

Executive Summary

- Affordability Survey
- FFAC/Nursing Survey

Student Experience & Engagement

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

Affordability Survey

Strat Bullet Point (1.1)

Inflation, food prices, and other expenses have increased dramatically over the past 12 months. To add gravity to our advocacy, we have begun work on designing and implementing a survey to take a snapshot of the current student experience on-campus.

Roles Report to Students' Council

[Date Report's Submitted]

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The survey is designed to gather info on what costs are eating the most of student's budgets, what supports are needed, and other information. The data we get from this survey will go towards later advocacy efforts around affordability here on campus. As we are in the early-mid stage of the survey, more information will be provided in the next session.

FFAC/Nursing Survey

Strat Bullet Point (1.1)

To better integrate students from the nursing program and the faculty of fine arts and communications program into our students' council, we are designing a survey to uncover what barriers they face. At the moment, plans on the survey are being moved to later in the term to allow us to focus on the affordability survey as well as strategic planning on affordability advocacy on campus.

Closing Remarks

While I don't have a lot to report on at the moment, I am looking forward to the results of our survey data and the reinforced advocacy avenues we will pursue into the term. I hope you all stay warm and have a fantastic start to 2024!

Cheers,

-Stephan Vasquez



Students' Council Report

Vice-President External

Date of Meeting Jan 17th, 2023.

Hello Council! I hope you are doing well and staying warm!

Here is a summary of the work of the VPE portfolio up until Jan 11th.

Executive Summary

CAUS Update: Vice Chair

CASA Update: 2024 Campaign

External Governance Relations

Student Experience & Engagement

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

Student Voice

The Student Voice is amplified by SAMU.

CASA Update

2024 Campaign: The annual CASA campaign is underway. The campaign is focused on *Preserving Educational Fair Dealing*. To preserve the current balanced approach to

educational fair dealing to continue to support high-quality and affordable post-secondary education.

What is Educational Fair Dealing?

Fair Dealing is not Free Dealing. It does not allow students and professors to use any textbook or resource for free or in any way they want; it gives them access to up to 10% of a copyrighted work for purposes of research, education, or study.

Overall, textbook costs in Canada have risen 234% since 2012, and educational costs (including textbooks) account for 15.2% (\$4,300.80) of the average annual cost for post-secondary education (\$28,314.20). This has significant implications for academic success, with 1 in 2 students (54%) reporting not buying a textbook due to high costs.

The removal or limiting of fair dealing would not only substantially limit the amount of educational resources available to Canada's educators and students, but would significantly increase the costs of educational materials for students. It is essential that the federal government protect fair dealing and the critical balanced and modern approach to copyright law.

As for SAMU's involvement with this campaign, I will be reaching out to Students Council and various Executive Committee members to participate in a short questionnaire about their experience regarding textbooks and textbook costs. If this is something you're interested in participating in, please do not hesitate to reach out.

CAUS Update

There has been a change in leadership at the provincial level. Due to personal mental health reasons, the previous Vice-Chair of CAUS has stepped down. SAMU has thanked them for their work and wishes them the best in navigating adverse times. The CAUS board has voted to elect a new Vice-Chair, the president of the Athabasca University Students Union, Naju Syed to be the new Vice Chair of CAUS. I am excited to see the impact this seasoned student leader brings to the CAUS table.

External Governance Relations

I am excited to announce that there are multiple elected officials who will be making appearances on campus this term. I look forward to highlighting key discussion points

Roles Report to Students' Council

[Date Report's Submitted]

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as they happen. In the immediate future, we will be hosting Member of Parliament for Edmonton Centre, Randy Boissonnault, at SAMU next week. MP Boissonnault is the Minister of Employment, Workforce Development and Official Languages and has consistently engaged with SAMU & the broader student movement. I look forward to reporting next month on the outcomes of this discussion.

Going back to previous governance engagement, I met with Member of Parliament Darren Fisher (Parliamentary Secretary to the Minister of Mental Health and Addictions and Associate Minister of Health) during MacEwan's day on the hill in October of 2023. We had a thorough conversation about student mental health on our campus. I have attached below the letter I received during the holiday season. With mental health being an advocacy priority for SAMU, I am intrigued to see Members of Parliament continually engage with our work months later. I attach this letter with the intention to highlight the importance & impact of our work. Advocacy takes time, but with an educated, diverse, and engaged student body, we can move mountains.

DARREN FISHER
Member of Parliament / Député
Dartmouth - Cole Harbour

Jakob
I wanted to thank you so much
for meeting with me on Ottawa
Wonderful meeting you and your
Colleagues - Very impressive



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!

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

January 17th, 2024

Greetings Council!

I hope everyone had a great winter break with lots of rest and relaxation. I know I feel well-rested and ready for the last four months of my term. Also, winter is finally here with its long-awaited introduction to snowfall and chilling winds, so stay warm out there.

Nonetheless, you can find my report from December 15th – January 11th.

Executive Summary

- Governance Committee Meeting

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.

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.

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

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

Governance Committee Meeting

The Governance Committee, earlier this month, met to discuss three policies, which resulted in recommending to the Council the approval of one new policy and changes to two policies: the Governing Documents Policy, The Honourary Membership, and Town Hall Policies.

Closing Remarks

Thank you, Council, for reading my short report. I look forward to what we are able to do this term.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

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,

Joseph A. La Torre, (He/Him)

VP Governance and Finance, SAMU 2023/2024

savpoperations@macewan.ca

Students' Council Report

Vice President Student Life

1-17-2023

Greetings Council!

Happy New Year and welcome to the new semester! I hope you're all rested from the break and ready for the snow!

Please see below my report on the office from December 13 – January 11.

Executive Summary

- Students' Council Operations Committee (SCOC)
- Mental Health Week (MHW)
- Student Mental Health Working Group (SMHWG)

Student Supports

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

Mental Health Week (MHW)

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



We had our last MHW planning meeting to finalize events. I was invited to sit on the student panel to discuss work life harmony and hope you can all make it to engage in a fruitful discussion about student mental health. Please check out all the events [here](#) and let me know if you have any questions! Can't wait to see you all at there 😊

Student Mental Health Working Group (SMHWG)

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

The dates for the Student Mental Health Focus Groups have been confirmed and I hope most of you can attend one of these initial sessions. Sign up [here](#) and let me know if you have any questions! SAMU and your Executive Committee are dedicated to the student mental health concerns seen on campus and I hope you all take the initiative, as student leaders, to invite your peers and attend yourselves to show the university how much this matters to students.

Strengthening SAMU Operations

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

Students' Council Operations Committee (SCOC)

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

I was invited to chair the Students' Council Operations Committee (SCOC) to avoid any potential conflict of interest that may arise for executives who are rerunning for office.

The committee reviewed the 'Remuneration of Elected Representatives' policy and



made necessary changes. Notably, we met twice to deliberate the necessary changes, including but not limited to, executive salary increase, adding back Time Off In Lieu (TOIL) for executives, allowing class time to be included in executive work hours, changing the pay structure for Students' Council committee work, and updating wording for various sections to ensure they are consistent with SAMU and MacEwan's procedures in both Appendices A and B of the policy.

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

Executive Committee Work Plan 2023-2024
For Information to Students Council

Chaired By:	Gabriel Ambutong, President
Members:	Stephan Vasquez, Vice President Academic Jakob Cardinal, Vice President External Joseph A. La Torre, Vice President Governance and Finance Cierra Jacobs, Vice President Student Life
Mandate:	The Executive Committee ensures that Students' Council's policies are implemented, is responsible for overseeing the General Manager, helps develop the strategic direction of SAMU, and acts faithfully on behalf of Students' Council.
Approved by Committee:	July 12, 2023
Received by Council:	July 19, 2023

Changes Since Last Quarter

President	-Executive Committee's Mid-Year Winter Retreat: Ongoing to Completed -Students Council Training: Ongoing to Completed -Governance Engagement: To be reconceptualized
Vice-President Academic	-Open Educational Resources Workshops (Don't Go Textbook Broke): In-Progress to Cancelled -Anti-Plagiarism Workshops: In-Progress to Cancelled -AI Literacy Week: In-Progress to Amended
Vice-President External	-Beaver Hills Students' Gathering: Postponed to Ongoing -Student Leadership Week: Postponed to Cancelled
Vice-President	-EC For a Day: In-Progress to Ongoing (to be operationalized moving forward)

Governance & Finance	-GovWeek: Completed to Completed (to be operationalized moving forward) -SAMU 2024/25 Budget: Initial Stages to Ongoing -Town Hall: In-Progress to Ongoing -Governance Engagement Policy: In-Progress (Postponed to Early Winter Semester) to Ongoing -School of Continuing Education: In-Progress to Ongoing
Vice-President Student Life	-International Student Lunch n' Learn: Initial Stages to Ongoing-Reformatted

Theme: Inclusion and Accessibility		
Initiative	International Student Lunch n' Learn	
EC Lead(s)	Vice President Student Life	
Strat Plan Alignment	Student Supports	3.1 Develop and deliver initiatives that are inclusive and responsive to student needs.
Objective	Targeted support for international students on campus.	
Key Details	Working in collaboration with MacEwan International and Wellness and Psychological Services to liaison international student attendance for workshops and information sessions.	

Status	Ongoing - Reformatted
Final Summary of Initiative	
Initiative	Beaver Hills Students' Gathering
EC Lead(s)	Vice President External

Strat Plan Alignment	Student Experience and Engagement	1.2: Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing materials. 1.3: Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students.
Objective	Uplift & Empower: our goal is to provide a meaningful space to recognize and celebrate and build up Indigenous success on Treaty 6 and otherwise, local to our area. This will be done both through the topics of discussion, as well as the format of the discussion, and who is leading them and participating in them.	
Key Details	Projected Event Date: March 1/2	
Status	ongoing	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	
Initiative	Ponoka Campus Visit	
EC Lead(s)	Vice President Student Life	
Strat Plan Alignment	Student Experience and Engagement	1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and branding
Objective	To show Ponoka students that we are here for them. We represent all SAMU members and are there to hear any concerns and show them that they have resources and perks from SAMU. This is an opportunity for EC to learn about the further needs of students at Ponoka and present what we know they can use right now. We will familiarize ourselves with the students and campus as is necessary to represent them in our roles.	
Key Details	Projected Event Date: September 13 th , 2023	
Status	DONE	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	

Theme: Financial and Wellness Supports		
Initiative	Open Educational Resources Workshops (Don't Go Textbook Broke)	
EC Lead(s)	Vice President Academic	
Strat Plan Alignment	Student Supports	3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.
Objective	Decrease textbook costs by increasing awareness of OERS	
Key Details	Projected Event Date: September 14 th , 2023, and January 11 th , 2024.	
Status	cancelled	
Final Summary of Initiative		
Initiative	Textbook Transparency Project	
EC Lead(s)	Vice President Academic	
Strat Plan Alignment	Student Supports	3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students 2.4 Foster positive relationships with MacEwan University to better serve students.
Objective	Lower textbook costs by market pressures. Give students more flexibility.	
Key Details	Under review in ERP7 group. Projected Event Date: N/A Scoping Sept – Nov ERP Campus services – Dec -May	
Status	completed	

Final Summary of Initiative	<Note successes, challenges, metrics, etc>
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Initiative	Period Product Launch	
EC Lead(s)	Vice President Student Life	
Strat Plan Alignment	Student Supports	3.1 Develop and Deliver initiatives that are inclusive and are responsive to all student needs.
Objective	To make students aware that the SAMU bathrooms (women and all gender) have period products available to them forever.	
Key Details	Projected Event Date: September 5 th , 2023 (2-week promotion period)	
Status	Completed	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	
Initiative	Anti-Plagiarism Workshops	
EC Lead(s)	Vice President Academic	
Strat Plan Alignment	Student Supports	3.1 Develop and Deliver initiatives that are inclusive and are responsive to all student needs.
Objective	Decrease the number of academic integrity violations by providing info on the types of plagiarism and the supports available to students at SAMU and MacEwan.	
Key Details	Projected Event Dates: October 12 th , 2023, and February 7 th , 2024.	
Status	cancelled	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	

Theme: Opportunities for Students		
Initiative	AI Literacy Week	
EC Lead(s)	Vice President Academic	
Strat Plan Alignment	Student Supports	3.1 Develop and Deliver initiatives that are inclusive and are responsive to all student needs.
Objective	Teach students the different AI resources available, how to better prompt generative AI, MacEwan AI plagiarism rules, how to cite AI, and privacy/copyright issues faced by using AI.	
Key Details	Projected Event Date: February 12 th ,14 th , and 16 th , 2024. Transition to AI toolkit on website	
Status	amended	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	

Initiative	Student Leadership Week	
EC Lead(s)	Vice President External	
Strat Plan Alignment	Student Experience & Engagement	1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students.
	Student Voice	2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation. 2.4 Foster positive relationships with MacEwan University to better serve students.
	Student Supports	3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.

		3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives.
Objective	Dedicate a week to empower and encourage students to become more active and engaged on campus.	
Key Details	Projected Event Dates: October 17 th -19 th .	
Status	cancel	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	
Initiative	EC For a Day	
EC Lead(s)	Vice President Governance & Finance	
Strat Plan Alignment	Student Voice	2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation.
Objective	Give individuals who are considering running for EC positions a chance to gain some insight into the position.	
Key Details	Projected Event Date: February 8 th , 2024	
Status	Ongoing – operationalize this moving forward	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	

Theme: Student Governance and Accountability	
Initiative	GovWeek

EC Lead(s)	Vice President Governance and Finance	
Strat Plan Alignment	Student Voice	2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation.
Objective	Reduce Barriers and the misconceptions of Student Governance and hopefully have more individuals run for Students' Council.	

Key Details	A three-day event in which students engage with governance and learn how to run for Students' Council, what governance is and how these opportunities will sharpen and grow their skill sets and may shape their future careers. Projected Event Dates: September 20 th -22 nd , 2023	
Status	Completed – operationalize this going forward	
Final Summary of Initiative	Over the 3 days of GovWeek, 557 students attended the multiple tabling events and Councillor Q&A. And we received 247 entries for the 2 \$500 tuition credit prizes.	
Initiative	Governance Review Implementation	
EC Lead(s)	Vice President Governance and Finance	
Strat Plan Alignment	Strengthening SAMU Operations	4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.
Objective	Implement the Governance Review Recommendations	
Key Details	SAMU underwent a governance review where we were provided recommendations to improve our governance processes. Currently a team is in place to do the work behind the implementation of the review and bring the forward the proposed changes to Council.	
Status	IN PROGRESS	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	
Initiative	Executive Committee Transition	

EC Lead(s)	President	
Strat Plan Alignment	Strengthening SAMU Operations	4.2 Document main policies and processes to support business continuity and transitions in leadership and staff. 4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.
Objective	Onboard and ensure the success of the new Executive Committee and prepare for the next year	
Key Details	Onboarding and supporting the new EC from May to Nov, ends with mid-year retreat. Begin EC transition planning in February and commence in late March after EC elections are official.	
Status	ONGOING	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	
Initiative	Executive Committee's Mid-Year Winter Retreat	
EC Lead(s)	President	
Strat Plan Alignment	Strengthening SAMU Operations	4.2 Document main policies and processes to support business continuity and transitions in leadership and staff. 4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.
Objective	-Foster the team's working relationship -Asses the team's status and reevaluate the team's goals	
Key Details	Projected Date: October 30 th to November 3 rd	
Status	done	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	

Initiative	Students Council Training	
EC Lead(s)	President	
Strat Plan Alignment	Strengthening SAMU Operations	4.2 Document main policies and processes to support business continuity and transitions in leadership and staff. 4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.
Objective	Ensure that members of our governing board are knowledgeable about governance and SAMU	
Key Details	Planning for the official Students’ Council Training will begin in September and continue until execution in late October	
Status	done	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	
Initiative	Students Council Refresher	
EC Lead(s)	President	
Strat Plan Alignment	Strengthening SAMU Operations	4.2 Document main policies and processes to support business continuity and transitions in leadership and staff. 4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.
Objective	Ensure that members of our governing board are knowledgeable about governance and SAMU	
Key Details	Projected Date: April or May 2024	
Status	ONGOING	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	

Initiative	SAMU 2024/25 Budget	
EC Lead(s)	Vice President Governance & Finance	
Strat Plan Alignment	Strengthening SAMU Operations	4.2 Document main policies and processes to support business continuity and transitions in leadership and staff. 4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability.
Objective	Prepare the department 12 budget for the next fiscal year and oversee the whole budget process for the annual budget submission to Council for Approval	
Key Details	The budgeting process for the next fiscal year will begin around November/December of 2023.	
Status	ongoing	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	
Initiative	Town Hall	
EC Lead(s)	Vice President Governance & Finance	
Strat Plan Alignment	Student Voice	2.2 Enhance awareness and interest in SAMU’s democratic processes through education and encouraging student participation
Objective	Required by policy it provides Elected Representatives the ability to connect with students on a variety of topics	
Key Details	Projected Event Date: January 31 st , 2024	
Status	ongoing	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	
Initiative	Governance Engagement Policy	

EC Lead(s)	Vice President Governance & Finance	
Strat Plan Alignment	Strengthening SAMU Operations	4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes. 4.2 Document main policies and processes to support business continuity and transitions in leadership and staff. 4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.
Objective	Detail and clarify the opportunities how SAMU elected representatives engage and communicate with the student body.	
Key Details	Projected Completion Date: October 23, 2023	
Status	ongoing	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	
Initiative	School of Continuing Education	

EC Lead(s)	Vice President Governance & Finance	
Strat Plan Alignment	Strengthening SAMU Operations	<p>4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.</p> <p>4.2 Document main policies and processes to support business continuity and transitions in leadership and staff</p>
Objective	The goal is to provide the SCE students with the necessary supports and services while also following the correct procedures and documentations – such as the UPASS contract, PSLA, etc. Ultimately, it is coming to an agreement with them and as a result, charge them a sufficient fee.	
Key Details	Projected Completion Date: April 2024	
Status	ongoing	

Final Summary of Initiative	<Note successes, challenges, metrics, etc>	
Initiative	Building and Maintaining EC Team Dynamics	
EC Lead(s)	President	
Strat Plan Alignment	Strengthening SAMU Operations	4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence
Objective	Building connections between the executives and our work so that we are tuned into one another's' work; building sustainable structures to ensure the dynamic is maintained even beyond this year; building openness and trust among the team to enable honest conversations, especially where disagreement and conflict is involved; empowering each individual VP to thrive in their role, and ensuring they feel supported in doing their work.	
Key Details	President 1 on 1s with the team: capacity check, opportunity to voice concerns, ensuring the President knows what's going on with the team to better support them, being intentional and creating a space in accordance with those intentions. Frequency is dependent on preference and availability. Team Huddles: ice breaker component, check in on an out of ten scale, promoting a common sense of ownership of the team's work, opportunity to vocalize something to the team if needed, a chance to assess capacity and where the team is at, informal business and consultation	
Status	ONGOING	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	
Initiative	Governance Engagement	
EC Lead(s)	President	

Strat Plan Alignment	Student Experience and Engagement	1.2: Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing materials.
	Student Voice	1.3: Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students. 2.2 Enhance awareness and interest in SAMU’s democratic processes through educations and encouraging student participation.
Objective	<p>-Articulating the problem: looking at our governance system and assessing and analyzing the ways we’ve structured systems around elections and student representation, perhaps through a hired EDI professional</p> <p>-Research other potential levers to engage student leaders/groups (such as Ambassadors program, Students-At-Large, and Student Groups)</p> <p>-Conduct a maximum of 10 student group visits (including event attendance), per Fall and Winter semester with a goal of recruiting students for committees, Students’ Council, and Executive Committee.</p>	
Key Details	<p>Projected Timelines:</p> <p>Articulating the problem- Initial planning is set to begin in August.</p> <p>Research- Ongoing</p> <p>Student Group Visits- Begins in September.</p>	
Status	ONGOING	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	

Theme: Advocacy	
Initiative	Reinforcing Municipal Advocacy

EC Lead(s)	Vice President External	
Strat Plan Alignment	Student Voice	2.3 Continue to build collaborative relationships with other Students' Associations and organizations to enhance the collective student voice with all government levels.
Objective	Increase student advocacy efforts at a municipal level, in order to secure the outcomes that best support students.	
Key Details	This project would be an ongoing and coordinated effort to build and reinforce SAMU's municipal advocacy, especially where affordable housing is concerned. It would include seeking out a leadership position with the Edmonton Student Alliance, as well as working more closely with city council and local businesses and community organizations whose missions and visions align with SAMU's vision. Municipal leadership also oversees things like transit, community safety, and newcomer orientation, all of which have a direct effect on the student experience.	
Status	Ongoing	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	



Students' Council Report

Quarterly Report: Students' Council Operations Committee

January 17th, 2024

Committee Members:

<u>October 1st 2023 – October 31st 2023</u>	<u>November 1st – December 31st 2023</u>
Joseph A. La Torre, Vice President Governance & Finance	Joseph A. La Torre, Vice President Governance & Finance
Abby Beka, Councillor	Delaney Hutala, Councillor
Sonia Yusef, Councillor	Nathan Poon, Councillor

Greetings Council,

This is the report from the Students' Council Operations Committee for a reporting period from October 1st to December 31st (Quarter 2).

This quarter, SCOC met twice: first to review the TOR, review and approve the 2023/24 work plan, and review Students' Council evaluations and minutes; and second to discuss the Elected Representatives Remuneration Policy with a focus on remuneration on Executive Committee members. For this meeting, the VP SL chaired because I am considering rerunning in this upcoming Executive Committee elections, and so, to avoid a conflict of interest, an EC member who is not rerunning chaired the meeting. Furthermore, the discussion at this meeting was on a few things, some of which were increasing EC salary by CPI, RSP/TFSA contribution to a 5% salary match based on proof of savings, and adding class time as part of the workday for the EC members. Another meeting was needed before any decisions were solidified.



STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

As always, if you have further questions or concerns or need further elaboration, please let me know.

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

Quarterly Report: Governance Committee

January 17th, 2024

Committee Members:

<u>October 1st 2023 – October 31st 2023</u>	<u>November 1st – December 31st 2023</u>
Joseph A. La Torre, Vice President Governance & Finance	Joseph A. La Torre, Vice President Governance & Finance
Rayyah Sempala, Councillor	Nhi Phan, Councillor
Chioma Uzor, Councillor	Alem Tesfay, Councillor
Joehn Torres, Councillor	Sonia Yusef, Councillor
Vacant, Councillor	Layal Zidan, Councillor
Kon Kon, Student-at-Large	Colton Bloudoff, Student-at-Large
Mohd Ali Naqvi, Student-at-Large	Kris Ravelo, Student-at-Large

Greetings Council,

This is the report from the Governance Committee for a reporting period from October 1st to December 31st (Quarter 2).

The Governance Committee met once this quarter for introductions, TOR review, training, and to review and approve the work plan.

As always, if you have any questions or concerns, please feel free to reach out!

Kind Regards,



STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

A handwritten signature in black ink that reads 'JALaTorre'. The signature is fluid and cursive, with the first name 'Joseph' and last name 'La Torre' written in a single continuous stroke.

Joseph A. La Torre, (He/Him)

VP Governance and Finance, SAMU 2023/2024

savpoperations@macewan.ca



Students' Council Report

Quarterly Report: Strategy and Engagement Committee

January 17, 2024

Committee Members:

October 1 – December 31
Cierra Jacobs, Vice President Student Life
Jakob Cardinal, Vice President External
Joehn Torres, Councillor
Inder Singh, Councillor
Maade Okai, Councillor
Chloe Witherspoon, Student-at-Large
Nikita van der Leeden, Student-at-Large

Greetings Council,

This is the Strategy and Engagement Committee (SEC) report for the reporting period of October 1st to December 31th (Quarter 2, 2023-24).

SEC met once over the quarter. In total, we went over the work plan to make necessary updates and sent it to council for the previous meeting. We went thoughoughly though the SEC policy to get everyone up to speed with our committee's mandate and purpose. I answered a lot of questions and was able to provide more information to new members about the scope of their role. Furthermore, I updated the committee about plans for a professional development session happening February 2nd.

In reading the report, if you have any questions, please feel free to reach out to me!

Cheers,



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

A handwritten signature in black ink, appearing to read 'Cierra Jacobs', is written in a cursive style.

Cierra Jacobs (she/her)
VP Student Life, SAMU 2023/2024
savpstudentlife@macewan.ca



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
December 13, 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:
**VPGF/VPA
CARRIED**
3. Approval of Minutes: December 6, 2023
**VPSL/VPA
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
		<p>MacEwan Palestinian Student Alliance Vpsl – spoke to Erika about the wording of the group mandate. Concern with the alignment with Free Palestine, and the group potentially not being accessible to all students. Received info about other current groups – much more goes into constitution & bylaws for individual groups. Would like to send it back with some guidance on updates to the mandate. Pres – think we need to treat it like any other student group – concerned with the mandate of having to be in alignment with the Free Palestine movement. GM – they can have freedom of speech but they can't speak on behalf of SAMU. Vpsl – have sent an app back prior when we wanted updates to the SG mandate. This follows the same think we've done in the past. Gm – ask them to update language to be more inclusive prior to approving. Vpgf – have to clarify the 'safe space' language prior to approval.</p>	<p>MOTION TO GO IN CAMERA VPA/VPSL CARRIED</p> <p>MOTION TO GO OUT OF CAMERA VPSL/VPGF</p> <p>MOTION TO APPROVE THE MACEWAN BEYHIVE GROUP VPSL/VPA CARRIED</p>
1.	Student Groups	MacEwan Beyhive Group	
2.	Unbudgeted Expenditure		MOTION

			TO APPROVE AN UNBUDGETED EXPENDITURE OF UP TO \$9000.00 TO G/L 506000 FOR EC TRANSITION VPGF/VPSL CARRIED
3.	MCCRF	Vpsl – would like to know how we will mitigate this in the future? Vpe – will work with Exec Coord. to create a system to help with the process.	MOTION TO APPROVE THE MISSING CREDIT CARD RECEIPT FORMS FOR JAKOB CARDINAL IN THE AMOUNT OF \$11.84 DATED AUGUST 15, 2023 FROM G/L 505100, IN THE AMOUNT OF \$15.76 DATED OCTOBER 12, 2023 FROM G/L 505100, IN THE AMOUNT OF \$10.92 DATED OCTOBER 16, 2023 FROM G/L 505100, AND IN THE AMOUNT OF \$58.73 DATED OCTOBER 24, 2023 FROM G/L 505100 VPE/VPSL CARRIED
4.	Project Updates (Standing Item)	Sharepoint Drive: EC Workplan	
5.	Outstanding Action Items		
6.	VP Academic's Report	Registrar Search Committee update.	
7.	VP Governance and Finance's Report	Finance Committee update.	
8.	VP Student Life's Report	Careers & Experience Office SC PD update. SC teambuilding update. Healthy Relationship Week planning committee update. SCOC meeting update. If you have Brain Freeze feedback please send to me.	
9.	President's Report	Taproots interview. BOG meeting update.	
10.	VP External's report	Ministry of Advanced Ed team meeting. CASA/Fed Government update.	
11.	General Manager's Report	Bank meeting update. Budgeting update. Breakfast Club update.	
12.	Recognition		

4. Adjournment

Time: 3:31pm.



**Agenda for the Executive Committee Meeting of the
Students' Association of MacEwan University
January 3, 2024 @ 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:
**VPA/VPGF
CARRIED**
3. Approval of Minutes: December 13, 2023
**VPGF/VPA
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	EC Norms		
2.	EC Transition	<p>Pres – need to start talking about what this looks like and what responsibilities we have.</p> <p>Gm – depends on who's coming back and who's not. Plan for office turnover to new person. Let those you work with at MacEwan know of potential change coming. Maximize the time you have before May.</p> <p>Ga – encourage you to start planning for transitioning now so you're not rushing to put something together last minute.</p> <p>Gm – online training should be ready for April.</p>	Action:
3.	Student Groups	Palestinian Student Alliance	<p>MOTION</p> <p>TO APPROVE THE PALESTINIAN STUDENT ALLIANCE</p> <p>VPA/VPE CARRIED</p>
4.	Project Updates (Standing Item)		
5.	VP Governance and Finance's Report		

6.	VP Student Life's Report		
7.	President's Report		
8.	VP External's report	Meet & greet with MP coming at end of the month. Opportunity to build a relationship.	
9.	VP Academic's Report	Faculty NSOs.	
10.	General Manager's Report	Automated doors update. Floor repair ongoing. Speakers Series update. HR update. Budget update.	
11.	Recognition		

4. Adjournment

Time: 2:28pm.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
January 17 th , 2024	Joseph A. La Torre, Vice President Governance & Finance

Agenda Title	Item
	SAMU Fees Policy
Action Requested	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Consultation Item

AGENDA ITEM DETAILS

Motion Title	Motion to disregard clause 4.3 of the SAMU Fees Policy for the 2024-2025 fiscal year.
Background Information	We've recognize that student affordability is one of the main concerns that students are facing and along with that, CPI was larger than expected the last couple of years. After consultation with the General Manager and the Finance Committee, the Finance Department did some forecasting, and from that we believe we can freeze the fee for the upcoming year while still maintaining high quality services and programs to students.
Alternative Considerations	Leave policy as is and increase SAMU fee by CPI
Risk Management Considerations	Not having enough funds to operate and provide high qulaity services and programs to students.
Strategic Alignment	<input checked="" type="checkbox"/> <i>Attached Strategic Alignment Checklist is complete</i>
Implications	SAMU membership fee will freeze for the 2024-2025 fiscal year and revert to its regular increase by CPI afterwards.
Related Documents	SAMU Fees Policy
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 checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

SAMU Fees

Rationale

The operations of SAMU are partially funded by fees levied on its membership as per the Post-Secondary Learning Act (Alberta). A policy is needed to define what these fees are and how they are assessed and collected.

Expectations

General

- 1** SAMU Membership Fees are collected by the Office of the University Registrar.
- 2** SAMU fees are reviewed annually.
- 3** This policy may only be amended by Special Resolution.

Membership Fees

- 4** SAMU assesses a membership fee to students taking credit-based post-secondary programming on a per credit basis.

4.1 Credit-based program students are assessed per credit, to a maximum of fifteen credits per term.

4.1.1 Part-time students who are given full-time student status with MacEwan University will be assessed based on a credit count of 9 credits per academic term.

4.2 The SAMU membership fee is \$13.50 per credit.

4.3 The SAMU membership fee will increase yearly by the annual average of Alberta's CPI from December 1 to November 30 of the previous year.

4.3.1 If the annual average of the CPI results in a negative number, it will be regarded as a zero percent increase.

5 Students in Preparation for University and College and English as a Second Language are taking secondary level courses and are primarily funded by the provincial government. The government places a cap on fees that may be assessed to funded students. In order to provide programming and services for these students, SAMU assesses these students a Secondary Student Membership Fee.

5.1 Secondary-level credit-based students are assessed per credit, to a maximum of 15 credits.

5.2 The Secondary Student membership fee is assessed at \$4.66 per credit.

5.2.1 The Office of the University Registrar converts secondary-level credits for billing purposes.



Dedicated Fees

6 Additional fees assessed to students must be established by referendum.

Fact Sheet

Approvals:

First Approval: April 6, 2009
Last Approval: June 16, 2021

Date of Last Review: April 9, 2021

Related Documents and Forms:

Source and Updates:

ITEM#: UNKNOWN DATE – Policy Format created, designated Policy 26
2011-08-16-6.11 – Updated expectation 6.1
2011-03-21-5.3 – Policy updated to reflect name change of SC Policy 27.
2012-05-16-5.3 – “Executive Council” updated to “Executive Committee”
2012-11-12-6.5 – Committees updated to follow Policy 25, Committees Policy

September 5, 2013: *SAMU Fees* approved by Students' Council motion 2013-09-04-6.1. Policy updated to new format. Source material Students' Council Policy 26 – SA Fees.

October 21, 2015: *SAMU Fees* approved by Students' Council motion 2015-10-21-6.2 on the recommendation of the Bylaws and Policy Committee. Secondary Student Membership Fee increases from \$3.50/credit to \$3.85/credit beginning in the 2016/17 academic year, then increases to \$4.24/credit in the 2017/18 academic year, and then to \$4.66/credit in the 2018/19 academic year.

September 20, 2017: *SAMU Fees* approved by Students' Council motion 2017-09-20-7.4. Distance students reference removed.

January 23, 2019: *SAMU Fees* approved by Students' Council motion 2019-01-23-7.1 on the recommendation of the Budget and Finance Committee to take effect July 1, 2019. Changes include: students assessed SAMU Fee up to fifteen credits, increased from nine credits; SAMU membership fee decreased from \$13.00/credit to \$11.75/credit; future SAMU Fee will increase annually by Alberta's average CPI from previous year.

July 1, 2020: SAMU fees for 2020-2021 updated to \$11.95 based on a CPI increase of 1.7%.

June 16, 2021: *SAMU Fees* approved by Students' Council motion 2021-06-16-7.2 on the recommendation of the Budget and Finance Committee. Updated to identify that students enrolled part-time who are considered full-time by MacEwan University will be assessed SAMU Fees at a nine credit rate.

July 1, 2021: SAMU membership fees for 2021-2022 updated to \$12.09/credit based on a CPI of 1.2%.

July 1, 2022: SAMU membership fee for 2022-2023 Updated to \$12.66/credit based on a CPI of 4.7%.



July 1, 2023: SAMU membership fee for 2023-2024 updated to \$13.50/credit based on a CPI of 6.6%.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
January 17, 2024	Cierra Jacobs, VP Student Life

Agenda Title	Item
	Remuneration of Elected Representatives Policy
Action Requested	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Consultation Item

AGENDA ITEM DETAILS

Motion Title	Motion to approve the Remuneration of Elected Representatives Policy on the recommendation of the Students' Council Operations Committee
Background Information	The Students' Council Operations Committee (SCOC) has been meeting to review the Remuneration of Elected Representatives Policy. The committee has approved Appendix A & B to take effect May 1, 2024. Those updates will be shared with Students' Council by the end of January. The committee has also recommended adding/updating a couple of definitions within the policy so that terms used in Appendix A are clearly understood. While this won't substantially affect the policy as it currently stands it's important to have these included when the approved updates take effect in May.
Alternative Considerations	Leave policy as it's currently written.
Risk Management Considerations	
Strategic Alignment	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete
Implications	If Council chooses not to approve this update then terms used within the updated Appendix A will be undefined and could cause confusion in the future.
Related Documents	n/a
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 checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strengthening SAMU Operations			
SAMU is an innovative and sustainable organization with an engaging work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
4.3 Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Remuneration of Elected Representatives

Rationale

To recognize and encourage the contributions of elected representatives, SAMU provides remuneration. The review of remuneration by an advisory committee primarily comprised of persons who are not elected representatives assists in maintaining fair and impartial remuneration.

Definitions

CPI means the Consumer Price Index, as published by Statistics Canada on a monthly basis.

End of elected term refers to the termination of one elected, whether that term has been completed in full (including the executive transition period) or an early termination due to resignation, disqualification, or impeachment.

Flex a day means to begin or end one's work day earlier or later than their normal schedule in order to only work seven (7) hours in the day. Typically this is used when meetings fall outside of an executive's normal office hours.

SCOC means the Students' Council Operations Committee.

TOIL means time off in lieu which are hours worked by an executive in excess of the 35h/week or 7h/day working schedule.

Deleted: of overtime

Expectations

General

- 1 SCOC reviews this policy on a biannual basis in place of the Governance Committee.
- 2 SCOC recommends changes to this policy to Students' Council and reports on alterations to the appendixes.
- 3 Alteration of the appendixes is delegated to SCOC.

Executive Remuneration

4 Executives receive a salaried annual wage, as set in Appendix A, based on a 35-hour workweek comprised of five 7-hour workdays.

4.1 The executive salary is reviewed annually by SCOC and may be increased by the annual average of Alberta's CPI from December 1 to November 30 of the previous year.

4.2 SCOC may determine a zero percent increase based on the financial or organizational situation of SAMU.



4.3 If the annual average of CPI results in a negative number, it will be regarded as a zero percent increase.

5 Executives receive benefits as set in Appendix A.

6 Executives are responsible for ensuring that time taken off in accordance with this policy does not negatively impact the operations of SAMU.

7 Executives receive benefits only while they retain the portfolio officially.

7.1 Executives are not eligible for any benefit that would be paid out after the date of their resignation or impeachment except what they are entitled to by law.

8 During the transition period, incoming and outgoing executives are remunerated on an hourly basis, at a rate that is the hourly equivalent of their respective annual salary.

Councilor Remuneration

9 Councilors receive an honorarium, as set in Appendix B.

10 Councilors who serve on SAMU committees receive an honorarium, as set in Appendix B.

11 Councilors receive remuneration in a lump sum. The lump sum is paid at the end of the elected term.

Appendix A: Executive Remuneration**Executive Salary**

- 1** The annual salary for an executive is \$47,970.64.

Executive Benefits**Tuition**

2 Executives are required to maintain a minimum of one credit of coursework at MacEwan University in each of the fall and winter academic terms, and may not exceed three credits in any one academic term.

3 Executives are reimbursed for the tuition fees for a maximum of one course of up to three university credits in each of the fall and winter academic terms.

3.1 A minimum grade of C as issued by the Office of the University Registrar is required to receive the tuition reimbursement benefit.

3.1.1 If a pass is achieved in a course assessed on a pass/fail basis, the course will be considered to have met the minimum grade requirement for reimbursement.

4 Time spent on coursework, including class attendance, is not considered work hours.

Allowances

5 Executives receive a transportation allowance equal to the cost of a U-Pass for each academic term.

6 Each member of Executive Committee will receive a phone reimbursement of \$60 per month.

Savings Plan

8 Executives receive \$1000 per year in Savings Plan (RSP or TFSA) contributions.

8.1 Savings plan contributions will be provided to Executives upon submission of proof of a RSP or TSFA account.

8.1.1 An executive who chooses an RSP account they must provide proof of unused deduction limit.

8.2 Contributions will be prorated based on the percentage of the one-year term (May-April) completed.

Health and Dental

9 Executives may enroll in the SAMU Staff Health and Dental Plan, less Health Care Spending Account and Long-Term Disability, at SAMU's expense.

Vacation and Personal Days

10 Executives receive six paid vacation days at the beginning of their elected term and accumulate 0.75 days of paid vacation time per month. At the end of an elected term, unused vacation time will be paid out according to employment law.

11 Executives are entitled to 1 sick day per month, taken as required, in accordance with procedure. Unused sick days are not paid out at the end of an elected term.

12 Executives cannot carry over vacation time or personal days to a subsequent elected term.

Paid Time Off

13 All paid time off must be taken from vacation and/or sick days.

Appendix B: Councilor Remuneration**Base Honorarium**

1 Councilors are remunerated \$60 per meeting of Students' Council attended in accordance with *Roles and Responsibilities of Elected Representatives*.

1.1 Meeting attendance is remunerated to a maximum of \$480 per academic term.

Committee Honorarium

2 Councilors who serve on committees are remunerated \$60 per committee per academic term.

2.1 Committee service is remunerated to a maximum of \$120 per academic term.

Fact Sheet**Approvals:**

First Approval – February 19, 2014

Last Approval – February 15, 2023

Date of Last Review: February 15, 2023

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

February 19, 2014: *Remuneration of Student Representatives* approved by Students' Council motion 2014-02-19-6.5 upon the recommendation of the Governance Remuneration Advisory Committee. Source material drawn from *Students' Council Policy 10 – Remuneration of Student Representatives*.

April 7, 2015: *Remuneration of Student Representatives* Appendix A & Appendix B approved by Governance Remuneration Advisory Committee motion 2015-04-07-2.

February 2, 2016: *Remuneration of Student Representatives* Appendix A approved by Governance Remuneration Advisory Committee motion 2016-02-02-1 to be effective May 1, 2016.

February 9, 2016: *Remuneration of Student Representatives* Appendix B approved by Governance Remuneration Advisory Committee motion 2016-02-09-1 to be effective November 1, 2016.

February 3, 2017: *Remuneration of Elected Representatives* Appendix A approved by Governance Remuneration Advisory Committee motion 2017-02-03-01 to be effective May 1, 2017.

December 7, 2017: *Remuneration of Elected Representatives* Appendix A approved by Governance Remuneration Advisory Committee motion 2017-12-07-2 to be effective January 1, 2018. "Time Off In Lieu" section removed from Appendix A.

March 21, 2018: *Remuneration of Elected Representatives* approved by Students Council motion 2018-03-21-7.5 on the recommendation of the Governance Remuneration Advisory Committee. Annual remuneration increased by \$1262 based on removal, from Appendix A, of the \$500 Personal Development line and the Time Off in Lieu payout of up to 35 hours (\$762) at the end of an elected term.

January 17, 2019: *Remuneration of Elected Representatives Appendix A* – executive salary increase of 1.7% approved by the Governance Remuneration Advisory Committee, motion 2019-01-17-1, to take effect May 1, 2019.

February 3, 2020: *Remuneration of Elected Representatives Appendix A* – executive salary increase of 2.1% and SAMU mobile phone provision for President and VP External approved by the Governance Remuneration Advisory Committee, motion 2020-02-03-2, to take effect May 1, 2020.

March 17, 2021: *Remuneration of Elected Representatives* approved by Students' Council motion 2021-03-17-7.6. Appendix C – Board of Governors Student Representative Remuneration added to this policy.

May 1, 2021: *Remuneration of Elected Representatives Appendix A* approved by the Governance Remuneration Advisory Committee motion 2021-02-24-1. Updates include: executive salary increase of 1.2%; clarification of how the Savings Plan amount is processed; clarification that all paid time off must use vacation and/or sick days to cover that time.

January 19, 2022: *Remuneration of Elected Representatives Appendix A* approved by the Governance Remuneration Advisory Committee motion 2022-01-19-1. Updates include: executive salary increase by 4.7%; removal of SAMU owned mobile phone for President and VP External – all execs will receive a monthly phone allowance.

February 7, 2022: *Remuneration of Elected Representatives Appendix C* approved by the Governance Remuneration Advisory Committee motion 2022-02-07-1. Updates include providing remuneration to the Board of Governors Student Representative when they are only serving as a resource official to Council.

January 18, 2023: *Remuneration of Elected Representatives policy, Appendix A* approved by Governance Remuneration Advisory Committee motion 2023-01-18-1 to take effect May 1, 2023. Updates include increasing the salary by 6.6% (CPI) and providing an opportunity for execs to enroll in the SAMU staff health and dental plan with reimbursement at 50%.

February 15, 2023: *Remuneration of Elected Representatives policy Appendix C* struck from the policy, on the recommendation of the Governance Remuneration Advisory Committee, by Students' Council motion 2023-02-15-7.5. Executive Committee has been empowered to set the remuneration rate for the Board of Governors student representative(s) in the *Student Representation Policy*.

April 17, 2023: *Remuneration of Elected Representatives policy, Appendix A* approved by Students' Council Operations Committee motion 2023-04-17-1 to take effect May 1, 2023. Update includes adding a requirement to provide proof of a savings plan account prior to receiving that benefit.

June 14, 2023: *Remuneration of Elected Representatives policy, Appendix A* approved by Students' Council Operations Committee motion 2023-06-14-1. Updated to remove the choice between the student health and dental plan and the SAMU staff health and dental plan, and only provide the option to enroll in the SAMU staff health and plan, excluding Health Spending Account and Long-Term Disability coverage at SAMU's expense.



STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
January 17th, 2024	Joseph A. La Torre, Vice President Governance & Finance

Agenda Title	Item
	Governing Documents Policy
Action Requested	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Consultation Item

AGENDA ITEM DETAILS

Motion Title	To Approve the Governing Documents Policy on the recommendation of the Governance Committee.
Background Information	As part of the Governance Review, one of the recommendation was to introduce directives, which are the operational protocols of the organization. And so, with the creation of this policy, it not only clarifies what are directives but also creates a landing page for the stucture of policies, procedures and directives - and as a result, further organizes our governance documents.
Alternative Considerations	Keep the Policies Policy and Procedures Procedure, and do not clarify and elaborate on directives.
Risk Management Considerations	Low
Strategic Alignment	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete
Implications	All SAMU's current procedures will be divided into procedures and directives.
Related Documents	Bylaws, Policies Policy, Procedures Procedure
Follow Up Action	Retire Policies Policy, Divide current procudres into procedures and directives.
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 checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strengthening SAMU Operations			
SAMU is an innovative and sustainable organization with an engaging work environment.	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>

Governing Documents Policy

Rationale

It is standard practice to define the structure of the governing documents, including policies, procedures, and directives.

Definitions

A **consent agenda** is a bundle of routine, non-controversial, items that is voted on, without discussion. It serves to fulfill an oversight function. A consent agenda will be presented by the committee chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the committee.

Directives are public operational documents that outline expectations and regulations regarding the day-to-day operations of SAMU and SAMU staff.

The **Directives Group** is comprised of the General Manager (Chair) and a minimum of two members of the Senior Leadership team as voting members, and any resource members the General Manager deems appropriate. The General Manager will appoint full-time staff members to the group if voting membership falls below 5 people. Appointed terms are for one year.

Governing Documents is a generic term used to encompass policies, procedures, and directives.

Expectations

Governing Documents Structure

- 1 Policies utilize Expectations.
- 2 Procedures and Directives utilize Regulations.
- 3 In the order given here, governing documents consist of the following:
 - 3.1. a title appropriate to the subject of the governing document as a whole
 - 3.2. a section titled "Rationale", which identifies the precedent or the reason for the governing document's creation and lists the issues that the document addresses;
 - 3.3. a section titled "Definitions", and
 - 3.3.1. Definitions which are outside the norm are provided for terms used in, and specific to, the document;



3.3.2. The “Definitions” section is arranged alphabetically, according to the terms defined within it. Terms are defined in full sentences and the terms themselves are rendered in bold.

3.4. a section titled “Expectations” or “Regulations”.

3.4.1. “Expectations” which identifies any limitations of scope and which provides specific expectations concerning the application of the policy.

3.4.2. “Regulations”, which identifies the persons responsible for the procedures or directives, any limitations on its scope, and specific regulations concerning the application of the procedures or directives.

3.4.3. If the broader subject of the document contains secondary subjects, “Expectations” and “Regulations” will be further divided into subsections that treat on those secondary subjects individually.

3.5. A fact sheet accompanies governing documents and contains:

3.5.1. The dates of the governing documents’ first and most recent approvals;

3.5.2. The date of the last review;

3.5.3. The date of retirement, if applicable, together with the motion reference number that approved its retirement.

3.5.4. citation of the governing document’s source material, or any related materials if known; and

3.5.5. a record of significant revisions made to the governing document, including its appendixes, together with the motion reference numbers that approved those revisions.

3.6. The governing document contains a footer on each page that gives the title of the document and the number of the page on which the footer appears.

3.7. In addition to the items listed above, governing documents may also contain appendixes for content which is either exceedingly lengthy or structured in such a way that it cannot be made to fit the format of “Expectations” or “Regulations”, though formatted differently still carry the weight of the governing document

3.8. the following appendixes must be included with their respective policies:

3.8.1. the terms of reference for all standing committees and sub-committees of Students’ Council are appended to the Committees policy.

3.8.2. The strategic plan is appended to the Official Reporting Mechanisms to SAMU Membership policy



3.8.3. Position Descriptions are appended to the Roles and Responsibilities of Elected Representatives policy

3.9. Appendixes appear after “Expectations” or “Regulations” but before the fact sheet.

Policy Drafting, Approval, Review, and Expiry

- 4** Students' Council has authority to approve draft policies.
- 5** Students' Council ensures that all SAMU policies:
 - 5.1.** comply with the bylaws, the strategic plan, and the mission and vision statements of SAMU;
 - 5.2.** treat on subjects within the scope of Students' Council;
 - 5.3.** set out expectations broad enough to provide SAMU with flexibility to respond to changing circumstances;
 - 5.4.** are formatted in a clean, orderly manner, using simple language and correct grammar; and
 - 5.5.** adhere to the format given in “Governing Documents Structure”(above).
- 6** Policies are reviewed on a two-year cycle.
- 7** Students' Council may alter policies.
 - 7.1.** If a policy requires an amendment process other than a simple majority vote at a meeting of Students' Council, that process is included in the “Expectations” of that policy.
- 8** Students' Council may retire or rescind a policy in its entirety, thus rendering it expired and no longer in force. A policy remains in force until it is retired or rescinded.

Procedure Drafting, Approval, and Expiry

- 9** The members of Executive Committee, the General Manager, and the full-time staff have the authority to draft procedures.
- 10** Executive Committee has the authority to approve draft procedures.
- 11** Executive Committee ensures that all procedures:
 - 11.1.** comply with bylaws and policy, the strategic plan, and the mission and vision statements;
 - 11.2.** are created in consultation with the persons to whom they apply;



- 11.3.** set out specific regulations that apply the broader expectations of policy to current SAMU processes and practices;
- 11.4.** are formatted in a clean, orderly manner, using simple language and correct grammar; and
- 11.5.** adhere to the format given in “Governing Documents Structure”.

12 Procedures are reviewed annually.

13 Executive Committee may amend procedures.

- 13.1.** If a procedure requires an amendment process other than a simple majority vote at a meeting of Executive Committee, that process will be included in the “Regulations” of that procedure.

14 Following consultation with the persons to whom a procedure applies, Executive Committee may retire or rescind a procedure, thus rendering it expired and no longer in force. A procedure remains in force until it is retired or rescinded.

Directives Drafting, Approval, and Expiry

15 The General Manager, and the full-time staff have the authority to draft directives.

16 The Directives Group has the authority to approve draft directives.

17 The General Manager ensures that all directives:

- 17.1.** comply with bylaws and policy, the strategic plan, and the mission and vision statements;
- 17.2.** are created in consultation with the persons to whom they apply;
- 17.3.** set out specific regulations that apply the broader expectations of policy to current SAMU processes and practices;
- 17.4.** are formatted in a clean, orderly manner, using simple language and correct grammar; and
- 17.5.** adhere to the format given in “Governing Documents Structure”.

18 Directives are reviewed on a four-year cycle.

19 Directives are approved on a simple majority.

- 19.1.** The General Manager must be in attendance for approvals to take place.

20 Following approval, Directives are submitted to Procedure Sub-Committee as Consent Agenda items.



- 21 Following consultation with the Procedure Sub-Committee, the General Manager may retire or rescind a directive, thus rendering it expired and no longer in force. A directive remains in force until it is retired or rescinded.

Governing Documents Publication

- 22 Approved policies and Procedures will be published on the SAMU website.



Fact Sheet

Approvals:

First Approval –

Last Approval –

Date of Last Review:

Related Documents and Forms:

Source and Updates:

Month dd, 20xx:



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
January 17th, 2024	Joseph A. La Torre, Vice President Governance & Finance

Agenda Title	Item
	Honourary Membership Policy
Action Requested	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Consultation Item

AGENDA ITEM DETAILS

Motion Title	To Approve the Honourary Membership Policy on the recommendation of the Governance Committee.
Background Information	The honourary membership policy has not been updated since 2018, and so the Governance Committee reviewed this policy and made some minor changes regarding when the applications are sent to SC and where their name will be placed.
Alternative Considerations	Do not update Honourary Membership Policy.
Risk Management Considerations	Low
Strategic Alignment	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete
Implications	Honourary member applications are sent to Council sooner.
Related Documents	Bylaws
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 checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strengthening SAMU Operations			
SAMU is an innovative and sustainable organization with an engaging work environment.	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
4.3 Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Honourary Membership

Rationale

Honourary Membership is granted to acknowledge an individual's commitment to SAMU and their contribution to the fulfillment of SAMU's mission and vision.

Guidelines for granting Honourary Membership provide Students' Council with the ability to judge the positive impact an individual has had on SAMU and its members.

Definitions

Expectations

- 1.0 Honourary Membership is bestowed at the discretion of Students' Council.
- 2.0 Acknowledgement of the award occurs at SAMU's annual recognition event.
- 3.0 Honourary Members receive a certificate of honorary membership.

3.

~~X Honourary Members names will be displayed in the SAMU Building.~~

Deleted: .1 A framed copy of this certificate will be prominently displayed in SAMU space.

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Criteria

4.0 Honourary Membership may not be granted to current SAMU members or employees, or to individuals holding public office.

5.0 Nominations for Honourary Membership must include a completed nomination form.

5.1 The nomination form is included as Appendix A of this policy.

Nomination and Selection

6.0 Eligible individuals may be nominated by SAMU employees, current or former SAMU members, or any other persons knowledgeable on the individuals' support of SAMU.

7.0 Nominations for Honourary Membership are compiled by Executive Committee and submitted to Students' Council ~~at their next regularly scheduled meeting.~~

Deleted: prior to the end of the winter academic term

8.0 Information related to Honourary Membership nominations is presented to Students' Council in-camera.



Appendix A: Honourary Member Nomination Form

SAMU HONOURARY MEMBER NOMINATION FORM

please submit the completed nomination form to:

Governance Office
Students' Association of MacEwan University
MacEwan City Centre Campus
Room SA-301, 10850 - 104 Street
Edmonton, Alberta T5J 4S2

Date: _____

Name of Nominee: _____

Please describe the nominee's commitment to SAMU and fulfillment of SAMU's mission and vision (additional pages may be submitted if required):

Please describe the positive impact the nominee has had on SAMU and its members (additional pages may be submitted if required):

Please attach letters of support from three (3) other individuals who can speak to the nomination and any other documents that you would like considered in regards to this nomination.



Policy

Supporting letters:

Name: _____

Are you willing to be contacted if any additional information is required? YES NO

Email: _____

Phone number: _____

Name: _____

Are you willing to be contacted if any additional information is required? YES NO

Email: _____

Phone number: _____

Name: _____

Are you willing to be contacted if any additional information is required? YES NO

Email: _____

Phone number: _____

Nominator's name: _____

Nominator's involvement with SAMU (ie. current student, alumni, employee, MacEwan faculty or staff): _____

Are you willing to be contacted if any additional information is required? YES NO

Nominator's email: _____

Nominator's phone number: _____

Fact Sheet**Approvals:**

First Approval – February 21, 2015

Last Approval – January 17, 2018

Source and Updates:

February 21, 2015: *Honourary Membership* approved by Students' Council motion 2015-02-18-6.2 upon recommendation of the Bylaws and Policy Committee.

January 17, 2018: *Honourary Membership* approved by Students' Council motion 2018-01-17-7.2 on the recommendation of the Bylaws and Policy Committee. Submission address in Appendix A updated to "Governance Office".



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
January 17th, 2024	Joseph A. La Torre, Vice President Governance & Finance

Agenda Title	Item
	Town Hall Policy
Action Requested	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Consultation Item

AGENDA ITEM DETAILS

Motion Title	To Approve the Town Hall Policy on the recommendation of the Governance Committee.
Background Information	The Town Hall Policy has not been updated since 2015, and so this was an opportunity for the Governance Committee to review and make any changes to this policy where relevant.
Alternative Considerations	Do not update the policy.
Risk Management Considerations	Low
Strategic Alignment	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete
Implications	Clearer expectations of what SC will be doing during Town Hall.
Related Documents	Bylaws & Roles and Responsibilities of Elected Representatives.
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 checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strengthening SAMU Operations			
SAMU is an innovative and sustainable organization with an engaging work environment.	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
4.3 Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Town Halls

Rationale

Town Halls provide students with a way to engage with their elected officials and for elected officials to gather feedback from students on emergent issues affecting the SAMU membership.

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Definitions

A **Town Hall** is an informal public event that is open to all SAMU members, and held on the MacEwan City Centre campus. Attendees can present ideas, voice opinions, or ask questions of the elected officials.

Deleted: meeting, function, or

Expectations

1 A Town Hall will be held during the winter semester of each academic year.

2 Town Halls should be open and accessible to all students.

3 Elected officials will be provided with background information pertinent to the town hall at least five business days in advance.

Deleted: materials

4 Students will be provided with an opportunity to interact with elected officials during the event.

5 The Executive Committee will submit a report on the feedback gathered and outcomes of the Town Hall to the Students' Council at their regular meeting in the month following the Town Hall.



STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

Policy

Fact Sheet

Approvals:

First Approval – October 21, 2015

Last Approval –

Source and Updates:

October 21, 2015: *Town Halls* approved by Students' Council motion 2015-10-21-6.1 on the recommendation of the Bylaws and Policy Committee.

Town Halls 2



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
January 17th, 2024	Joseph A. La Torre, Vice President Governance & Finance

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

AGENDA ITEM DETAILS

Motion Title	To Retire the Policies Policy on the recommendation of the Governance Committee.
Background Information	With the creation of the Governing Documents policy, it creates a landing page for the stucture of policies, procedures and directives, and leads to further organization of our governance documents. And as a result, we must retire the Policies Policy because the Governing Documents policy will take effect and replace the Policies Policy.
Alternative Considerations	Keep the Policies Policy.
Risk Management Considerations	Low
Strategic Alignment	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete
Implications	The Governing Documents Policy will replace the Policies Policy
Related Documents	Bylaws, Policies Policy
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 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"/>
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The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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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"/>
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3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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 type="checkbox"/>	<input checked="" type="checkbox"/>
4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input 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"/>

Policies

Rationale

It is standard practice that students' associations be governed by a policy structure that expands on a set of bylaws.

Policies are needed to expand on the SAMU bylaws and to assist in creating governance regulations.

Policies are further used to establish expectations for SAMU in pursuing its objectives.

Definitions

Expectations

Policy Drafting and Approval

- 1** Students' Council has authority to approve draft policies.
- 2** Students' Council ensures that all SAMU policies:
 - 2.1** agree with the bylaws, the strategic plan, and the mission and vision statements of SAMU;
 - 2.2** treat on subjects within the scope of Students' Council;
 - 2.3** set out expectations broad enough to provide SAMU with flexibility to respond to changing circumstances;
 - 2.4** are formatted in a clean, orderly manner, using simple language and correct grammar; and
 - 2.5** adhere to the format given in "Policy Structure".

Policy Structure

- 3** In the order given here, SAMU policies consist of the following:
 - 3.1** a title appropriate to the subject of the policy as a whole;
 - 3.2** a section titled "Rationale" which identifies the precedent or the reason for the policy's creation and which lists the issues that the policy addresses;
 - 3.3** a section titled "Definitions" which identifies and provides definitions for terms specific to the policy; and



- 3.4** a section titled “Expectations” which identifies any limitations of scope, definitions particular to the policy which are important for its interpretation and which provides specific expectations concerning the application of the policy.
- 4** The “Definitions” section is arranged alphabetically, according to the terms defined within it. Terms are defined in full sentences and the terms themselves are rendered in bold.
- 5** If the broader subject of the policy contains secondary subjects, “Expectations” is further divided into subsections that treat on those secondary subjects individually.
- 6** A fact sheet accompanies the policy and contains:
- 6.1** the dates of the policy’s first and most recent approvals;
 - 6.2** the date of the last review;
 - 6.3** citation of documents and forms related to the policy, if there are any;
 - 6.4** date of retirement, if applicable, together with the motion reference number that approved its retirement;
 - 6.5** citation of the policy’s source material, if known; and
 - 6.6** a record of significant revisions made to the policy, including its appendixes, together with the motion reference numbers that approved those revisions.
- 7** The policy contains a footer on each page that gives the title of the policy and the number of the page on which the footer appears.
- 8** In addition to the items listed above, SAMU policies may also contain appendixes for content which, though formatted differently, still carry the weight of policy.
- 8.1** The following appendixes must be included with their respective policies:
 - 8.1.1** the terms of reference for all standing committees and sub-committees of Students’ Council are appended to the Committees policy.
 - 8.2** Appendixes appear after “Expectations”, but before the fact sheet.

Governance Manual

- 9** An electronic copy of the Bylaws, Policies, and Procedures are published on the SAMU website.
- 9.1** Changes to the Governance Manual are reflected in the electronic copy within five business days of their approval.
- 10** An electronic archive of previous editions of the contents of the Governance Manual is kept.



Policy Review and Expiry

11 Policies are reviewed annually.

12 Students' Council may alter policies.

12.1 If a policy requires an amendment process other than a simple majority vote at a meeting of Students' Council, that process is included in the "Expectations" of that policy.

13 Students' Council may retire a policy in its entirety, thus rendering it expired and no longer in force. A policy remains in force until it is retired.



Fact Sheet

Approvals:

First Approval – July 17th, 2013

Last Approval – March 17, 2021

Date of Last Review – March 17, 2021

Related Documents and Forms:

Source and Updates:

July 18th, 2013: *Policies* approved by Students' Council Motion 2013-07-17-6.2. Source material drawn from *Policy 1 – Policy Making* and *Policy 2 – Policy Manual*.

October 1, 2014: *Policies* approved by Students' Council Motion 2014-10-01-6.3 upon recommendation of the Bylaw and Policies Committee. 'Date of Retirement' requirement added to Fact Sheet.

March 17, 2021: *Policies* approved by Students' Council Motion 2021-03-17-7.3 on the recommendation of the Bylaws and Policy Committee. Updates include addition of last policy review date requirement, citation of related documents requirement, and removal of requirement for paper documents with the Governance Manual.