



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
April 17, 2024 at 6:00pm in the Council Chamber**

Voting Members:

Gabriel Ambutong, President
Abby Beka, Councillor
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
Katherine MacDonald, Councillor
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

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 Amiskwaciwaskahikan 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 APRIL 17, 2024

2.2 MOTION

TO APPROVE THE MINUTES OF MARCH 20 AND APRIL 4, 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. Audit Committee

4.1.7. Executive Committee

4.1.8. Finance Committee

4.1.9. Governance Committee

4.1.10. Students' Council Operations Committee

4.1.11. Strategy and Engagement Committee

4.1.12. Chief Returning Officer

4.1.13.

4.2. Executive Committee Minutes

Minutes of March 20, 27, and April 3, 2024 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

Topics Include:

6. In Camera Period

6.1 Chair of Students' Councillor Reappointment

MOTION TO GO IN CAMERA

VPGF/

MOTION TO GO OUT OF CAMERA

7. Motions & Business Orders of the Day

7.1. Finance Policy

MOTION TO APPROVE THE FINANCE POLICY ON THE RECOMMENDATION OF THE FINANCE COMMITTEE

VPGF/

Favour:

Oppose:

7.2. Chair of Students' Council

***MOTION TO REAPPOINT TIM JOBS AS CHAIR OF STUDENTS' COUNCIL FOR A TERM OF
MAY 1, 2024 TO APRIL 30, 2025***

VPGF/

Favour:

Oppose:

7.3.

8. Consultation

8.1

9. Evaluation

9.1. Students' Council Evaluations Form

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: May 15, 2024

Meeting adjourned at



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Minutes for the Students' Council Meeting of the Students' Association of MacEwan University *March 20, 2024 at 6:00pm in the Council Chamber*

Voting Members:

Gabriel Ambutong, President
Abby Beka, Councillor
Jakob Cardinal, Vice President External (Absent)
Delaney Huhtala, Councillor
Cierra Jacobs, Vice President Student Life
Ian Kamenwa, Councillor
Mayank Kaushik, Councillor
Joseph A. La Torre, Vice President Governance and Finance
Katherine MacDonald, Councillor
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

SAMU Officials and Council Support:

Timothy Jobs, Chair
Darryl Kostash, General Manager
Alan Honey, Governance Advisor
Collin Adoma, Admin Support

Meeting called to order at 6:00pm.

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 Amiskwaciwaskahikan or Beaver Hill House in Nehiyawewin (Cree). This is the traditional home of the Nehiyaw (Cree) and Michif (Métis), and meeting place for many Indigenous peoples including the Nakawe (Saulteaux), Siksika (Blackfoot), Nakota Sioux (Stoney) and other nations.

2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR MARCH 20, 2024

ZIDAN/VPSL

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF FEBRUARY 21, 2024

KAUSHIK/uzor

CARRIED

3. Presentations

3.1. 2024-2025 SAMU Budget

*Phan arrives at 6:06pm.

4. For Information

4.1. Reports

4.1.1. President

PVP update. MacEwan budget presentation process. Attended Donor event re. SAMU Cares. CASA conference.

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

4.2. Executive Committee Minutes

Minutes of February 14, 15, 21, and March 6, 2024 provided.

5. Question Period

5.1. Written Questions

Tesfay - For the President: In the 2023-2024 Executive Committee Work Plan, you mentioned increase in student awareness of SAMU through strong communications and engaging marketing materials. Will there be any changes in the way SAMU engages with students to increase student awareness, considering the low engagement the Executive election had?

Pres – Great question. I assume you're referring to the "Governance Engagement" initiative which ties to item 1.2 on the Strategic Plan "Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing materials." Evidently, low engagement during SAMU's 2024 Executive Elections is problematic. Part of the initial conversations include looking into putting more onus onto SAMU's operations team to increase voter turnout rather than primarily relying on candidates. Currently, highly contested elections incentivise competition which typically equates to increased voter turnout. However, SAMU itself should play a more active role in engaging with the student body. Some initial ideas include volunteers doing classroom visits, marketing rebranding, and highlighting SAMU's value to students by communicating our wins through marketing. A reminder that these initial conversations are ongoing and suggested changes are not yet confirmed.

Tesfay - For VPGF: In your report, you mentioned you met with the School of Continuing Education (SCE) to come up with a service agreement. My question is, what does a service agreement with SCE entail?

Vpgf – There are two things this service agreement will do: first is to create an agreement that formalizes EAL (English as an Additional Language) and UP (University Prep) students receive the U-PASS; and second is to come up with a fee for SCE international students because they are frequent users of our programs and services.

Huhtala – VPGF: I noticed that the new budget proposes to remove funding for volunteer training – what would be the implications of this in reference to volunteer quality?"

Vpgf – We aren't eliminating volunteer training. With our new SAMUed training platform, training has moved virtually. In the past training was done in person and needed a budget to cover expenses – such as food, training material, and an external facilitator if needed – but given that it's online now, we don't have the same financial needs.

Zidan – VPGF: SSJOC: What semester are these changes will be effective and go live?

Vpgf – Currently, they are looking at implementing the changes for September 15th

Zidan – President: Is there any updates on the advocacy for students who are effected by what you call “Global Conflict”? Was there any discussion with macewan regarding them acknowledging and offering support and help for the students that have been affected by the genocide that is happening in Gaza?

Pres – Thank for following-up on that initiative. Our advocacy towards the institution has been ongoing. For context, the “Global Conflicts Impact Survey” intended to identify supports needed by all SAMU members impacted by any and all global conflicts that impacted their student experience. As SAMU values inclusiveness, the survey was not intended to only support students with ties to Gaza. Having said that, here’s a list of EC leads along with status updates of our advocacy efforts:

1. Advocacy: Advocating for a temporary removal on the cap for therapy/counseling sessions made available to students through WPS. (ongoing, VPSL has met with WPS as per her report)
2. Advocacy: To investigate immediate relief for students in need. Investigate the feasibility of SAMU partnering with MacEwan by subsidizing deferred exam fees in the short-term (Winter 2024 Semester) while working on the advocacy of the permanent removal of the deferred exam fee. (ongoing, VPA is undergoing ongoing consultation with the Registrar)
3. Connecting students to faith-based and culture-based supports in the broader community, as relevant to personal identity by seeking out relevant services, programming, supports, and student groups. Compiling these found resources in one webpage or document, for easy access by students seeking supportive identity-based spaces. (VPSL, ongoing)
4. Advocacy: The provision of additional mental health supports from the community or MacEwan offerings, and advocacy for more culturally relevant supports on campus for students. (VPSL, ongoing)
5. Advocacy: Advocacy and education for professors on the topic of accommodations and grief/loss, with an eye to building further supports or leniency for students seeking accommodations outside an ADR context. (ongoing, VPA, this is a long-term project that will likely be taken on by the new VPA elect)

Action: More communication of where students can go for support (operationally).

In short, yes, there are ongoing conversations with MacEwan regarding supporting students.

5.2. Oral Questions

Topics Include: EC elections & engagement; Inclusive Access for textbooks; WPS & mental health supports; SCE meeting; deferred exam fee; student voice on MacEwan committees;

6. In Camera Period

7. Motions & Business Orders of the Day

7.1. 2024-2025 SAMU Budget

MOTION TO APPROVE THE 2024-2025 SAMU BUDGET ON THE RECOMMENDATION OF THE FINANCE COMMITTEE

VPGF/MACDONALD

*Torres arrives at 6:48pm

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

CARRIED

7.2. Unbudgeted Expenditure

MOTION TO APPROVE AN UNBUDGETED EXPENDITURE OF UP TO \$12, 763.35 FROM G/L 563500 (OILER TICKET PURCHASES)

VPGF/VPSL

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

CARRIED

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

ZIDAN

CARRIED

Next Meeting Date: April 17, 2024

Meeting adjourned at 6:57pm



STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

Minutes for the Students' Council Meeting of the
Students' Association of MacEwan University
April 4, 2024 at 6:00pm in the Council Chamber

Voting Members:

Gabriel Ambutong, President
Abby Beka, Councillor
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
Katherine MacDonald, Councillor
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

SAMU Officials and Council Support:

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

Meeting called to order at 6:00pm.

<Intros>

1. Treaty 6 Land Recognition

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2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR APRIL 4, 2024

VPSL/UZOR

CARRIED

3. For Information

3.1. Reports

3.1.1. Students' Council Operations Committee (In Camera)

4. In Camera Period

4.1 VP External and VP Student Life Appointments

MOTION TO GO IN CAMERA

VPGF/KAUSHIK

CARRIED

MOTION TO GO OUT OF CAMERA

ZIDAN/TORRES

CARRIED

5. Motions & Business Orders of the Day

5.1. Vice President Student Life Appointment

MOTION TO APPOINT ALEACE MOOM AS VICE PRESIDENT STUDENT LIFE FOR A TERM OF MAY 1, 2024 TO APRIL 30, 2025

VPGF/VPSL

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

CARRIED

5.2. Vice President External Appointment

MOTION TO APPOINT ALRIC REID AS VICE PRESIDENT EXTERNAL FOR A TERM OF MAY 1, 2024 TO APRIL 30, 2025

VPGF/TORRES

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

CARRIED

6. Evaluation

7. Recognition

8. Adjournment

MOTION TO ADJOURN

TORRES

CARRIED

Next Meeting Date: April 17, 2024

Meeting adjourned at 6:36pm.



Students' Council Report

President

April 17th, 2024

Council,

Please see the report on my work as President from March 12th to April 11th.

Executive Summary

- MacEwan University Law Club Gala Attendance
- MacEwan Board of Governors Meeting
- Executive Committee Initiatives Promotion

Student Experience & Engagement

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

MacEwan University Law Club Gala (MULC)

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

SAMU's Executive Committee (EC) was invited to participate in this year's MULC Gala. EC decided to attend to increase awareness of SAMU's governance, promote a culture of student engagement, and show support for Student Groups. Among the five members of EC, myself, the Vice-President Governance & Finance (VPGF), and the Vice-President Student Life (VPSL) attended on behalf of EC.

Student Voice

The Student Voice is amplified by SAMU.

MacEwan Board of Governors Meeting

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

The Board of Governors is the highest governing body at MacEwan University. During the meeting, a motion was passed to approve MacEwan's 2024/25 operating budget.



Included in the highlights of the budget is MacEwan administration stating that their consultation with SAMU influenced their decision to not increase MNIFs this year. Additionally, rental rates for MacEwan Residence “will hold at current rates.” The university also committed to a \$500K funding for a new Textbook Affordability Project. The project is in initial stages and Students’ Council (SC) will be updated when relevant. In 2023/24 budget, MacEwan invested \$500K into scholarships, awards, and bursaries (SABs) and the university will be investing an additional \$268K. Lastly, SAMU has advocated for the university to allocate surpluses to support students struggling within the year. MacEwan has stated that their in-year forecasting process will be used to minimize surpluses and provide one-time funding. This process has already delivered wins for students such as the waiving of the Winter 2024 Sports and Wellness fee.

Executive Committee Initiatives Promotion

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

As noted in last week’s written question period, SAMU is looking at ways to improve students’ awareness and interest of SAMU’s governance. SAMU’s marketing and communications team has recently proposed a process to “capture and archive the work, accomplishments and initiatives completed by, but not limited to, SAMU and EC”. I won’t go into the operational process, but generally speaking, SAMU will be increasing promotion, awareness, and engagement through the website, newsletter, TVs, and media releases. We’re hopeful that increased communication of the value SAMU’s advocacy brings to students will help create a culture of students engaged with SAMU’s governance.

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 the Students’ 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

President’s Report to Students’ Council

Submitted on April 11th, 2024

Page 2 of 2



Students' Council Report

Vice President Academic

April 17th, 2024

Good day, Council!

It is my pleasure to submit my last SC report for the membership to review. Over the past month, I have been working hard on negotiations to increase textbook affordability, gathering data and working with stakeholders on the issues of automated textbook billing, a redesign of the remuneration scheme for MacEwan hiring committees, advocating for reform of faculty/school student advisory committees, working on the ITO MacEwan hiring committee, dozens of faculty, staff and student awards adjudications, advocating to resolve the issues around differed exams, the VPA transition to my successor, a SC refresher presentation, The student affordability report, as well as monthly meetings. As some folks say, “idle hands are the devil’s playthings”, however I am certainly looking forward to this spring when things slow down.

Please see below for my report.

Executive Summary

- Automated Textbook Billing student supports 3.3
- Student Advisory Committees student supports 3.3
- Differed Exams 3.3
- VPA Transition Strengthening SAMU Operations 4.5



Student Supports

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

Automatic Textbook Billing

Student Supports (3.3)

The conversations with stakeholders on automatic textbook billing (Also known as “inclusive access” or “equitable access”) has raised several concerns on affordability, consumer choice, and vendor transparency. I have been working with stakeholders around campus to better understand the nuances of this billing model, how it would work in our institution from bookstore to instructor, what the faculty thinks, what the bookstore thinks, what the library thinks, and what the MacEwan executives think. So far, the data suggests that automated textbook billing had no significant difference in academic outcomes, savings from “day one access” were insufficient in showing greater academic outcomes, no increase of academic success in equity deserving groups, and other concerns. My goal is to build consensus towards what is best for the students. If you have an interest in more info on automated textbook billing, please see the following link or ask me for a PDF copy of a multi-institutional study we used for data:

<https://www.inclusiveaccess.org/>

Student Advisory Committees

Student Supports (3.3)

SACs are used to consult with the students of a particular faculty or school to ensure that department remain up-to-date with the needs and wants of their constituent student populations. However, recent interview data on these committees suggests several gaps in the structure and remuneration of time spent on these committees. I have been working with folks who have participated in these meeting, as well as advocating to the provost for proper remuneration for student participation. Sofar, the provost has agreed to bring this issue to the attention of the president as well as other stakeholders. We will

Roles Report to Students' Council

[Date Report's Submitted]

Page 2 of 4



be following up with these key stakeholders to gather more data, as well as advocate for proper remuneration, participation on the meeting, as well as other issues that have been brought to our attention.

Differed Exams

Student Supports (3.3)

Differed exams have been a contentious point for affordability and equity for some time now. With international events expediting the need for a more affordable and equitable differed exam filing process, we have moved forward with a more direct advocacy route to senior administrators. While I have had success with the issue of a death certificate, as well as some success with the differed exam fee, these are the initial steps in the process and more work is needed. I would like to apologize that this process has been slower than anticipated, but I am confident that my successor could use these opened doors to finally remove the differed exam fee.

Strengthening SAMU Operations

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

Vice President Academic Transition

Strengthening SAMU Operations (4.5)

The VPA transition has begun! I have begun scheduling meeting with key stakeholders across our campus to ensure that your next VPA can fall back on these relations we have built over the past two years. In addition, I am providing him with documents, plans, and training montages to ensure his success for the next year!



Closing Remarks

During my first term my late colleague, Lucille Mazo, used to tell me “We only exist here because of the students”. I count myself lucky to have been given the chance to honour that. Working with you folks here at SC as well as with EC, has consistently reminded me why I was gravitated towards governance. We have had a lot of big wins over the past two years from textbook affordability, UDL uptake, tuition rates, and so much more. As my term ends, I do feel that oscillating polarity of hope and regret, but as much as this time changed me, I know it changed you all as well. I know you folks will go on to make us proud, both on campus, in your careers, and in your personal lives!

Yours truly,

Stephan Vasquez



Students' Council Report

Vice President Governance & Finance

April 17th, 2024

Greetings Council!

I hope you are doing well as the semester ends and as the weather gets sunnier. I cannot believe it has already been a year in this position, and I am reporting on the last month of my first term.

You can find my report from March 14th – April 11th.

Executive Summary

- Students' Council Operations Committee (SCOC) Meetings
- Finance Committee

Student Experience & Engagement

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

Student Voice

The Student Voice is amplified by SAMU.



Student Supports

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

Strengthening SAMU Operations

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

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

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

Students' Council Operations Committee (SCOC)

SCOC met multiple times this month to discuss a few things: the first meeting was to discuss the annual review of the chair, Executive Committee vacancies, Chief Returning Officer evaluation, SC evaluation and minutes. The next instances the committee met was to hold interviews for the vacant Executive Committee positions and deliberate to come to a decision on who to recommend to Council to fill the vacancies.

Finance Committee Meeting

The committee met this month to discuss potential changes to the Finance Policy from the recommendation of the Senior Finance Manager and our last audit, committee training on a forward-looking view on quarterly financial statements and a review of the last quarter's financial statement. From this meeting, the committee recommended changes to the Finance Policy that will be brought to Council for approval regarding the allocation of our surplus; please refer to the submission form for more information.



Closing Remarks

Thank you for reading my report! As I mentioned earlier in my report, I cannot believe it's been a year in this position. It was a year filled with lots of learning, challenges, and growth. However, I am excited to be your Vice President Governance & Finance for one more year to implement the skills I have learnt and focus on execution going into my second year. Not to mention, I am especially excited about the direction of a new frontier of advocacy at SAMU. This new frontier is because of the efforts of not only this year's Executive Team and staff supports but also because of Students' Council being as engaged and informed as possible. That said, I commend you all, and I look forward to serving as your VPGF once more.

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

4-17-2024

Greetings Council!

Please see below my final report in office from March 19 – April 17.

It has been such a robust experience serving as your VPSL the past year. Thank you for supporting me along the way and I can't wait for what's next!

Executive Summary

- SAMU Awards Night
- Transition

Student Experience and Engagement

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

SAMU Award Night

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

On March 27 your Executive Committee hosted the SAMU Awards Night. As the chair of the Grants and Awards Subcommittee, I was so thrilled to see so many students and guests in attendance. We recognized nominees for 13 categories and awarded such winners. Congratulations to all the winners and thank you to Students' Council members who were able to attend and support students on campus.



Strengthening SAMU Operations

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

Transition

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

The past month in office has been really focused on how I can set my successor up for success in transitioning them as VPSL. I have started reaching out to counterparts and stakeholders at MacEwan to set up meetings, organizing my schedule and all necessary documents to make sure the next month and a half run as smoothly as possible. Of course I wouldn't be able to be so on the ball without the support of our team so huge shout out to them for recognizing gaps and always answering my questions!

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

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

Cheers,

Cierra Jacobs (she/her)

VP Student Life, SAMU 2023/2024

Students' Council Report

Quarterly 3 Report: Audit Committee

April 11th, 2024

Committee Members:

Sonia Yusuf (Chair), Councillor

Nathan Poon, Councillor

Layal Zidan, Councillor

Brian Gulbraa, Student-at-Large

Justin Learmonth, Student-at-Large

Resource Officials:

Michelle Malin, CPA CA, Associate Professor, MacEwan University

Cam Whiting, Senior Finance Manager, SAMU

Good Evening Council,

This is the report from the Audit Committee for a reporting period from January

1st to March 31st (Quarter 3).

The Audit Committee met once this quarter for:

- Completion of Training, as well as reviewing SAMU's copy of our Finance Policy (and Approval Authority Procedure, if someone within the committee wanted further context)
- Reviewed the following:

1. Visa statements receipts from EC purchasing
2. EC TOIL reports
3. Report from EC on their approval of expenditure
4. Working Budget doc for variance review
5. Reports on EC sick & Vacation time.

Quarterly 2 Report: Audit Committee

April 17th, 2024

Page 1 of 2



STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

We plan to meet again on May 6, 2024 to have our quarterly review.

Please do not hesitate to contact me with any further question and concern!

Best,

Sonia Yusuf (She/ Her)

Audit Committee Chair, SAMU 2023/ 2024

yusufs6@mymacewan.ca

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 & 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	-Governance Engagement: To be amended
Vice-President Academic	N/A
Vice-President External	-Beaver Hills Students' Gathering: Ongoing to Cancelled
Vice-President Governance & Finance	-EC For a Day: Ongoing to Completed (to be operationalized moving forward) -SAMU 2024/25 Budget: Ongoing to Completed -Town Hall: Ongoing to Completed -Governance Engagement Policy: Ongoing to Postponed

	-Governance Review Implementation: Completion date moved from April 2024 to End of Summer 2024
Vice-President Student Life	N/A

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	Cancelled	
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	
Status	cancelled	
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>	
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	Completed - operationalize moving forward	
Final Summary of Initiative	<i>This event had over 150 students attend with each student receiving 2 slices of pizza. There were challenges with a large influx of students attending within a short amount of time and a lack of organization and structure of accounting for that many students, and so, we had to pause the event for an hour to order more pizza, then continue an hour after once we had more pizza. Further, we had to end the event an hour early because we ran out of pizza and could not meet the demand of how many students attended. However, in lieu of that, there were great conversations that students had with the Executive Committee.</i>	

Theme: Student Governance and Accountability		
Initiative	GovWeek	
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	Reduce Barriers and the misconceptions of Student Governance and hopefully have more individuals run for Students' Council.	
Key Details	<p>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.</p> <p>Projected Event Dates: September 20th-22nd, 2023</p>	
Status	Completed – operationalize this going forward	
Final Summary of Initiative	<p><i>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.</i></p>	
Initiative	Governance Review Implementation	
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.
Objective	Implement the Governance Review Recommendations	
Key Details	<p>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.</p>	
Status	IN PROGRESS (Goal to complete by end of summer 2024)	
Final Summary of	<Note successes, challenges, metrics, etc>	

Initiative		
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	Done	
Final Summary of Initiative	<i>The 2024/25 budget was approved during the March Students' Council Meeting.</i>	
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	Completed	
Final Summary of Initiative	<i>Town Hall had 274 students attend with 31 students filling out the post-Town Hall survey. 200 Vietnamese subs and extra pizza ordered given out to students. This year there was a 59% increase in attendance from last year,</i>	

	which had 113 students attend. Overall, we saw a large increase in student engagement especially where there is free food involved.
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Initiative	Governance Engagement Policy
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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: tbd	
Status	postponed	
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	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

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	<p>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.</p> <p>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</p>	
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 Student Voice	<p>1.2: Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing materials.</p> <p>1.3: Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students.</p> <p>2.2 Enhance awareness and interest in SAMU's democratic processes through educations and encouraging student participation.</p>
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 (To be amended)	
Final Summary of Initiative	<p><Note successes, challenges, metrics, etc></p>	

Theme: Advocacy

Initiative	Reinforcing Municipal Advocacy
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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	<p>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.</p>	
Status	Ongoing	
Final Summary of Initiative	<Note successes, challenges, metrics, etc>	

Theme: Advocacy		
Initiative	Student Advisory Committees	
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. 3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.

Objective	Advocate for the Remuneration of Student Advisory Committee members.
Key Details	<p>Student Advisory Committees operate under the purview of the 6 Offices of the Dean. While the dates of these meetings vary, the most recent student interview of their time on a SAC stated several issues.</p> <ol style="list-style-type: none"> 1) They felt that the associate dean who chaired the meeting belittled the concerns they raised. 2) They were not given a chance to submit agenda items 3) They were not given the agenda in advance 4) The agenda items were too vague and generalized <p>Lastly, these students are not remunerated for their work in the SAC. The cost-benefit of participating is steep since the students could be using that time to study, work, or participate in campus life, in addition to the barriers presented above. I advise we continue negotiations with the provost and deans to have these SAC members remunerated for their work.</p>
Status	Ongoing
Final Summary of Initiative	As of 2024, the provost agreed to review the prospect of remuneration in the VPA-Provost 1-1 meeting on Feb 26.



Students' Council Report

Quarterly Report: Finance Committee

April 17th, 2024

Committee Members:

January 1st – March 31st, 2024

Joseph A. La Torre, Vice President Governance & Finance

Gabriel Ambutong, President

Cierra Jacobs, Vice President Student Life

Katherine MacDonald, Councillor

Nhi Phan, Councillor

Olad Ayodeji, Student-at-Large

Sewaj Grewal, Student-at-Large

Greetings Council,

This is the report from the Finance Committee for a reporting period from January 1st – March 31st (Quarter 3).

The committee met multiple times this quarter for budget presentations, the decision to recommend the 2024/25 budget to Council, a discussion on a potential change to the Finance Policy, and training on quarterly financial statements. For the budget presentations, the committee met for three days having all the SAMU departments present their budget to the committee, and on the third day, the committee decided that they had enough information and were confident to make a decision to recommend the 2024/25 budget to Council. The committee then met to discuss potential changes to the Finance Policy from the recommendation of the Senior Finance Manager and our last audit, committee Quarterly Report: Finance Committee April 17th, 2024 Page 1 of 2



training on a forward-looking view of quarterly financial statements and a review of the last quarter's financial statement. The committee is mandated to monitor the financial well-being of SAMU and review the quarterly financial statements of the organization, reviewing any allocation adjustments over a 5% variance. As a result, the committee received training from the Senior Finance Manager on this with a forward-looking lens so that there isn't a duplication of effort with the audit committee, which has a backward lens. That said, the committee will meet quarterly moving forward to review quarterly financial statements and fulfill its mandate. Furthermore, the committee recommended changes to the Finance Policy, which currently has the allocation of our operating surplus as 70% going to the Maintenance Fund and 30% going to the SAMU/MacEwan Major Expenditure Fund. The changes consist of 30% going to the Maintenance Fund, 40% going to the SAMU/MacEwan Major Expenditure Fund, and 30% going to unrestricted Funds (funds used for day-to-day operations of SAMU).

If you have any further questions or concerns, please contact me.

Kind Regards,

Joseph A. La Torre, (He/Him)

VP Governance and Finance, SAMU 2023/2024

savpoperations@macewan.ca

Finance Committee Workplan 2023-2024**For Information to Students Council****Submitted: December 20th, 2023**

Chaired By:	Joseph A. La Torre, VP Governance and Finance			
Committee Members:	Gabriel Ambutong, President Olad Ayodeji, Student-at-Large Sewaj Grewal, Student-at-Large Cierra Jacobs, VP Student Life Katherina MacDonald, Councillor Nhi Phan, Councillor			
Committee Mandate:	Finance Committee oversees the construction of the SAMU budget, assesses and reviews SAMU fees, and reviews SAMU financial statements			
Approved by Committee:	December 8 th , 2023			
Received by Council:	December 20 th , 2023			
Task	Details	Stakeholders	Timeline	Status
Annual Budget	Finance Committee oversees the construction of the annual SAMU budget and recommends it to Students' Council for Approval	Students' Council SAMU Students At Large SAMU Members	Budget Training – February 1st, 2024 Budget Presentations February 20th- 23th	Completed
Annual Review of Finance Policy	Finance Committee Reviews this policy annually	Students Council SAMU Finance Students At Large	March 2024	Completed
Annual Review of SAMU Fees Policy	Finance Committee Reviews this policy annually	Students Council SAMU Finance Students At Large SAMU Members SAMU Affiliates	TBD	Ongoing



Students' Council Report

Quarterly Report: Governance Committee

April 17th, 2024

Committee Members:

<u>January 1st – March 31st 2024</u>
Joseph A. La Torre, Vice President Governance & Finance
Nhi Phan, Councillor
Alem Tesfay, Councillor
Sonia Yusef, Councillor
Layal Zidan, Councillor
Colton Bloudoff, Student-at-Large
Kris Ravelo, Student-at-Large

Greetings Council,

This is the report from the Governance Committee for a reporting period from January 1st – March 31st, 2024 (Quarter 3).

The committee met twice this quarter to discuss policies to recommend to Council for approval. For the first meeting, the committee met to discuss and then recommend updates to the Town Hall and Honourary Membership Policies, and the new Governing Documents Policy. For the second meeting, the committee discussed and debated the Board of Governors Representatives because there was a proposed change to have the VPGF and President sit on the Board of Governors. Since the topic concerned the VPGF position, the President presented the topic and answered any questions; however, the VPGF still chaired the meeting. Since the changes to the policy are to the *Roles and Quarterly Report: Governance Committee*

April 17th, 2024

Page 1 of 2



Responsibilities of the Elected Representatives and the Student Representative Policy. We also discussed the Indigenous Student Representative to pause appointing a representative because the position requires further research and consultation on the representative's training and remuneration before we appoint another representative to this position. There was a lot of great discussion and debate, and ultimately the committee decided to recommend the changes to Students' Council.

If you have any further questions or concerns, please contact me.

Kind Regards,



Joseph A. La Torre, (He/Him)
VP Governance and Finance, SAMU 2023/2024
savoperations@macewan.ca

Governance Committee Workplan 2023-2024**For Information to Students Council****Submitted: December 20th, 2023**

Chaired By:	Joseph A. La Torre, VP Governance and Finance			
Committee Members:	Colton Bloudoff, Student-at-Large Nhi Phan, Councillor Kris Ravelo, Student-at-Large Alem Tesfay, Councillor Sonia Yusef, Councillor Layal Zidan, Councillor			
Committee Mandate:	The Governance Committee ensures the relevance and consistency of SAMU Bylaws and Policy and assists in governance process development.			
Approved by Committee:	November 29 th , 2023			
Received by Council:	December 20 th , 2023			
Document	Last Review Date	Details	Timeline for Review	Status
Governing Documents Policy	N/A	Expanding on the policies policy, procedures procedure and including directives to localize them into one document.	December/January	Completed
Honourary Membership Policy	January 2018	To review this policy since it has been more than 4 years since its last review.	January	Completed
Town Halls	October 2015	To review this policy since it has been more than 4 years since its last review	January	Completed
Governance Engagement Policy	N/A	Detailing what governance engagement looks like as an elected representative.	TBD	Postponed
Budget Approval	February 2014	To review this policy since it has been more than 4 years since its last review and Expanding on the scope of the budget approvals policy.	April	Ongoing
Students' Council Meetings/	January 2022	To review Students' Council virtual attendance and to potentially have	April	Ongoing

Attendance Policy		those expectations in a policy.		
Governance Transition	February 2022	Annual review of transition policy before transition occurs.	April	Initial Stages
Roles and Responsibilities of Elected Representatives	April 2021	Review for relevance and adaptability.	TBD	Ongoing
Committees Policy	March 2023	One-year review after implementation.	May-July	Initial Stages



Students' Council Report

Quarterly Report: Students' Council Operations Committee

April 17th, 2024

Committee Members:

<u>January 1st – March 31st, 2024</u>
Joseph A. La Torre, Vice President Governance & Finance
Delaney Hatala, Councillor
Nathan Poon, Councillor

Greetings Council,

This is the report from the Students' Council Operations Committee (SCOC) for a reporting period from January 1st to March 31st (Quarter 3).

The committee met three times this quarter and held four interviews for Executive Committee vacancies. For the first meeting this quarter, SCOC discussed changes to the Elected Representatives' Remuneration Policy, which resulted in policy changes recommended to Council and further changes for approval by the committee. Since I indicated that I was going to run for a second term, the VPSL chaired this meeting because she was not; however, I was still there in attendance as a guest. *Note:* changes to the policy are recommended to Council; however, any specific changes to Appendix A or B is approved by the committee, and only reported to Council. The changes recommended to Council relate to defining what is a flex day and a robust definition of TOIL (Time off in Lieu). Regarding the approved changes to Appendix A of the policy, the committee added class attendance as part of the Executive Committee work hours in



response to avoiding burnout, changed the minimum grade to a C- for EC to be reimbursed, and a 5% RSP/TFSA matching contribution. For Appendix B, the change consists of councillors who serve on SAMU committees to be remunerated \$15/meeting.

For the second meeting, SCOC discussed a few things: the annual review of the chair to recommend to Council, the plan to fill the Executive Committee vacancies, evaluating the Chief Returning Officer (CRO), and a review of SC meeting evaluations and minutes.

The next instances the committee met was to hold interviews for the vacant Vice President External and Vice President Student Life positions and met one final time after the last interview to deliberate and come to a decision on who the candidates are to recommend to Council to fill the vacancies.

If you have any further questions or concerns, please contact me.

Kind Regards,



Joseph A. La Torre, (He/Him)
VP Governance and Finance, SAMU 2023/2024
savpoperations@macewan.ca

SCOC Workplan 2023-24
For Information to Students Council
Submitted: December 20th, 2023

Chaired By:	Joseph A. La Torre, Vice President Governance and Finance			
Committee Members:	Delaney Huhtala, Councillor Nathan Poon, Councillor			
Committee Mandate:	Students' Council Operations Committee advises and reviews Students' Council, interviews and vets candidates for appointments made by Students' Council, and annually reviews the remuneration and compensation provided to Councillors, Executives, and other Students' Council appointments performing governance roles at SAMU.			
Approved by Committee:	November 30 th , 2023			
Received by Council:	December 20 th , 2023			
Task	Details	Stakeholders	Timeline	Status
Executive Committee Remuneration	<p>Discuss remuneration policy with respect to EC:</p> <ul style="list-style-type: none"> - Discussion on CPI inflation of EC salary and determine EC remuneration. - Discussion on EC and coursework for sustainability. 	Executive Committee Students Council	December /January 2024	Completed
Students' Councillor Remuneration	Review and discuss remuneration of councilors	Students Council Executive Committee	May-July	Ongoing
Chief Returning Officer (CRO) Evaluation Discussion	Discussion if the CRO should be evaluated after every election cycle.	Executive Committee/ Student's Council	March-May	Ongoing
Chief Returning Officer (CRO) Appointment	Appoint the CRO for the 24/25 SAMU elections.	Executive Committee, Students' Council	April/May	Ongoing
Chair of Students' Council Appointment	Appoint the 24/25 Chair for Students' Council.	Students' Council, Executive	March/April	Ongoing

		Committee		
Evaluate the Chair of Students' Council	Evaluate the chair of Students' Council performance.	Students' Council, EC	March & August	Completed
Review the Students' Council's Operations	Review the meeting minutes and evaluations to report on and determine the effectiveness of Students' Council.	Students' Council, Executive Committee	As needed	Ongoing
Councillor Appointments	Appoint SAMU members to Student Councillor vacancies.	Students' Council, Executive Committee	As needed	Ongoing

Students' Council Report

Quarterly Report: Strategy and Engagement Committee

April 17, 2024

Committee Members:

January 1 – March 31 (Q3)
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 January 1th to March 31st (Quarter 3, 2023-24).

SEC met once over the quarter. We planned for the SEC Social that was held March 28. We planned bowling and appetizers at the Banquet. I'm happy to report that 18 people, including the Executive Committee, Student Councillors, Students-at-Large, and support staff including our SC Chair, General Manager and Governance Advisor were all in attendance. This has been the most successful event we have put on through SEC and I'm so excited to pass on the torch on this high note! Furthermore, we wrapped up our teambuilding activity of dodgeball. We managed to place 4th and had a ton of fun along the way. Thank you to everyone who joined us in playing this season!



STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY

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

Cheers,

A handwritten signature in black ink, appearing to read "Cierra Jacobs".

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

Students' Council Report

Chief Returning Officer
April 11, 2024

**RE: Outcomes of the Students' Association of MacEwan University (SAMU)
2024 Executive Committee election.**

1.0 INTRODUCTION

I, Josh Stock, was appointed as Chief Returning Officer (CRO) by the SAMU Students' Council in accordance with section 2 of the SAMU *Elections and Referenda* policy on May 17, 2023, via motion number 7.1 of that meeting. This report has been prepared and submitted in accordance with section 3 of the SAMU *Elections and Referenda* policy and in accordance with section 8 if the *Elections* procedure. A summary of the six (6) "suggestions for future improvements" is included as an appendix at the end of this report.

2.0 ELECTION PREPARATIONS

Planning for the Executive Committee election began in January 2024 and continued through February via contact with the Returning Officer (RO), Alan Honey. This included a review of the Nominations Handbook, the slide deck for the All Candidates Meeting, and proposed dates for key election events (e.g., the dates for the opening of nominations, forums, and the elections themselves, etc.). These items were largely finalized by early February 2024.

3.0 NOMINATIONS PERIOD

The nominations period was relatively uneventful. I was in occasional contact with the RO to check in on the number of candidates for each position. It was noted to be unusual to have no candidates for a position.

3.1 Notable Decisions

Requests for clarification were received from a person seeking candidacy for a position. Upon review of the *Elections* procedure, it was noted that "[t]he CRO responds to all interpretation and approval requests within 24 hours." There does not appear to be a limit on when requests for interpretation may be received.

A request pertaining to the assignment of a "Campaign Manager", as described in the nomination's booklet, after the submission of a nominations package was received. This role is not defined in any of the SAMU governing documents therefore the request was granted.

3.2 Suggestions for Future Improvements

Consider adding a clarification to section 14 of the *Elections* procedure as to when the CRO may be engaged for requests for interpretation and by whom. As written, it appears requests for interpretation pertaining to anything to do with elections and referenda may come from any SAMU member at any time. Suggested limitations could be that requests for interpretation be limited to SAMU members seeking a nomination once the nomination period is open, or, to formal candidates following the close of nominations.

Consider defining a “Campaign Manager” in the SAMU governing documents. Alternatively, it is noted that such an assignment could be removed at the discretion of the CRO, in consultation with the RO, when finalizing the nomination package.

4.0 CAMPAIGN PERIOD

This portion of the Students’ Council election process is traditionally the most intensive for CRO activity, decisions, and rulings. Given there were only four candidates for five positions, and each candidate was running unopposed, requests for approvals of elections materials in time for the first day of the campaigning period were low. While section 14 of the *Elections* procedure provides the CRO with the ability to respond to any requests for interpretation or approval within 24 hours, I was able to respond to most requests within minutes and at all times of the day (and night). Inquiries and approvals requests from candidates persisted throughout the entirety of the campaigning period.

4.1 Notable Decisions

Numerous clarifications pertaining to the rules of campaigning were sought. In accordance with section 14.1 of the *Elections* procedure, these clarifications were shared with all candidates. This election, I piloted a new process to share clarifications with all candidates: I responded, in writing, to the candidate making the request and subsequently posted the query and the response to a Google Document shared with all candidates with “read only” permissions enabled. Candidates were then notified once per day on any day in which updates were posted, via email, indicating the Google Document has been updated. This allowed for less emails and all candidates had equal access to interpretations in real-time. I had intended to pilot this during the election prior, but no requests for interpretation had been received during that election. Queries were anonymized as needed to give the candidates enquiring some amount of anonymity. A total of eleven (11) requests for interpretation were received and shared. This method for sharing responses to requests for interpretation appeared to be successful.



At my discretion, an email reminder to the candidates was sent the day prior to the submission deadline for expense reports reminding candidates to ensure expense reports were submitted on time and to remind the candidates that failure to submit an expense report by the noted deadline in the *Elections* procedure would result in disqualification. This reminder was also reiterated during the All Candidates Meeting held at the close of nominations. Such reminders are not required, they are a courtesy.

An infraction of section 27 of the *Elections* procedure pertaining to failure to submit an expense report by the deadline occurred. Per section 28 of the *Elections* procedure the candidate was disqualified and removed from the ballot.

4.2 Suggestions for Future Improvements

The definition of “Campaign materials” in the *Elections* procedure includes “digital posters”, but this term is quite vague, and I have interpreted it this election to include the imagery on the SAMU Building TV screens only. I suggest the addition new section be added to the *Elections* procedure to help define “digital posters” in greater detail.

The extent of what can and cannot be used as “Election materials” has largely been left to the discretion of the CRO. Based on a jurisdictional scan, this appears to be atypical. It is recommended that this be reviewed, and the *Elections* procedure be updated to include popular materials, such as business cards, and restrictions on their use.

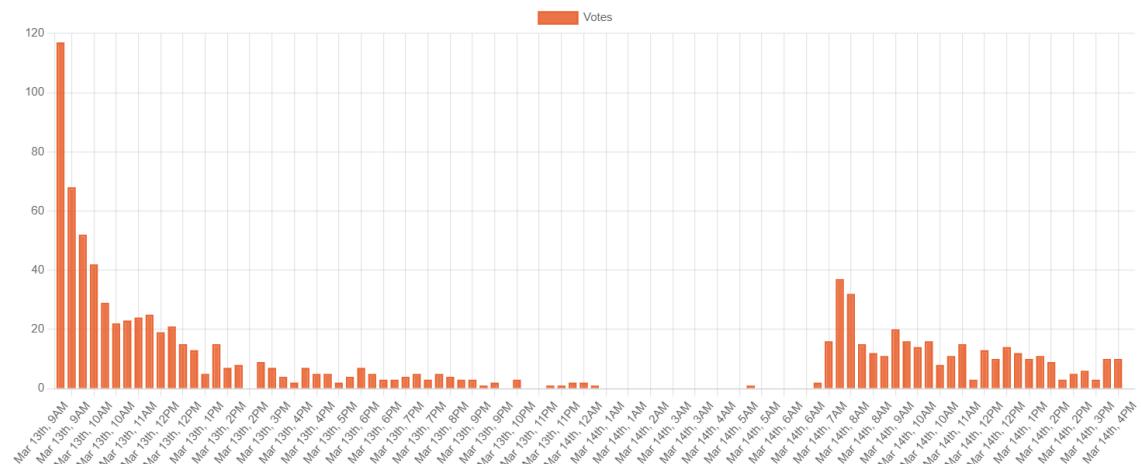
5.0 VOTING DAYS

The voting software used for the election, Simply Voting, worked as programmed without any issues with the software itself. The voter turnout for the election was monitored by the RO and I throughout the voting period. A report published by the software indicates 604 of the 953 votes cast were recorded on the first day of voting, which is approximately 63% of the votes cast. 349 of 953 votes cast were recorded on the second day of voting, with a major spike in additional votes recorded as soon as the “reminder” pre-programmed email was sent out.

An improvement in the “reminder” emails was noted – only the SAMU members who had not voted received the reminder email. Previously, all SAMU members received the reminder email regardless of whether they had already voted.



Turnout Chart (953 electors voted)



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

5.1 Notable Decisions

The RO received an enquiry from *the Griff* magazine pertaining to the appearance of the ballot, specifically why the ballot only included three (3) candidates and not four (4). The RO forwarded me the enquiry and I responded with limited details, largely deferring to the *Elections* procedure, and noted the release of any additional information would be via this report to Students' Council.

5.2 Suggestions for Future Improvements

None.

6.0 UNOFFICIAL RESULTS OF THE ELECTION

The unofficial results for the Executive Committee showed that all three (3) candidates on the ballot were successful in receiving more "yes" votes than "no" votes. The unofficial results were issued approximately thirty (30) minutes after the polls closed on the final day of voting, March 14, 2024. My preference has historically been to be physically present at SAMU to tabulate the unofficial results of the election with the RO but unfortunately a conflict with my work schedule arose at the last minute and I opted to issue the results remotely to have the results issued in a timely manner.

The voter turnout for this election was 6.3%, a sizable drop in turnover compared to the 2023 Executive Committee election (15.2%). For historical context, the turnover in 2022 and 2021 for the Executive Committee elections was 10.0% and 7.6%, respectively. The correlation between voter turnout continues to be heavily influenced by how competitive an election is.

In accordance with the *Elections* procedure, the unofficial results became official 48 hours after the polls closed, on Saturday, March 16, 2024 at 4pm. An email notice to this effect was distributed shortly after.

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

6.1 Notable Decisions

None.

6.2 Suggestions for Future Improvements

It was noted some 77 ballots were not issued to students as they have opted out of email-based communication in accordance with Canadian “spam” regulations. While it is the right for these students to make this choice, they should be advised that this opt-out also strip them of their democratic right (if they are not already advised of such). I again encourage the Executive Committee to review the messaging associated with “opting out” of emails to see if students are aware they will not receive a ballot. I also encourage some exploration into how these students can participate in the democratic process in a manner that does not involve emails, e.g., a list of students on the “opt-out” list could be eligible for a paper ballot and marketing materials could advise these students how to obtain such a ballot.

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

7.0 CONCLUDING REMARKS

As always, thank you to the RO, and to the SAMU members who worked the election. "Getting out the vote" is always a challenge, especially for uncontested elections.

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

Kind regards,



Josh Stock
Chief Returning Officer



APPENDIX: SUMMARY OF SUGGESTIONS FOR FUTURE IMPROVEMENTS

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

Suggestion #1

Consider adding a clarification to section 14 of the *Elections* procedure as to when the CRO may be engaged for requests for interpretation and by whom. As written, it appears requests for interpretation pertaining to anything to do with elections and referenda may come from any SAMU member at any time.

Suggested limitations could be that requests for interpretation could be limited to SAMU members seeking a nomination once the nomination period is open, or, to formal candidates following the close of nominations.

Suggestion #2

Consider defining a “Campaign Manager” in the SAMU governing documents. Alternatively, it is noted that such an assignment could be removed at the discretion of the CRO, in consultation with the RO, when finalizing the nomination package.

Suggestion #3

The definition of “Campaign materials” in the *Elections* procedure includes “digital posters”, but this term is quite vague, and I have interpreted it this election to include the imagery on the SAMU Building TV screens only. I suggest the addition new section be added to the *Elections* procedure to help define “digital posters” in greater detail.

Suggestion #4

The extent of what can and cannot be used as “Election materials” has largely been left to the discretion of the CRO. Based on a jurisdictional scan, this appears to be atypical. It is recommended that this be reviewed, and the *Elections* procedure be updated to include popular materials, such as business cards, and restrictions on their use.

Suggestion #5

It was noted some 77 ballots were not issued to students as they have opted out of email-based communication in accordance with Canadian “spam” regulations. While it is the right for these students to make this choice, they should be advised that this opt-out also strip them of their democratic right (if they are not already advised of such). I again encourage the Executive Committee to review the messaging associated with “opting out” of emails to see if students are aware they will not receive a ballot. I also encourage some exploration into how these students can participate in the democratic process in a manner that does not involve emails, e.g., a list of students on the “opt-out” list could be eligible for a paper ballot and marketing materials could advise these students how to obtain such a ballot.

Suggestion #6

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



Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
March 20, 2024 @ 2:00pm

Voting Members:

Gabriel Ambutong, President (absent)
Stephan Vasquez, VP Academic
Jakob Cardinal, VP External (absent)
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: 2:26pm
2. Approval of Agenda:
VPSL/VPA
CARRIED
3. Approval of Minutes: March 6, 2024
VPSL/VPA
CARRIED

TOPIC	DISCUSSION	ACTION/MOTION
1. EC Transition Retreat Agenda		
2. Student Groups	MacEwan Swifties Department MacEwan University Student Research Club MacEwan University Political Science Club	MOTION TO APPROVE THE MACEWAN SWIFTIES DEPARTMENT STUDENT GROUP, THE MACEWAN UNIVERSITY STUDENT RESEARCH CLUB, AND THE MACEWAN UNIVERSITY POLITICAL SCIENCE CLUB VPSL/VPA CARRIED
3. Maintenance Fund Request	Project 10 – Stairwell Landing Furniture - \$39,900.00 Project 12 – Breakfast Club fridge - \$3200.00 Project 13 – Pantry Dishwasher - \$10,100.00 Project 14 – Meditation cushions & storage cart - \$4000.00	MOTION TO APPROVE AN EXPENSE OF UP TO \$39,900.00 FOR STAIRWELL LANDING FURNITURE, UP TO \$3,200.00 FOR THE BREAKFAST CLUB FRIDGE, UP TO \$10,100.00 FOR THE PANTRY DISHWASHER, AND UP TO \$4000.00 FOR MEDITATION CUSHIONS & STORAGE CART,

			FROM THE MAINTENANCE FUND VPSL/VPA CARRIED
4.	Reallocation request	Vpsl – SG grant funding has been exhausted for the year. Proposed to move funds from SG operations grant to event grants as it hasn't been fully used this year.	MOTION TO APPROVE A REALLOCATION OF \$5000.00 FROM G/L 528000 TO G/L 533000 VPSL/VPA CARRIED
5.	Missing Credit Card Receipt Form	Vpsl – needs to be a bigger conversation that this issue continues. Implications beyond this topic today.	MOTION TO APPROVE THE MISSING CREDIT CARD RECEIPT FORM FOR JAKOB CARDINAL FOR A PURCHASE IN THE AMOUNT OF \$64.44 ON JANUARY 24, 2024 VPA/VPGF CARRIED
6.	Project Updates (Standing Item)		
7.	Outstanding Action Items		
8.	VP Academic's Report	TTP update. Inclusive Access update. Affordability survey update. GFC Exec Committee meeting. Subsequent Credential update.	
9.	VP External's report	tabled	
10.	VP Governance and Finance's Report	Dorothy Gray signage reveal update. SCE update. SCOC update.	
11.	VP Student Life's Report	HCA workshop update. AVP Students meeting update. Met with Vpsl candidate. WPS meeting update.	
12.	President's Report	tabled	
13.	General Manager's Report	tabled	
14.	Recognition		

4. Adjournment

Time: 3:56pm.



Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
March 27, 2024 @ 2:30pm

Voting Members:

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

Resource Officials:

Darryl Kostash, General Manager
Alan Honey, Governance Advisor

Recording Secretary:

Alan Honey, Governance Advisor

1. Call to Order: 2:30pm
2. Approval of Agenda:
VPA/VPGF
CARRIED
3. Approval of Minutes: March 20, 2024
VPGF/VPA
CARRIED

TOPIC		DISCUSSION	ACTION/MOTION
1.	Student Groups	Mind Matters: Ponoka Psychiatric Nursing Student Club Vpa – be good to ensure the group has info about grants, etc they can receive.	MOTION TO APPROVE THE MIND MATTERS: PONOKA PSYCHIATRIC NURSING STUDENT CLUB VPA/VPE CARRIED
2.	Maintenance Fund	Vpgf - Project 10, the original quote didn't have all the furniture added to it so we need to add \$20,000 to the price to bring it to \$59,000 total Vpgf - Project 15 is adding an additional desk to 313 area. The desks events part timers use. The cost is \$5,880	MOTION TO APPROVE AN EXPENSE OF UP TO \$20,000.00 FOR PROJECT 10 FROM THE MAINTENANCE FUND VPGF/VPA CARRIED MOTION TO APPROVE AN EXPENSE OF UP TO \$5880.00 FOR PROJECT 15 FROM THE MAINTENANCE FUND

			VPGF/VPA CARRIED
3.	Inclusive Access	Vpa – included a briefing note for everyone to review. Don't believe this will help students save money on their education costs or help them with academic success. Want to hear everyone's thoughts on the topic to help identify our direction on the topic moving forward. *generally not in favour of supporting Inclusive Access.	Action: Vpa to gather more information on Inclusive Access and bring back to EC.
4.	Project Updates (Standing Item)		
5.	Outstanding Action Items		
6.	VP Academic's Report	MacEwan Headcount Update. GFC SAL term update. GFC Update. Affordability survey update.	
7.	VP External's report	ESA update. CASA AGM update. CAUS update.	
8.	VP Governance and Finance's Report	SCOC update. Finance Committee update.	
9.	VP Student Life's Report	SMHWG meeting update. GAASC meeting update.	
10.	President's Report	BOG meeting update. CBC interview re tuition increases.	
11.	General Manager's Report	Budget passed. Conference went well. HR update. MacEwan HR update. Biannual report complete – will share via email. Looking to do a Pantry audit.	
12.	Recognition		

4. Adjournment

Time: 4:08pm.

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
April 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:
VPGF/VPA
CARRIED
3. Approval of Minutes: March 27, 2024
VPGF/VPA
CARRIED

TOPIC		DISCUSSION	ACTION/MOTION
1.	EC Transition Retreat	Agenda provided for review.	
2.	SC Refresher	Agenda provided for review.	
3.	Position Search Student Honorarium	Vpa/Vpgf – brought for consultation with EC today. In reference to students who sit on MacEwan Search Committees.	
4.	Project Updates (Standing Item)		
5.	Outstanding Action Items		
6.	VP Student Life's Report	SEC Teambuilding. Awards Night.	
7.	VP Academic's Report	Met with Provost re. death certificate issue. Transition with Darcy. Interview with student re automated billing and FAC. Student honorarium discussion.	Action: Add to workplan: FAC/SAC student issues response.
8.	VP External's report	UoA Indigenous Student association update. Met with CAUS Chair. CAUS update.	
9.	VP Governance and Finance's Report	Met with Maureen today re. Service Level agreement holdback, textbook affordability, in year funding. HR update.	
10.	President's Report	Met with MacEwan President. Hiring committee.	

11.	General Manager's Report	Legal update. Events space update. Biannual report provided. Hot breakfast update.	
12.	Recognition		

4. Adjournment

Time: 3:35pm.



STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

Meeting Date	Submitted By
April 3, 2024	Joseph A. La Torre, Vice President Governance and Finance

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

AGENDA ITEM DETAILS

Motion Title	To Approve the Finance Policy on the recommendation of the Finance Committee
Background Information	<p>The Finance Committee met to review the Finance Policy and integrated recommendations provided by our Senior Finance Manager, Cam Whiting.</p> <p>The main update was to redefine how any potential surplus is allocated at the end of the fiscal year. Instead of having 70% be directed to the Maintenance Fund and 30% to the SAMU/MacEwan Major Expenditures Fund, from our last audit's recommendation and SAMU's capital planning, Cam recommended that 30% go to the Maintenance Fund, 40% to the SAMU/MacEwan Major Expenditures Fund, and 30% remain as unrestricted funds.</p>
Alternative Considerations	n/a
Risk Management Considerations	Low
Strategic Alignment	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete
Implications	n/a
Related Documents	
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 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 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"/>

Finance

Rationale

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

Definitions

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

Unrestricted funds are funds used in the day to day operations of SAMU.

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Expectations

General

1 SAMU's fiscal year begins on July 1st of each year and ends on June 30th of the following calendar year.

2 The annual operating budget reflects the strategic plan and current priorities of SAMU.

3 Expenditures may not exceed the amounts approved in SAMU budget.

4 Professional bookkeeping exists for SAMU's finances.

5 An independent auditing firm annually audits financial statements.

6 Alterations to this policy require a recommendation from the Finance Committee and a Special Resolution of Students' Council.

Maintenance Fund (Internally Restricted)

7 The Maintenance Fund is dedicated to Furniture, Fixtures, and Equipment (FF&E), leasehold improvements, and building renovations.

8 Expenditures from the Maintenance Fund require formal approval by Executive Committee and will be reported to Students' Council at their next regularly scheduled meeting..

SAMU/MacEwan Major Expenditures Fund (Jointly Restricted)

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

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

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

Contingency Reserve Fund (Internally Restricted)

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

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

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

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

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

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

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

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

Health and Dental Reserve Funds

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

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

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

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

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

Student Groups Fund

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

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

USD Fund

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

Transit Fund

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

SAMU Cares Endowment Fund

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

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

20.1 Distribution of funds is managed by SAMU.

Operating Fund

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

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

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

Operating Savings Fund

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

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

Operating Surplus

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

30% to the Maintenance Fund
40% to the SAMU/MacEwan Major Expenditures Fund
30% to remain as unrestricted funds

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

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Deleted: **26.2** After review by the Finance Committee, allocation of the operating surplus may be subject to change for a set duration of time until reviewed again. ↴

Fact Sheet

Approvals:

First Approval – August 21, 2013
Last Approval – March 22, 2023

Date of Last Review: March 22, 2023

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

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

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

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

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

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

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

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

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

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



Policy

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

March 22, 2023: *Finance* approved by Students' Council motion 2023-03-22-7.1 on the recommendation of the Budget and Finance Committee. Changes include: noting that the 25% requirement within Contingency Reserve Fund excludes amortization expense, requiring the Operating Fund to hold 2 months worth of operating expenses instead of 4, and excluding building levy revenue from the calculation of an operating surplus.



STUDENTS' COUNCIL MEETING SUBMISSION

AGENDA ITEM INFORMATION

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

Agenda Title	Item	Chair of Students' Council Appointment
Action Requested	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Consultation Item

AGENDA ITEM DETAILS

Motion Title	Motion to reappoint Tim Jobs as Chair of Students' Council for a term of May 1, 2024 to April 30, 2025.
Background Information	<p>The Students' Council Operations Committee (SCOC) conducted the annual review of the Chair of Students' Council (SC), as per the committees' obligation. Members of Students' Council were provided an opportunity to submit their feedback by filling out a questionnaire via Google Forms, and we received a response from the majority of SC.</p> <p>The results of the feedback were reviewed by this Committee and based on the overwhelming positive feedback, SCOC is recommending that Council reappoint Tim Jobs for another term as our Chair. Tim has exceeded our expectations in almost every way, and has done a phenomenal job of adapting to the new faces on SC without jeopardizing an effective chairship.</p> <p>Please focus your questions on the process and if you agree or disagree with SCOC's recommendation.</p>
Alternative Considerations	Put out a posting and solicit/consider other possible candidates for the position.
Risk Management Considerations	If we do not appoint Tim, then we would need to find another chair, and the longest serving member of SC would likely take over for the chair in the interim.
Strategic Alignment	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete
Implications	This allows us to maintain having Tim as our chair on SC.

Related Documents	Role and Responsibilities of the Chair of Students' Council policy
Follow Up Action	
Review History	n/a

Strategic Alignment Checklist

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

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

Focus Areas	Not consistent	N/A	Consistent
Student Experience & Engagement			
The overall student experience is enhanced by the opportunities provided by SAMU.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student Voice			
The Student Voice is amplified by SAMU.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student Supports			
Student supports provided by SAMU are responsive to unique and evolving needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.3 Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>