



# STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

## Agenda for the Students' Council Meeting of the Students' Association of MacEwan University August 21, 2024 at 6:00pm in the Council Chamber

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### Voting Members:

Gabriel Ambutong, President  
Abby Beka, Councillor  
Darcy Hoogers, Vice President Academic  
Delaney Huhtala, Councillor  
Ian Kamenwa, Councillor  
Mayank Kaushik, Councillor  
Joseph A. La Torre, Vice President Governance  
and Finance  
Katherine MacDonald, Councillor  
Aleace Moom, Vice President Student Life  
Maade Okai, Councillor  
Nhi Phan, Councillor  
Nathan Poon, Councillor  
Alric Reid, Vice President External

Inder Singh, Councillor  
Alem Tesfay, Councillor  
Joehn Torres, Councillor  
Chioma Uzor, Councillor  
Sonia Yusuf, Councillor  
Layal Zidan, Councillor

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

Timothy Jobs, Chair  
Darryl Kostash, General Manager  
Alan Honey, Governance Advisor  
Karan Singh, Admin Support

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Meeting called to order at 6:00pm.

<Intros>

### **1. Treaty 6 Land Recognition**

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

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

### **2. Approvals**

#### **2.1 MOTION**

**TO APPROVE THE AGENDA FOR AUGUST 21, 2024**

#### **2.2 MOTION**

**TO APPROVE THE MINUTES OF JULY 17, 2024**

**3. Presentations**

**3.1. Tuition and Fees Consultation Process**

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**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**

**4.2. Executive Committee Minutes**

Minutes of July 10, 17, 22, 31, and August 7, 2024 provided.

**5. Question Period**

**5.1. Written Questions**

**5.2. Oral Questions**

Topics include:

**6. In Camera Period**

**7. Motions & Business Orders of the Day**

**7.1. Role and Responsibilities of the Chief Returning Officer Policy**

***MOTION TO APPROVE THE ROLE AND RESPONSIBILITIES OF THE CHIEF RETURNING OFFICER POLICY***

***VPGF/***

Favour:

Oppose:

**7.2.**

**8. Consultation**

**9. Evaluation**

**9.1.**

**10. Recognition**

**11. Adjournment**

***MOTION TO ADJOURN***

Next Meeting Date: September 18, 2024

Meeting adjourned at pm



**Voting Members:**

Gabriel Ambutong, President (absent)  
Abby Beka, Councillor  
Darcy Hoogers, Vice President Academic  
Delaney Huhtala, Councillor  
Ian Kamenwa, Councillor  
Mayank Kaushik, Councillor  
Joseph A. La Torre, Vice President Governance  
and Finance  
Katherine MacDonald, Councillor  
Aleace Moom, Vice President Student Life  
Maade Okai, Councillor  
Nhi Phan, Councillor  
Nathan Poon, Councillor  
Alric Reid, Vice President External (absent)

Inder Singh, Councillor  
Alem Tesfay, Councillor  
Joehn Torres, Councillor  
Chioma Uzor, Councillor  
Sonia Yusuf, Councillor  
Loyal Zidan, Councillor

**SAMU Officials and Council Support:**

Matthew Yanish, Chair  
Darryl Kostash, General Manager  
Alan Honey, Governance Advisor  
Karan Singh, Admin Support

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

**2. Approvals**

**2.1 MOTION TO APPROVE THE AGENDA FOR JULY 17, 2024**

**TORRES/ZIDAN**

**CARRIED**

**2.2 MOTION TO APPROVE THE MINUTES OF JUNE 19, 2024**

**ZIDAN/SINGH**

**CARRIED**

**3. Presentations**

**4. For Information**

**4.1. Reports**

**4.1.1. President**

**4.1.2. Vice President Academic**

As presented.

**4.1.3. President External**

**4.1.4. Vice President Governance & Finance**

As presented.

**4.1.5. Vice President Student Life**

As presented.

**4.1.6. Audit Committee**

As presented.

**4.1.7. Executive Committee**

**4.1.8. Finance Committee**

As presented.

**4.1.9. Governance Committee**

As presented.

**4.1.10. Students' Council Operations Committee**

As presented.

**4.1.11. Strategy and Engagement Committee**

As presented.

**4.2. Executive Committee Minutes**

Minutes of June 12, 26, and July 3, 2024 provided.

**5. Question Period**

**5.1. Written Questions**

**5.2. Oral Questions**

Topics Include: Student Charter of Rights; student H&D insurance usage; campus food issues/insecurity; global conflict; Vpa/Provost meeting;

***MOTION TO GO IN CAMERA***

***KAMENWA/VPSL***

***CARRIED***

***MOTION TO GO OUT OF CAMERA***

***VPGF/ZIDAN***

***CARRIED***

**6. In Camera Period**

**7. Motions & Business Orders of the Day**

**7.1. Role and Responsibilities of the Chair of Students' Council**

***MOTION TO APPROVE THE ROLE AND RESPONSIBILITIES OF THE CHAIR OF STUDENTS' COUNCIL POLICY ON THE RECOMMENDATION OF THE GOVERNANCE COMMITTEE***

***VPGF/ZIDAN***

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

***CARRIED***

**8. Consultation**

**9. Evaluation**

**10. Recognition**

**11. Adjournment**

***MOTION TO ADJOURN***

***VPSL***

***CARRIED***

Next Meeting Date: August 21, 2024

Meeting adjourned at 6:37pm.



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

## Students' Council Report

### President

**August 21st, 2024**

Council,

There have been no significant decisions or items of strategic relevance to Students' Council to report on from the President portfolio during July 18<sup>th</sup> to August 14<sup>th</sup>.

### **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 2024-2025



## Students' Council Report

### Vice-President Academic

August 21, 2024

An air of anticipation wafts across the SAMU offices as we realize that it's merely a few weeks until the campus halls are alive with energy.

As anticipation grows, so does excitement. Excitement for Fall Fest, committee meetings, and engaging with students across campus.

This report offers a glimpse into the work your VPA has been doing in preparation for the quickly approaching 2024/2025 academic year. Enjoy!

### Executive Summary

- Councillor Joehn Torres appointed to Allard Chair Working Group
- Follow-up with Associate Dean of Nursing regarding nursing lab kit costs
- Olad Ayodeji and Councillor Layal Zidan appointed to General Faculties Council

### Student Voice

*The Student Voice is amplified by SAMU.*

#### Allard Chair Working Group

*Strategic Point 2.4*



The School of Business approached me to solicit a business student to sit on their Allard Chair Working Group. This working group serves to search for and select the next Allard Chair for the School of Business.

I reached out to the councillors among us who study business to present this opportunity. After a careful selection process, I am pleased to report that Councillor Joehn Torres will sit as the School of Business student representative for the Allard Chair Working Group.

Thank you to every councillor who expressed interest and engaged in the selection process. I am excited to see the work that comes from this working group.

#### Meeting with Associate Dean of Nursing

##### *Strategic Point 2.4*

I met with Dr. Jill Vihos, an Associate Dean for MacEwan's Faculty of Nursing to follow up a councillor's request regarding the cost of nursing lab kits. Dr. Vihos provided context regarding the rationale for including lab kits as an additional cost through the Bookstore: some students were overcharged when lab kits were included as a fee since not every course requires the same equipment.

Following a discussion with the previous VPA, the Faculty of Nursing assembled a working group to determine where costs could be minimized for students through lab kits. This working group found classes within the nursing program where equipment was either not needed or could be replaced through low-cost means. The working group was able to reduce the cost of lab kits in some classes by 40 to 50 percent.

While this news is encouraging, education affordability remains at the forefront of our priorities. I encourage councillors to [reach out](#) if there are areas related to affordability that require attention.





## **Student Supports**

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

### GFC Appointments

#### *Strategic Point 3.3*

It is my pleasure to announce that Loyal Zidan and Olad Ayodeji are your General Faculties Council student representatives for the 2024/2025 academic year. With numerous thoughtful applications, this decision was not easy; however, both Loyal and Olad demonstrated a keen desire to advocate for students with passion and care. I look forward to working with both Loyal and Olad to further student interests and ensure that the University works to support their most vital stakeholders: students.

I thank every student who took the time to apply and participate in this process. There are numerous open seats on MacEwan and SAMU committees—I encourage everyone interested to [review and apply to sit on these committees](#).

### **Closing Remarks**

As always, thank you for taking the time to carefully review my report. I welcome any high-level questions pertaining to the items in this report.

Sincerely,

Darcy



## Students' Council Report

### Vice-President External

### Date of Meeting August 21, 2024

Hello Council! The end of Summer is fast approaching, and the start of the Fall semester is almost here. I hope you are all rejuvenated for the start of a new school year.

Below is my monthly Students' Council Report.

### **Executive Summary**

- CASA Policy and Strategy Conference
- ESA Launch and Officer Elections

### **Student Voice**

*The Student Voice is amplified by SAMU.*

### **CASA Policy and Strategy Conference**

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

The President and I attended the annual Casa Policy and Strategy Conference, held this year at the Centennial College in Scarborough Ontario, from July 15-19. During the conference, the CASA board presented their action plan and advocacy priorities for the

Roles Report to Students' Council

[Date Report's Submitted]

Page **1** of **3**



year with each executive outlining their action items for the year to ahead. The advocacy priorities being pursued are separated into two buckets: monetary asks and regulatory asks. The broad headings of the asks are outlined below:

*Monetary Asks:*

- 1. Ensuring economic access to post-secondary education*
- 2. Keeping Canada's research pipeline competitive*
- 3. Ensure every indigenous highschooler has educational autonomy (to increase indigenous enrolment in post-secondary)*
- 4. Supporting housing construction and the skilled trades*
- 5. Increasing productivity by creating employment opportunities*

*Regulatory Asks:*

- 1. Integrating international students into the Canadian economy*
- 2. Food insecurity initiatives and supports for post-secondary education*
- 3. Artificial intelligence*
- 4. Campus safety*
- 5. Affordable student housing*

### **Edmonton Student Alliance Launch and Election of Officers**

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

The Edmonton Student Alliance had its first and second meeting of newly-elected and returning delegates from member institutions on president July 22<sup>nd</sup> and August 12<sup>th</sup> respectively. From these meetings, the board has elected Abdul Abassi of the University of Alberta Students' Union as **Chair** and Naomi Torres of the Students' Association of Norquest College as **Vice-Chair**. The board is now working to develop its priorities and asks for the municipal government.



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

## **Closing Remarks**

I appreciate you taking the time to read my report and welcome the opportunity to answer any questions you may have.

Kind Regards,

Alric Reid



## **Students' Council Report**

### **Vice President Governance & Finance**

**August 21<sup>st</sup>, 2024**

Greetings Council!

I hope you are all gearing up for the start of the Fall semester, for those of you who are taking classes; I know I am excited for the return of a lively campus filled with energy.

Below you can find my report from July 12<sup>th</sup> – August 15<sup>th</sup>.

#### **Executive Summary**

- Tuition/MNIF Meetings
- SAMU Office Space
- Student Technology Fee Committee Meeting

#### **Student Experience & Engagement**

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

#### **Student Voice**

*The Student Voice is amplified by SAMU.*

2.4 Foster positive relationships with MacEwan University to better serve students



### Tuition/MNIF Meetings

This was the first Tuition/MNIF (Mandatory Non-Instructional Fees) meeting we had this year (1 of 4). In these meetings, we are consulted on Tuition and MNIF increases by MacEwan. These Tuition/MNIF meetings are regulated by the PSLA (Post-Secondary Learning Act) and the Tuitions Framework with specific requirements. In this meeting, we solidified the timelines, clarified expectations and requested further information so that we set up well for the next meetings.

### Student Technology Fee Committee Meeting

The Student Technology Fee is an MNIF (Mandatory Non-Instructional Fee) that students pay to fund technology projects. This committee met for the first time in 2 years to talk about a few things of note: changes to the TOR and an approval of the Library's proposal of \$150,000 for 100 replacement laptops and 2 more printers in the library. Overall, this committee will aim to meet more this year, and more proposals will be considered.

## **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.*



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

### SAMU Office Space

This is an operational decision; however, how large the amount is, I will report this to Council. The Executive Committee, with the consultation of the General Manager, approved a \$500,000 project to “fill the hole” on the 3<sup>rd</sup> floor of the SAMU offices. The reason for this is to accommodate more staff to meet the needs of the growing population of students in the upcoming years, and in addition to that, it would also free up a room on the 2<sup>nd</sup> floor in the student groups area, which would create more student space in that area. Before this project was approved, there was a process of estimating how much filling in the hole would cost and how long it would take. Ultimately, this project will be professionally done, and SAMU is funding this project through our own funds, the Maintenance Fund.

### **Closing Remarks**

Thank you for reading my report.

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 2024/2025

[savpoperations@macewan.ca](mailto:savpoperations@macewan.ca)

Vice President Governance & Finance Report to Students' Council

August 21<sup>st</sup>, 2024

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## Students' Council Report

### Vice President Student Life

**08-21-2024**

Greetings Council!

Summer has flown by, and I can't believe it's almost September! SAMU has been busy gearing up for the new semester and I am so excited to see campus be busy again.

Please see below my report in office from July 17th- August 21st

### **Executive Summary**

- Mental Health Week (MHW)

### **Student Supports**

*Student Supports provided by SAMU are responsive to unique and evolving needs*

#### Mental Health Week (MHW)

*3.3 Strengthen collaboration and partnerships with MacEwan University to expand supports and resources for students*

The Mental Health Week Planning Committee had a kickoff meeting this month to begin the MHW planning process. MHW will be January 20th-24th, 2025. The committee has planned a week to align with mental health challenges during the winter months. The





theme this year will be ***Surviving to Thriving***. Things will be done differently this year to tie into culturally relevant supports, such as a resource fair with different community services, from counseling services to social services, to bring awareness to students. In addition to these external supports, we will showcase a global mental health approach to show different cultural perspectives on mental health.

I am excited to be part of this planning committee and can't wait to see everything come to life in January.

### **Closing Remarks**

Thank you for reading my report (I'll know you read this if you say happy birthday to me P.S it's today)

The student's voice informs the student experience, and I always welcome yours!  
Please don't hesitate to contact me via email at [savpstudentlife@macewan.ca](mailto:savpstudentlife@macewan.ca)

Cheers,

Aleace Moom (she/her)

VP Student Life, SAMU 2024/2025



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
July 10, 2024 @ 2:00pm**

**Voting Members:**

Gabriel Ambutong, President  
Darcy Hoogers, VP Academic  
Alric Reid, VP External  
Joseph A. La Torre, VP Governance & Finance  
Aleace Moom, VP Student Life

**Resource Officials:**

Darryl Kostash, Acting General Manager  
Alan Honey, Governance Advisor (Recording Secretary)

**Recording Secretary:**

1. Call to Order: 2:00pm
2. Approval of Agenda:  
**VPSL/VPGF  
CARRIED**
3. Approval of Minutes for: July 3, 2024  
**VPSL/VPGF  
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Missing Credit Card Expenses		<b>MOTION</b>  <b>TO APPROVE THE MISSING CREDIT CARD EXPENSES FOR MATTHEW YANISH IN THE AMOUNT OF \$41.22, JAKOB CARDINAL IN THE AMOUNT OF \$833.25, AND MYLES DYKES IN THE AMOUNT OF \$180.22</b>  <b>VPGF/VPSL CARRIED</b>
2. MacEwan Library Council	Vpa – briefing note supplied.	<b>MOTION</b>  <b>TO APPOINT DARCY HOOGERS TO MACEWAN UNIVERSITY'S LIBRARY COUNCIL</b>  <b>VPSL/VPGF CARRIED</b>
3. FFAC	Vpa – this is resulting from miscommunication with MacEwan. Vpgf – moving forward will there be better comms with MacEwan for Councils/Committees. IAA – have reached out to MacEwan to let them know I'll be the main contact for student appointments moving forward.	<b>MOTION</b>  <b>TO APPROVE AN EXPENSE OF \$30 EACH FROM G/L 524100 TO JOSIE HAFFARTH AND BAILEY EXELL FOR</b>

			<b>SITTING ON THE FACULTY OF FINE ARTS AND COMMUNICATIONS COUNCIL</b>
			<b>VPGF/VPSL CARRIED</b>
			<b>MOTION</b>
4.	University Governance Representation Procedure	GA – only updates to Appendix A. IAA – updates based on my comms with MacEwan,	<b>TO APPROVE THE UNIVERSITY GOVERNANCE REPRESENTATION PROCEDURE</b>
		MacEwan Biological and Physical Sciences Club Vpsl – new SG application came in. Looks good to approve. Vpgf – seems similar to the MacEwan Science Club. Is there overlap? Vpsl – this one seems more specific but if we want I can ask the SG manager to reassess the application.	<b>VPSL/VPGF CARRIED</b>
5.	Student Groups		Action: Vpsl to take back to sg for further clarification and bring back at next EC meeting.
			<b>MOTION</b>
6.	EC workplan		<b>TO APPROVE THE 2024-2025 EC WORKPLAN</b>
			<b>VPGF/VPSL CARRIED</b>
7.	President's Report	tabled	
8.	VP Academic's Report	Provost – Dean reappointment update.	
9.	VP External's Report	tabled	
10.	VP Governance & Finance Report	Reserve Capacity Focus Group update. U-Pass meeting update. Gallivan meeting update.	
11.	VP Student Life's Report		
12.	GM Report	UASU meet & greet. U-Pass meeting. Directives update. HR update.	
13.	Recognition		

4. Adjournment  
**VPGF  
CARRIED**  
Time: 2:40pm



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
July 17, 2024 @ 2:00pm**

**Voting Members:**

Gabriel Ambutong, President  
Darcy Hoogers, VP Academic  
Alric Reid, VP External  
Joseph A. La Torre, VP Governance & Finance  
Aleace Moom, VP Student Life

Darryl Kostash, General Manager  
Alan Honey, Governance Advisor (Recording Secretary)

In attendance:  
Shannon Marshall, Executive Coordinator  
Larissa Williams, Internal Advocacy Advisor

Resource Officials:

1. Call to Order: 3:07pm
2. Treaty 6 Land Recognition

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

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

3. Approval of Agenda:  
**VPGF/VPSL  
CARRIED**
4. Approval of Minutes for: July 10, 2024  
**VPSL/VPGF  
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. GFC Student Representative Appointment	Vpa – recommendations provided. Does anyone have other options? Vpgf – in favour of recommendations. Vpsl – agree with recommendations.	<b>TO APPOINT LAYAL ZIDAN &amp; OLAD AYODAJI TO THE GENERAL FACULTIES COUNCIL FOR A TERM ENDING JUNE 30, 2025</b>  <b>VPGF/VPSL CARRIED</b>
2. Student Tech Fee Committee	Vpgf – kickoff meeting is July 23. Haven't provided agenda yet – will share once I receive it. IAA – committee last met in 2021-22. EC makes up majority of committee voting structure so that students are making	

		<p>decisions on how the fee is used. Departments, including SAMU, across MacEwan can submit proposals and we allocate funding as we see fit. Looking to find out if money has been divvied out over the last couple of years since there were no meetings.</p> <p>Gm – last I heard was that money wouldn't be spent for some time so some could be allocated to the new business building. Should be around \$2 million+ dollars in fund.</p>	
3.	Student Groups	<p>MacEwan Biological and Physical Sciences Club</p> <p>Vpsl – met with Erika to get updated about our concerns last week. This club would focus more on promoting creative thinking-more of an academic club instead of social club. Think we should move ahead with approving.</p>	<p><b>MOTION</b></p> <p><b>TO APPROVE THE MACEWAN BIOLOGICAL AND PHYSICAL SCIENCES CLUB</b></p> <p><b>VPSL/VPGF CARRIED</b></p>
4.	Procedures	Vpgf -	<p><b>MOTION</b></p> <p><b>TO APPROVE THE AWARDS PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE, TO APPROVE THE CREDIT CARDS PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE, TO APPROVE THE ELECTIONS PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE CONTINGENT ON STUDENTS' COUNCIL APPROVING THE ROLES AND RESPONSIBILITIES OF THE CHIEF RETURNING OFFICER POLICY, TO APPROVE THE GRANTS PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE, AND TO RETIRE THE TRAVEL AND ACCOMMODATIONS PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE</b></p> <p><b>VPGF/VPSL CARRIED</b></p>

5.	Project Updates (Standing Item)	EC Workplan 2024-2025	
6.	Outstanding Action Items		
7.	Advo Wins	Advo Wins	
8.	VP Academic's Report	Marketing consultation re. Don't Go Textbook Broke campaign.	
9.	VP External's Report	tabled	
10.	VP Governance & Finance Report	Gallivan Client Advisory Council – Conference Report submitted. GovComm meeting update. - RROCoSC – going to SC tonight. PSC meeting update. My Legal Plan update. U-Pass contract negotiation update.	
11.	VP Student Life's Report	K-W lunch update. CHARM meeting update.	
12.	President's Report	tabled	
13.	GM Report	U-Pass meeting(s) update. Disturbances in office next week due to desk rearrangements. Audit going well. Q4 year-end wrapup – EC will be updated at future meeting. Year-end report work has begun.	
14.	Recognition		

5. Adjournment  
**VPGF**  
**CARRIED**

Time: 3:50pm



**Voting Members:**

Gabriel Ambutong, President  
Darcy Hoogers, VP Academic  
Alric Reid, VP External  
Joseph A. La Torre, VP Governance & Finance  
Aleace Moom, VP Student Life

In Attendance:

Shannon Marshall, Executive Coordinator  
Larissa Williams, Internal Advocacy Advisor  
Parvin Sedighi, External and Stakeholder Relations  
Manager

Resource Officials:

Darryl Kostash, General Manager  
Alan Honey, Governance Advisor (absent)

Recording Secretary: Shannon Marshall

1. Call to Order: 10:02 am

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.

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1. Approval of Agenda:

**VPGF/VPSL  
CARRIED**

2. Approval of Minutes for: [July 17, 2024](#)

**VPSL/VPGF  
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Student Benefit Plan	Vpgf – Senior Finance Manager presented the financials, still in good standing Financials are still in good standing but when increasing services without increasing costs should be conservative for longevity of the program.  Vpsl- what are our students thinking based on the spring survey?  Vpgf - most are unaware, but those that are aware are satisfied.	MOTION  To add my wellness enhanced and the expanded dental network to the health and dental plan  <b>VPSL/VPGF CARRIED</b>
2. Student Tech Fee Follow-up	Vpgf - Tech meeting tomorrow, provided a detailed update on the items we would like to cover off in this first meeting.	

3.	Project 2-24.25 - Quickstand for Reception Desks in SA- 301	Gm - Derek has found an option for an admin desk add on for our folks that work at the front desk. Basically, it will give our front desk folks the opportunity to have a sit stand option at their desk. Could you please request \$5,000 allocation from the Maintenance Fund for <b>Project 2-24.25 Quickstand for Reception Desks SA301</b>	<b>MOTION</b>  To approve an expense of up to \$5000.00 from the Maintenance Fund for Project 2-24.25.  <b>VPSL/VPA CARRIED</b>
4.	Dean of Arts & Science Reappointment Committee	Vpa -	Motion  To appoint Darcy Hoogers to the dean of arts and science reappointment committee for Fall 2024.  <b>VPSL/VPGF CARRIED</b>
5.			
6.			
7.			
8.			
9.	Project Updates (Standing Item)	<a href="#">EC Workplan 2024-2025</a>	
10.	Outstanding Action Items		
11.	Advo Wins	<a href="#">Advo Wins</a>	
12.			
13.	VP External's Report	CASA Conference update	
14.	VP Governance & Finance Report	U-pass Contract Advocacy	
15.	VP Student Life's Report	Nothing to Report	
16.	VP Academic's Report	Nothing to Report	
17.	President's Report		Motion:  To go in Camera  <b>VPGF/VPSL Carried</b>



			To go out of Camera <b>VPA/VPSL Carried</b>
18.	GM Report	Building Updates Office Updates	
19.	Recognition		

3. Adjournment  
Time: 11:42am



**Voting Members:**

Gabriel Ambutong, President  
Darcy Hoogers, VP Academic  
Alric Reid, VP External (absent)  
Joseph A. La Torre, VP Governance & Finance  
Aleace Moom, VP Student Life (absent)

**In Attendance:**

Shannon Marshall, Executive Coordinator  
Larissa Williams, Internal Advocacy Advisor  
Parvin Sedighi, External and Stakeholder Relations  
Manager

**Resource Officials:**

Darryl Kostash, General Manager  
Alan Honey, Governance Advisor (absent)

**Recording Secretary:** Shannon Marshall, Executive  
Coordinator

- 1. Call to Order: 2:00
- 2. Treaty 6 Land Recognition

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

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

3. Approval of Agenda:

**VPGF/VPA  
CARRIED**

4. Approval of Minutes for: July 22, 2024

**VPGF /VPA  
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	Ponoka Printer	VPGF – Not Feasible through the tech fee through MacEwan’s eyes VPA – Advocacy around the Tech Fee for Ponoka Students instead of pushing for the printer VPGF – Going to need to develop messaging if asked in Ponoka regarding the printer. Pres – Advocacy avenues regarding the printer have been exhausted. Should not pursue further.	
2.	Tech Fee/Student Tech Fee Committee	VPGF - TOR Amendments, Tech Fee as a MNIF, SAMU Proposals	Action: To be added to Next EC Agenda

3.	Building and Equipment Upgrades	Vpgf/GM -	<p>Motion: To Approve Project 3-24.25 Pantry Wire Shelf for a cost of up to \$1700 from the maintenance fund.</p> <p><b>VPGF/VPA CARRIED</b></p> <p>Motion: To Approve Project 4-24.25 3rd Floor Office Floor Fillin for a cost of up to \$500,000 from the maintenance fund</p> <p><b>VPGF/VPA CARRIED</b></p> <p>Motion: To Approve Project 7-24.25 - 214.A Furniture Upgrade and configuration for a cost of up to \$9500 from the maintenance fund.</p> <p><b>VPGF/VPA CARRIED</b></p> <p>Motion: To Approve Project 8-24.25 Furniture Under the Main Stairs for a cost of up to \$50,000 from the maintenance fund.</p> <p><b>VPGF/VPA CARRIED</b></p> <p>Motion: To approve Project 5-24.25 Look Out Staging Kitchen for a cost up to 250,000 from the maintenance fund.</p> <p><b>VPGF/VPA CARRIED</b></p> <p>Motion: To approve Project 6-24.25 Replacement Laptops, Designer</p>
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			& Photographer Apple Computers for a cost up to 44,000 from the maintenance fund.  <b>VPGF/VPA CARRIED</b>
4.	Appeal Policy Discussion	Vpa – No Capacity to take this on right now, but is on the radar	
5.	Donation Drive request	Vpgf - donation request received though doesn't fit the criteria for donations per procedure	
6.	H&D Resource at Ponoka Site	Vpgf -	
7.	SC Presentation		Motion: To Approve a Tuition and Fees Consultation Presentation at the August 21 <sup>st</sup> Students' Council Meeting  <b>VPGF/VPA CARRIED</b>
8.	Invitation to People's Testimonial		Motion:  To Go in Camera <b>VPGF/VPA Carried</b>  To Move out of Camera <b>VPGF/VPA Carried</b>
9.	Project Updates (Standing Item)		
10.	Outstanding Action Items		
11.	Advo Wins		
12.	VP Governance & Finance Report	Nothing to Report	
13.	VP Student Life's Report	Tabled	
14.	VP Academic's Report	Mtg with Library	
15.	VP External's Report	Tabled	
16.	President's Report	ESA Update CAUS update	

17.	GM Report	Finance Update Building Update Hiring Updates	
18.	Recognition		

1. Adjournment  
Time: 3:43pm



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
August 7, 2024 @ 2:00pm**

**Voting Members:**

Gabriel Ambutong, President  
Darcy Hoogers, VP Academic  
Alric Reid, VP External  
Joseph A. La Torre, VP Governance & Finance  
Aleace Moom, VP Student Life

Alan Honey, Governance Advisor (Recording Secretary)

**In Attendance:**

Shannon Marshall, Executive Coordinator  
Larissa Williams, Internal Advocacy Advisor

**Resource Officials:**

Darryl Kostash, General Manager

1. Call to Order: 2:00pm
2. Treaty 6 Land Recognition

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

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

3. Approval of Agenda:

**VPSL/VPA  
CARRIED**

4. Approval of Minutes for: July 31, 2024

**VPA/VPSL  
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Tech Fee/ Student Tech Fee Committee	Vpgr – TOR amendments, Tech Fee as a MNIF, SAMU Proposals. Haven't received minutes or TOR from MacEwan to review yet. Will contact them again to get those. Pres – if this continues we should contact the Chair of the committee. Vpa – during the tech fee meeting they indicated the minutes would be available by the end of that particular week. Pres – limited time to prepare for next meeting if we aren't provided information in a timely manner.	
2. Encampment Statement Asks Discussion	Pres – based on conversations had we need to re-evaluate how to move forward. MacEwan doesn't seem to have an intention of making a statement on student safety or having dialogue with student protesters.	Action: Add topic to next Advo Campfire.

		<p>Vpa – could be worthwhile pivoting the focus, just not sure how yet. If MacEwan isn't going to give in to our requests we should update.</p> <p>Vpe – good to pivot at this point. Pressing MacEwan on something they're now going to do isn't useful.</p> <p>Vpgf – potential to mediate between the two? Or SAMU convey info to MacEwan in place of PSA.</p> <p>Vpa – could we connect this project with Town Halls, etc?</p>	
3.	EC at Fall Fest	<p>GM – we need people to support Fall Fest. We want EC to introduce bands, etc. Looking to know what you want to do, but also asking for help with setup/takedown if possible.</p>	<p><b>MOTION</b></p> <p><b>TO MOVE TO COMMITTEE OF THE WHOLE</b></p> <p><b>VPA/VPSL CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO MOVE OUT OF COMMITTEE OF THE WHOLE</b></p> <p><b>VPE/VPA CARRIED</b></p>
4.	Signing Authority Delegation	<p><i>Bylaw 51: Executive Committee may delegate the authority of operational contracts of under \$75,000 and not exceeding a five-year term to the General Manager.</i></p> <p>Gm – 1. looking at a contract of no more than 2 years. This would be a shorter term for Coke to prove they are a good partner with SAMU – the last contract was during Covid which didn't necessarily provide a good indication so want to provide them with another chance.</p> <p>Vpa – support how GM is going about this.</p> <p>Gm – after this contract we will go to RFP.</p> <p>Vpe – support motion.</p> <p>– 2. Currently negotiating a three or five year deal to provide us with better pricing. We use Jotform for a lot of things at SAMU and will also be adding it to our website to replace software that is less efficient and user-friendly.</p> <p>Vpe – does it tie us to using Jotform on the website?</p> <p>Gm – yes, and some of SAMU is currently using the product already. This integrates well with what we currently do.</p>	<p><b>MOTION</b></p> <p><b>TO DELEGATE SIGNING AUTHORITY TO THE GENERAL MANAGER TO ENTER AND SIGN SAMU INTO AN OPERATIONAL CONTRACT WITH COCA-COLA BOTTLING LIMITED</b></p> <p><b>VPGF/VPSL CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO DELEGATE SIGNING AUTHORITY TO THE GENERAL MANAGER TO ENTER AND SIGN SAMU INTO AN OPERATIONAL CONTRACT WITH JOTFORM</b></p> <p><b>VPGF/VPSL CARRIED</b></p>
5.	Project Updates (Standing Item)	<p><a href="#">EC Workplan 2024-2025</a></p>	
6.	Outstanding Action Items		

7.	Advo Wins	<a href="#">Advo Wins</a>	
8.	VP Student Life's Report		
9.	VP Academic's Report		
10.	VP External's Report	CAUS update. CASA update.	
11.	VP Governance & Finance Report		
12.	President's Report	Dean reappointment request update.	<b>MOTION</b> <b>TO GO IN CAMERA</b>  <b>VPA/VPE</b> <b>CARRIED</b>  <b>MOTION</b> <b>TO GO OUT OF CAMERA</b>  <b>VPGF/VPE</b> <b>CARRIED</b>
13.	GM Report	Building update. SAMUnity update. Legal update. Difficult conversations training update. SG update.	
14.	Recognition		

5. Adjournment  
Time: 3:46pm





**STUDENTS' COUNCIL MEETING SUBMISSION**

**AGENDA ITEM INFORMATION**

<b>Meeting Date</b>	<b>Submitted By</b>
August 21, 2024	Joseph A. La Torre, Vice President Governance and Finance

<b>Agenda Item Title</b>	Roles and Responsibilities of the Chief Returning Officer Policy	
<b>Action Requested</b>	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Consultation Item

**AGENDA ITEM DETAILS**

<b>Motion Title</b>	To Approve the Roles and Responsibilities of the Chief Returning Officer Policy	
<b>Background Information</b>	<p>The Governance Committee met and discussed the Roles and Responsibilities of the Chief Returning Officer. The details of the CRO's role was previously in the Elections procedure; however, due to the CRO being a Council appointment, we believe a policy is a more appropriate home for it.</p> <p>We are still in the process of reviewing the honourarium provided, and a recommendation may come in the future about that specific topic, but with the Councillor election process beginning in September it's important to have this policy in place prior to Elections commencing.</p>	
<b>Alternative Considerations</b>	n/a	
<b>Risk Management Considerations</b>	Low	
<b>Strategic Alignment</b>	<input checked="" type="checkbox"/> Attached Strategic Alignment Checklist is complete	
<b>Implications</b>	n/a	
<b>Related Documents</b>		

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
<b>Student Experience &amp; Engagement</b>			
<b>The overall student experience is enhanced by the opportunities provided by SAMU.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.1 Put the finishing touches on the SAMU building, enhancing the safe and intentional spaces for students to gather, relax and study.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2 Increase student awareness of SAMU and its opportunities through strong communications and engaging marketing and brand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.3 Increase student engagement by offering relevant and meaningful events, programs, services, volunteer activities and employment opportunities for students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.4 Support Student Groups by offering networking opportunities, meeting space, outreach support and online platforms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Student Voice</b>			
<b>The Student Voice is amplified by SAMU.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1 Develop an Advocacy Plan and implement processes to strengthen SAMU's advocacy program.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2 Enhance awareness and interest in SAMU's democratic processes through education and encouraging student participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3 Continue to build collaborative relationships with other Student Associations and organizations to enhance the collective student voice with all government levels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4 Foster positive relationships with MacEwan University to better serve students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Student Supports</b>			
<b>Student supports provided by SAMU are responsive to unique and evolving needs.</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 Develop and deliver initiatives that are inclusive and are responsive to all student needs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2 Evaluate and assess student supports to remain relevant and accountable to students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.3 Strengthen collaborations and partnerships with MacEwan University to expand supports and resources for students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.4 Enhance relationships with external organizations to leverage resources and supplement new and existing initiatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Strengthening SAMU Operations</b>			
<b>SAMU is an innovative and sustainable organization with an engaging work environment.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.1 Review SAMU governance structures and make improvements to reduce duplication of efforts and delays in decision-making processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.2 Document main policies and processes to support business continuity and transitions in leadership and staff.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.3 Diversify revenue streams to reduce reliance on student fees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.4 Act as financial and environmental stewards and implement effective practices to enhance sustainability.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.5 Foster a professional and supportive work environment that lives the organizational values and delivers a culture of excellence.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Role and Responsibilities of the Chief Returning Officer

### Rationale

Clear responsibilities for the SAMU Chief Returning Officer ensure that the preparation for, and the proceedings of, elections and referendums are fair and transparent.

### Definitions

A **Candidate** is a SAMU general member who is nominated to run for an elected representative role or a SAMU general member who is running a campaign for or against a specific referendum question.

The **Chief Returning Officer** refers to the person, who is not a SAMU general member or staff member, formally appointed by Students' Council to oversee SAMU elections and referendums.

### Expectations

#### Roles and Responsibilities

- 1 The Chief Returning Officer (CRO) adheres to SAMU bylaws and policies.
- 2 The CRO is responsible for ensuring the operation of open, fair, and impartial elections and referendums in accordance with bylaws, policy, and procedure.
- 3 The CRO receives complaints and interprets bylaws, policies, and procedures pertinent to the operations of elections and referendums.
- 4 The CRO may impose disciplinary action against a candidate.
- 5 The CRO responds to all interpretation and approval requests from [SAMU Members](#) within 24 hours.

5.1 Interpretations will be communicated to all candidates.

6 Subsequent to each election, the CRO confirms the results of the election and/or referendum(s) based on the ballot tallies and is responsible for submitting a written report to Students' Council that reports the results of the election or referendum(s), the processes used, gives suggestions for future improvements, and provides any additional information the CRO deems relevant.

#### Appointment and Removal

7 The CRO is appointed by Students' Council for a term that ends on April 30 of the following year.

Deleted: candidates

**7.2** The appointment of the CRO is renewable upon annual review and recommendation.

**8** If the CRO position becomes vacant, a new CRO or interim CRO may be appointed for the remainder of the current term.

**9** If the CRO is found not to be upholding these expectations or otherwise acting against the interests of SAMU, Students' Council may censure or remove the [CRO](#).

**Deleted:** Chair.

#### **Honourarium**

**10** The CRO receives an annual honourarium of \$1500.00.

**10.1** The CRO remuneration will be reviewed every second year.

**10.2** Changes to remuneration of the CRO require the recommendation of the Students' Council Operations Committee.

#### **Indemnification**

**12** SAMU shall indemnify the Chief Returning Officer and hold them harmless for lawful acts or decisions made by them in good faith while performing their duties to the full extent allowed by law.



**STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY**

Policy

### **Fact Sheet**

**Approvals:**

First Approval -

Last Approval -

**Date of Last Review:**

**Related Documents and Forms:**

**Source and Updates:**